

## HOMEBOUND INSTRUCTION REGULATION

### *Guidelines for Placing a Student on Homebound Instruction*

1. There should be a referral from the School Physician or the Director of Pupil Personnel Services.
2. A copy of the official Homebound Schedule Card will be forwarded to the homebound teacher, the Counselor and/or the Building Principal, the Attendance Department and the school nurse-teacher (if a medical referral).
3. Upon receipt of a copy of the above mentioned card, the Counselor and/or the Principal should:
  - a. contact the classroom teacher(s) for books and assignments; and
  - b. have the student's folder available for conference with the homebound teacher. The high school or middle school Counselor should expect the homebound teacher to contact her/him within one week after a student is placed on homebound.
4. Upon notification by the Counselor that a student is on homebound instruction, the teacher of the individual subject should make available to the Counselor all future assignments and tests, as administered, and changes in text materials, if any.
5. If the student is from high school, the homebound teacher will pick up all pertinent books and materials at the high school office. If not a high school student, the teacher contacts the student's teacher for books and assignments.
6. Upon sending out the progress reports at the end of each marking period, the homebound teacher should consult the Counselor concerning any negative comments.
7. Periodically there will be an investigation by the Director of Pupil Personnel Services concerning the continued need of those students with psychological problems receiving homebound instruction. A similar procedure will be followed by the School Physician in the case of those students who have been placed on homebound instruction for medical reasons.
8. When a pupil is to return to school, the Director of Pupil Personnel will notify the homebound teacher and the transfer will be made by the Office of Pupil Personnel Services.

### *Instructions to be Followed Regarding Homebound Program*

1. Elementary students are to receive one hour of instruction per day. Secondary students are to receive two hours of instruction per day. Instruction is only permitted on days when school is in session.
2. Homebound teachers are to contact the home school for books and assignments.

3. Homebound teachers must contact parent or guardian to set up time of instruction. If it is to be conducted in the home, the parent or guardian should be present during the period of instruction.
4. If the student is from the high school or middle school, the homebound teacher should contact the student's counselor within one week of entrance date to homebound.
5. A separate time sheet is to be submitted for each student. Time sheets from homebound teachers are to be submitted weekly with the parent's or guardian's signature.
6. The payroll period for homebound teachers is from the first day to the last day of each month. If the last day of the month falls within the week, two time sheets should be submitted that week - one reflecting the end of the month and the other the beginning of the next month.
7. Three copies of the Progress Reports are to be submitted to the Pupil Personnel Services Office at the end of each marking period the student is on homebound instruction.
8. When a student is to be transferred from homebound to regular instruction, a final Progress Report must be submitted to the Pupil Personnel Services Office.
9. The homebound teacher is responsible for returning books to the home school.
10. Regular homebound teachers are to submit time schedules at the beginning of the homebound program and as revised when additional students are assigned.
11. If notebooks or paper are needed for use in homebound instruction, they may be obtained from the Pupil Personnel Services Office.

*End of Year Instructions Regarding Homebound Instruction*

1. It will be the responsibility of the homebound teachers to return all books to the same person who originally supplied the books, i.e., Principal, Counselors, etc.
2. All homebound teachers are to submit End of Year Reports on each student indicating grade earned in each subject with recommendation for school and class placement for the following year.
3. Permanent Record Cards: It is the responsibility of regular homebound teachers to complete permanent record cards of elementary and middle school students whose names appear on their registers.
4. Homebound Teachers will advise their students of grades earned as well as the teacher's recommendation for placement for the following year.
5. The high school will send copies of report cards to parents of high school students and special education upper grade high school students who have been on homebound instruction.
6. Regular homebound teachers are to meet with the registrar maintaining the open homebound registers to coordinate all closing data.

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