

Policy of the Lancaster Board of Education

Instruction

**GUIDELINES FOR HOMEBOUND INSTRUCTION**

**1. Eligibility**

a. When a student is absent from school and the principal believes he/she will be absent for a minimum of two weeks, the principal shall call the director of special education to report the need for homebound instruction

b. The family doctor shall be contacted and permission secured in writing before homebound instruction can begin. The doctor may restrict the amount of instruction if he/she thinks it is advisable.

c. If, in the opinion of the counselor and/or principal, the homebound student is not observing the requirement of actually being restricted to the home, he/she may terminate homebound instruction and require the student to return to school.

**2. Instruction**

a. The homebound instructor shall make contacts with the family and shall arrange to begin instruction. This shall be followed by a visit of the homebound instructor to the school to secure information about the child and materials for instruction.

b. Homebound services customarily require two hours per week in two one-hour periods. Adjustments may be recommended by the individualized education program (IEP)

c. High school students may, in the judgment of the High School Principal and Director of Instruction, be offered homebound instruction on an hourly basis given by high school teachers. This may be authorized when the subjects being studied are beyond the training of the regular homebound teacher. In some cases where the subject is not within the training of the homebound teacher and the high school teacher is not readily available for this service, correspondence courses may be secured through the University of Wisconsin Extension Division.

**3. Grading**

a. The instructor shall send evaluations of the student's work to the principal's office and shall present suggested grades to the principal at the end of each grade period. The principal shall decide how much importance should be given to the homebound instruction period for the teacher's grade reports.

APPROVED: April 14, 2004

REVIEWED: 2015