

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

117-AR. HOMEBOUND INSTRUCTION

Homebound instruction is provided for students who cannot attend school temporarily because of physical or mental limitations. Homebound instruction will be provided for students who will be absent for ten (10) school days or longer, upon proper application and documentation.

The parents/guardians of the student must submit to the building principal and/or guidance office a request for homebound instruction, along with the district form completed by a licensed physician. The physician must submit the following information:

1. Diagnosis.
2. Description of disability.
3. Prognosis.
4. Anticipated duration of absence.
5. Tutoring requirement and number of hours.

Students will receive a maximum of five (5) hours per week of homebound instruction.

The building principal and/or guidance office will be responsible for processing homebound instruction applications for students in their building. The tutor will be compensated at the rate approved by the Board.

The principal and/or guidance office will contact the student's teachers to determine their availability to provide homebound instruction. If they are not interested, the principal and/or guidance office will secure a certified teacher to deliver the instruction.

Within three (3) school days the guidance counselor will have a set date for a meeting of appropriate personnel, including, but not limited to the child and his/her parent/guardian, classroom/IEP teacher, homebound teacher, school counselor, SAP representative, psychologist, school nurse, social worker, and principal. The Homebound Instruction Form should be completed by the conclusion of the meeting.

The Superintendent will be informed about all students and staff involved in cases of homebound instruction.

There will be a re-entry/transition meeting sixty (60) calendar days into the homebound instruction as well as before the child returns to school with the homebound team (parent/guardian, child, classroom/IEP teacher, homebound teacher, school counselor, psychologist, SAP representative, principal and social worker). This should be communicated to all parties in writing by the building principal. The homebound checklist should be re-evaluated at that time and a revised checklist completed if appropriate.

Academic Regulations

The instruction schedule will be established by joint agreement of the physician, parent/guardian and homebound instructor, such as day, evening, weekend, and length of each session.

The instructor must be a certified teacher and must be approved for employment by the Board, such as a regular staff member or an approved substitute list teacher.

The classroom teacher will forward assignments, textbooks and materials to the student as soon as possible after notification of the student's confinement. The teacher will confer with the homebound instructor during tutoring to assess the needs and progress of the student.

The homebound instructor will consult with the classroom teacher to gain an understanding of the material to be covered, and make recommendations for grades.

The question of credit being given for the work done in a homebound situation rests with the appropriate administrator. This determination will be made after input from the guidance counselor, classroom teacher, and homebound teacher.

Nonpublic School Students

Requests for homebound instruction for district students attending nonpublic schools must be submitted to the Superintendent.

Parents/Guardians must follow the established procedure for requests and documentation.