

No. 117-AR
SCHOOL DISTRICT OF SPRINGFIELD TOWNSHIP
ADMINISTRATIVE RULE

117-AR. HOMEBOUND INSTRUCTION

Homebound instruction may be obtained under the following conditions:

1. A physician's note shall accompany any request by parents for homebound instruction, and such note shall indicate (a) the nature of the child's handicapping condition; (b) that the child will not be able to attend school for at least a total of four (4) weeks; and (c) the student is able to benefit from homebound instruction.
2. Parents shall present the principal or guidance counselor with a signed statement indicating their child is not able to attend school and that they are requesting homebound instruction.
3. The parent(s) or parent surrogate shall be present in the home, but not necessarily in the same room, when instruction is given.
4. Homebound instruction will be four (4) hours per week for regular education students, or five (5) hours per week for special education students.
5. Homebound instruction will only be provided during the regular school year.

Teacher Assignment

The principal in each school shall request that a teacher provide homebound instruction. If no one is available, the Coordinator of Special Education will contract with a teacher(s) who is on the Master Substitute List. If a child will be absent for an extended period of time, arrangements for homebound instruction may be made by telephone in certain selected cases, as determined by the principal and Coordinator of Special Education, with the approval of the Superintendent.

Supervision and Follow-Up

The principal or other person(s) s/he designates in each school shall be appointed to follow-up on the child's progress and to report to the Coordinator of Special Education when homebound instruction is terminated, when there is a

change in teacher, or when any other changes take place.

Issuance of Grades

If the student is on homebound instruction at the time a report card grade is to be given, the grade will be given by the homebound teacher who may consult with the classroom teacher.

Pupil Accounting

When homebound instruction is provided, the student shall be carried on the active roll of the regular teacher to whom s/he would ordinarily report. The homebound teacher for the student shall notify the principal weekly concerning the number of days instruction cannot be given due to the physical incapacity of the student. Such days shall be counted as absence from school. On all other days of instruction, the student shall be recorded present by the regular teacher.

Teacher Reimbursement

The Request for Reimbursement Form shall be completed by each teacher at the end of the month and forwarded to the Coordinator of Special Education.

Teachers will be reimbursed the specified rate approved by the Board.

State Report

All records, including physician and parental letters, will be forwarded to the Coordinator of Special Education. The Coordinator of Special Education annually will complete a PDE-4672 Form.

All records will be maintained by the Coordinator of Special Education and will be subject to state audit.

Special Education Students

All of the above procedures apply. In addition, an IEP stating Homebound Instruction and an accompanying Notice of Recommended Assignment (NORA) will be issued to the parents of special education students.

Adopted: 5/3/94