

### **HOMEBOUND INSTRUCTION**

A homebound instruction program is a special program in which a teacher serves children in the home, a hospital, a sanitarium or a convalescent home. The program may include, but not be limited to, direct teaching services, correspondence courses, telephone instruction and distance learning technology.

A child may require homebound instruction because of illness, injury, pregnancy or school exclusion (e.g., expulsion).

Consideration for homebound instruction is done on an individual basis. If it is determined that a regular education student's needs can be met without a homebound teacher, the guidance counselor will develop a plan in which school work will be sent to the student. Building principals and the attendance office will be informed of such plans.

Some students have medical conditions which necessitate consideration of **intermittent** homebound instruction. In cases such as a malignancy, severe asthma, cystic fibrosis, or muscular dystrophy, intermittent homebound instruction may be appropriate. This need may occur when physical or emotional incapacitation occurs for at least seven consecutive days during the school year and the intermittent incapacity to attend school is anticipated to be at least thirty days or more during the entire year.

If a student is not presently identified as having an exceptional education need (EEN), the cause of the incapacitation must be of a permanent or long term nature before a Multidisciplinary Team will identify the child as handicapped and having an exceptional educational need.

No child shall be eligible whose primary disability is defective vision, defective hearing, defective speech or other physical handicaps when special education programs and services are available unless the nature of the physical disability prevents attendance in such programs.

If a student is already identified as having an EEN, it is likely that homebound instruction will be necessary to meet that individual's identified needs during the incapacitated period and will be at the recommendation of the M-Team.

Homebound instruction may be appropriate, on a limited basis, for school-aged mothers.

Homebound instruction for expulsion due to board action is outlined in the student handbook.

#### Procedure

(To be implemented by the counselor or administrative representative.)

- A. A school official, an adult student or parents of a minor student may request homebound instruction.
- B. A signed physician's statement is necessary before school officials will consider an illness or injury request for homebound instruction, however, such a request is not a mandate to provide homebound instruction.
- C. Homebound instruction should be considered when a student is anticipated to be away from school for at least twenty school days. Exceptions can be made by the District Administrator. (See paragraphs 4, 8 and 9 above.)
- D. All referrals involving homebound instruction must be accompanied by a Homebound Instruction Request Form. (attached)
- E. If homebound referral is for an EEN student, an M-Team meeting must be held. (Contact Pupil Services to set up M-Team.)
- F. When a student is placed on a homebound program:
  - The principal or assistant principal will assign a homebound teacher.
  - The homebound teacher shall meet with the counselor to carry out the steps of the homebound teacher's job description...
    - 1) Meet with the guidance counselor and teachers (meeting arranged by the counselor).
    - 2) Meet with the student, parents and counselor (meeting arranged by the counselor). Discuss the homebound contract agreement.
    - 3) Pick up assignments at place designated.
    - 4) Deliver assignments to student.
    - 5) Instruct student as necessary.
    - 6) Return finished assignments to designated place.
    - 7) Report progress or problems to counselor and teachers.
    - 8) Serve as a liaison between school and home.
  - Homebound teacher will be paid at the district rate. Homebound teachers are encouraged to use a school car. If a school car is not available, mileage will be reimbursed at the district rate.
  - The homebound teacher can be permitted from 4-8 hours per week to fulfill the homebound assignment. The exact amount of time will be determined by the counselor, homebound teacher and/or student's IEP.

Policy Adopted: September 9, 1986

Revised: March 21, 1990

PULASKI SCHOOL DISTRICT

HOMEBOUND INSTRUCTION REQUEST

Referral submitted by: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Please check:  
\_\_\_\_\_ Regular Ed. Student  
\_\_\_\_\_ EEN Student

**Student Information**

Name \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Home Telephone \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Home Address \_\_\_\_\_ DOB: \_\_\_\_\_

Physician's Statement: \_\_\_\_\_ attached \_\_\_\_\_ applied for \_\_\_\_\_ not applicable

Reason for homebound request  
\_\_\_\_\_  
\_\_\_\_\_

Is student expected to be absent from school a minimum of 20 school days? \_\_\_\_\_

What is the projected date the student will begin homebound instruction? \_\_\_\_\_

What school subjects will the student require assistance with while on  
homebound? \_\_\_\_\_  
\_\_\_\_\_

When is it expected that the student will return to school?

Part-time \_\_\_\_\_ Full-time \_\_\_\_\_

M-Team Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Principal's Signature

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Special Ed. Director

-----HOMEBOUND CONTRACT AGREEMENT-----

**The student will:**

- A. Always have homework completed at the schedule time.
- B. Never break appointments! The homebound service wants all appointments kept except those with a doctor's written excuse.
- C. Review material before the homebound teacher arrives.
- D. Have any questions or concerns written down.
- E. Study for 1-2 hours for every hour of class time.
- F. Be organized with materials.
- G. Hand in assignments that are neatly done.

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Signature Date

**The parents will:**

- A. Provide a quiet environment for the instruction.
- B. Be at home at the time of the homebound instructor's visit.

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Signature Date

**The homebound instructor will:**

- A. Deliver assignments and instruct the student as necessary.
- B. Be present for all testing except those tests that are designated as take home.
- C. Report academic progress to parents, teachers and counselors regularly.

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Signature Date