

ADDENDUM H

STUDENT SERVICES DEPARTMENT
FALLSINGTON, PENNSYLVANIA

PROCEDURES FOR HOMEBOUND INSTRUCTION FOR: HOMEBOUND TEACHERS, CLASSROOM TEACHERS AND GUIDANCE COUNSELORS

1. All teachers providing homebound instruction shall be Pennsylvania certified.
2. Homebound instruction rate for the 2022-2023 school year is \$30.00 per hour.
3. A time schedule for instruction is to be planned with the parent/guardian.
4. At least one parent/guardian must be within the home during the instructional period.
5. If you have any questions or comments at any time, please call the Student Services Office, Linda 215-428-4100 X 10020, or email lkilleen@pennsburvsd.org for further direction.

HOMEBOUND FOR A SHORT DURATION (6 WEEKS OR LESS)

1. **Immediately** upon contact from Student Services, you must arrange to meet with the school counselor in the school the child attends. The contact person in the elementary school is the principal. In the secondary schools, the initial contact should be with the student's school counselor. After that, please make arrangements to speak to the classroom teacher, either in person or by phone. Should academic problems arise, bring them to the attention of the school counselor. If the student is placed on homebound for the remainder of the year, your primary contact will be the School Counselor.
2. At these meetings with the counselor and classroom teacher please make sure you have been given all worksheets, quizzes, etc., that the classroom teacher would like to have completed. It is essential that you have a clear understanding of what assignments will be required by the teacher. You will receive the complete cooperation of the classroom teacher and the counselor. By the same token you have the responsibility to follow the course outline supplied by the classroom teacher. Cooperation and communication between you and the classroom teacher are essential for the success of the student's program.
3. **Immediately** contact the parent/guardian to arrange a time schedule and to understand any needs of the student. Homebound instruction **must** take place within the Pennsbury School District. Traveling outside of the district is not allowed.
4. It is your responsibility to supply a PROGRESS REPORT (through the Student Services Office) to the classroom teacher (instructions for completion of progress reports are on page 3) that details work covered, progress made, assignments completed, test scores, and RECOMMENDED final grades for the marking period, semester, or end of year when homebound is terminated. Final exams, where indicated, will also be administered and are obtained from the classroom teacher. **IF THE STUDENT IS PHYSICALLY ABLE, THEY MUST TAKE THE FINAL EXAM IN THE HOME SCHOOL DURING THE EXAM PERIOD.** The final decision rests with the building principal. The classroom teacher should indicate to the homebound teacher deadline dates for any detailed reports. **ALL WORK COMPLETED BY THE STUDENT MUST BE RETURNED TO THE CLASSROOM TEACHER FOR FINAL REVIEW.**
5. The classroom teacher will review the material submitted and enter the appropriate grade for recording since the homebound student is maintained on his/her class roll. After review, the classroom teacher has the option of raising or lowering the recommended grade. The homebound teacher must be notified if the recommended grade has been modified by the classroom teacher with a rationale for the grade change.

PROCEDURES FOR HOMEBOUND INSTRUCTION FOR A LONG DURATION (6 WEEKS OR MORE)

1. Students requiring homebound instruction for a long duration (6 weeks or more) MAY HAVE A MODIFIED COURSE.

The Homebound Instructor or the classroom teacher can initiate the request for a modified course, if necessary, to the guidance counselor, who in turn will verify and contact the appropriate Curriculum Coordinator for course review and modifications. The principal and classroom teacher should be informed by the counselor.

2. Modified courses will be taken on a pass/fail basis. The coordinator will determine if the student taking a modified course is to take the school's regular final exam or another developed exam. In rare situations where the student's physical situation is greatly deteriorated and instruction in homebound is limited because of the conditions, adjustments to meet these conditions should be taken by the homebound teacher, counselor, coordinator, and principal.
3. If a student chooses not to take a modified course, he/she must take the final exam and receive a letter grade.
4. In any homebound situation of long duration (6 weeks or more), whether the course is modified or regular, progress reports are to be sent (through the Student Services Office) to the school counselor for review and disposition to the principal. **THE HOMEBOUND TEACHER SHOULD GIVE A RECOMMENDED GRADE AT THE MIDPOINT AND END OF EACH MARKING PERIOD TO THE COUNSELOR, COORDINATOR AND PRINCIPAL.** The principal will determine the final grade - whether it be pass/fail or a letter grade.
5. Student and parents will be informed, in writing, by the principal as soon as possible whether the course(s) is being taken as a modified course (pass/fail) or a regular course (letter grade).
6. When the student is well and returns to school and additional experiences are needed to keep pace with the class because of the homebound situation, various methods such as academic tutorial services can be explored by the classroom teacher, counselor and principal.
7. The termination of homebound and a student's return to school, particularly as the school year ends, may create problems in grading particular to that student's situation. In such cases, the principal should resolve the problem.
8. Complete forms as indicated on the next page. Forms can be obtained from the Pennsbury School District website under Departments - Student Services – Homebound. Forms are also available in the school office and Student Services Department. Student Services will maintain all Homebound Instruction Records and complete all state forms. Any deviation from these procedures or lack of cooperation between the above parties must be brought to the attention of the building principal or his designee.

NON-PUBLIC SCHOOL CHILDREN

To be eligible for homebound instruction, the non-public school student must be registered in the school he/she would attend in our school district. No instruction will be permitted unless this is done. Pennsbury School District curriculum will be used. Reinstatement in the non-public school can be accomplished after homebound instruction has been completed.

FORMS TO BE COMPLETED FOR HOMEBOUND INSTRUCTION

A. TIME SHEETS

TIMESHEETS ARE DUE IN STUDENT SERVICES NO LATER THAN THE MONDAY AFTER THE PAY PERIOD ENDS. (See schedule attached). Please note the dates marked with an asterisk (*), they indicate a day other than the usual day of the week payroll may be due. **If received after the deadline date, payment will not be made on the regular pay date, but on the following one. NO EXCEPTIONS!**

Please make a copy for your files.

WE MUST HAVE ORIGINAL PARENT/GUARDIAN AND TUTOR SIGNATURES ON THE TIME SHEETS. PHOTOCOPIES OR ELECTRONIC SIGNATURES ARE NOT ACCEPTED.

B. PROGRESS REPORTS

IMPORTANT!!! When the student returns to school after homebound, please indicate the date of return on this form.

Progress Reports **must** be completed and forwarded with your Time Sheet to the Student Services Office. Please make a copy for your records. **Progress reports must be submitted every two weeks.** PROGRESS REPORTS MUST ACCOMPANY TIME SHEETS TO BE APPROVED FOR PAYMENT. Student Services will forward two copies of the Progress Report to the school.

C. GRADING SHEET

These grading sheets should be turned in to the Student Services Office at the end of each marking period. Below is a list of the end of the marking period dates. In the event that we encounter snow days, please check with the guidance secretaries for the new dates.

END OF MARKING PERIODS: 1st - 11/04/22 cut-off 11/02/2022
Grades 1st – 12th 2nd - 01/26/23 cut-off 01/24/2023
 3rd - 03/31/23 cut-off 03/29/2023
 Last day of school – 06/14/23 cut-off 06/9/2023

cc: Principals
School Counselors
Homebound Instructors
School Counselors

homebound procedures