

Butler Public Schools Home Instruction



When a student is placed on Home Instruction the following procedures must be followed to ensure our legal obligations to the child are met:

- All classes/instruction must be tied to a present class/placement that the student would attend if going to the class in our schools.
- If you are the CST Case Manager, Administrator or Counselor responsible for placing the child on Home Instruction, you must follow the below flow of information to ensure class credit, BOE approval, and payment.

_____ If a situation presents that requires home instruction complete the Home Instruction Request Form and Submit to your building principal.

_____ Once approved, Debbie Priestner will generate the “transfer card” and send via email to appropriate staff members.

_____ Upon receiving the “transfer card” either the case manager (SE Student), counselor (General Ed Student), principal or designee will email staff to attempt to secure a Home Instructor. Contact Mike Nicosia if a home instructor can not be found.

_____ As teachers provide home instruction, complete three forms: Grade submission form, weekly tracker form and voucher form to ensure payment.

_____ When the Home Instruction is ended notify Debbie Priestner via email, with end date and student name. If the Home Instruction was for a medical issue, we will require another note for the student to return to school.

Important Reminders

- All Home Instruction needs to be BOE approved! Without the approval, a teacher cannot get paid and a student cannot get credit.
- All forms must be thoroughly completed and a voucher signed and completed, or they cannot be processed for payment.
- Forms will not be processed unless grades are included on the form provided.
- Please **make sure to check on the left side of the voucher form** if the student is a Butler or Bloomingdale resident and if the student is a special education student.

**Butler Public Schools
Home Instruction**



For the Month of: _____

Instructor: _____

Student's Name: _____ Grade _____ School _____

Classroom Teacher: _____ HI Subject Taught: _____

Date instruction began: _____ Date Instruction Ended: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Calendar must indicate : Dates and hours instruction took place for each subject in addition to the total for each session. (IE: 10.1.2018 2:30-3:30 - 1 hour)

Please complete one form for each subject and, after completion, give one to the parent and one copy to Student Services along with the Home Instruction Voucher and Grade Report form at the end of each month.

Home Instructor Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**Butler Public Schools
Home Instruction**



Current Date: _____

Students Name: _____

Home Instruction Teacher: _____

Classroom Teacher: _____

Subject(s): _____

Start Date: _____ **End Date:** _____

Grades for subjects taught: _____

Period of Time Represented by the Grade(s):

Marking Period: _____

Dates: _____

Please send a copy to:

Student File ___

Guidance___

Attendance___

Case Manager___

Building Principal___

BUTLER BOARD OF EDUCATION
High School Annex Building
38 Bartholdi Avenue, Butler NJ 07405

Approved By: _____

Make Checks
 Payable To:

Date: _____

Subjects Taught: _____

Quantity	Item	Price	Amount

CLAIMANT'S CERTIFICATION

"I declare that the goods or services itemized in this bill have been delivered or rendered; that no bonus has been given or received by any person or persons with the knowledge of the deponent; and that the above bill is true and correct."

 Please sign and return to Student Services Office

 Print Name

Account: _____ Amount: _____ Date Paid: _____ Check No. _____

Butler Resident _____

Grades submitted YES NO

Bloomington Resident _____

(Please note that payment will not be processed unless grades are submitted along with this voucher.)

Special Education _____

 Michael Nicosia – Director of Student Services