

# HOME INSTRUCTION PROCEDURE

1. Nurse initiates Home Instruction by completing a form and sending it to the Supervisor of Health Services to have it Board approved.
  - **Medical** – Nurse secures all medical documentation. Notify school counselor to secure Home Instructors.
    - \* at the Elementary Level – School Nurse can post in building for 24 hours – then refer to Counselor/Principal.
  - **IEP** – Case Manager notifies Nurse to initiate Home Instruction paperwork for Board approval. \*Case Manager signs this form.
  - **Administrative** – Administrator notifies Nurse to initiate paperwork and articulates the policy violation number. Administrator to sign form.
- \*The paperwork Nurse submits is for Board approval ONLY.**
2. Counselors secure Home Instructors and contact information on spreadsheet.
3. Counselor provides Instructors, Student Teacher(s), and Parent contact information.
4. Case Manager review IEP with Home Instructor if necessary.
5. Attendance should be recorded as “Present Bedside”.
6. Counselor in conjunction with guidance secretaries (secondary) and designee (elementary) track hours of home instruction on a weekly spreadsheet.
7. A log (spreadsheet) should be maintained, with all parental, medical or related services contact.
8. Principal/Assistant Principal must be notified by Counselor should there be any non-compliance issues.
9. IPP must be developed by Counselor if on Home Instruction for 30 + days.
10. Nurse will notify CST at 60 days of Home Instruction.
11. Home Instructor timesheets must be initialed by Parent at the time of instruction. Building Administrator of student’s home school must sign timesheet and submit to payroll.
12. Need for **Home Instruction for Outside Facility** (no District Staff available...) – refer to District website; Faculty & Staff Use; Student Support Services; on page under Files are forms for other support. (ESC of Morris; ERESC; NRESC)

**\*This is a collaborative procedure, the Health office, Guidance department, Child Study Team, and Administrators must articulate on a regular basis regarding students on Home Instruction. Any difficulty in compliance must be reported to the Building Principal immediately.**