

**Homebound Instruction (Administrative Rule)**

**Code #342.02AR**

Homebound Instruction Procedures

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

1. A Tri-County Area School District official, an adult student or parent(s)/guardian(s) of a minor student may request homebound instruction. A request for homebound instruction shall be made in writing by the parent/guardian to the building principal.
2. 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.
3. 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.
4. If homebound referral is for a student with a disability an individualized education program team (IEP) meeting must be held.
5. When a student is placed on a homebound program.

The principal will assign a homebound teacher.

The homebound teacher shall meet with the counselor and shall carry out the following steps of the homebound teacher's job description.

- a. Meet with the school counselor and teachers (meeting arranged by counselor).
- b. Meet with the student, parent/guardian, and counselor (meeting arranged by the counselor). Discuss the homebound contract agreement.
- c. Pick up assignments at place designated.
- d. Deliver assignments to student.
- e. Instruct student as necessary.

- f. Return finished assignments to designated place.
- g. Report progress or problems to counselor and teachers.
- h. Serve as a liaison between school and home. Report academic progress or problems to the parents/guardians, teachers and counselors regularly.
- i. Students on homebound instruction are graded by the classroom teacher(s), with input from the homebound teacher.
- j. Another adult shall be at the home when homebound instruction is occurring.

The homebound teacher will be paid at the District rate, according to the teacher handbook. The homebound teacher shall be paid one hour of preparation time for every four hours of instruction. Mileage will be reimbursed at the District rate.

Generally, the homebound teacher can be permitted 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 team.

Homebound teachers may be subject to the same legal requirements as other District certified staff as pertains to having a teaching license and obtaining a physical examination (including a tuberculin skin test) upon initial employment.

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