

## HOMEBOUND INSTRUCTION REGULATION

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

1. The parent/guardian requests an application form from the Education Support Services office, and returns the form to that office. With the application will be a referral from the student's physician indicating that the student is incapable of attending school for at least ten consecutive school days, as well as the student's diagnosis and prognosis. When homebound instruction is requested for emotional reasons, a psychiatric evaluation is required.
2. A copy of the official Homebound Schedule Card will be forwarded to the homebound teacher, the Counselor, the Building Principal, the Attendance Department and the school nurse (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.
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 Counselor will make available for the homebound teacher all pertinent books and materials at the high school office. If not a high school student, the Building Principal will make sure that the homebound teacher has the necessary materials, and arranges for conferences with the classroom teacher as indicated.
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 Assistant Superintendent for Education Support 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 student is to return to school, the Assistant Superintendent for Education Support Services will notify the homebound teacher and the transfer will be made by the Office of Education Support 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 student's school for books and assignments. Other appropriate instructional materials, supplies and audio-visual equipment can be obtained from the school the student regularly attend.
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. Homebound teachers must maintain a student folder containing the attendance record, program plans (written objectives), criteria used to

determine accomplishments, progress reports and the student's completed projects. This material should be used in conferences with the student's classroom teachers, and in the final report.

*End of Year Instructions Regarding Homebound Instruction*

1. It will be the responsibility of the homebound teachers to return all books and other materials 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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