MURRAY CITY SCHOOL DISTRICT

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Statement of.....

Policy and Responsibility

SUBJECT: HOMEBOUND AND HOSPITALIZED

Homebound and Hospitalized Guidelines

I. Definition and Student Eligibility

Generally students eligible for this program are:

1. Students capable of doing regular school work.

2. Students with permanent physical disabilities unable to attend regular or special classes.

3. Students who are temporarily incapacitated who will return to school within a reasonable length of time.

4. Clearance and approval by the Director of Student Services must be given before instruction is given by the teacher of the homebound or hospitalized.

II. Objectives of the Program

1. To encourage more adequate recovery and adjustment by teaching the student at home.

2. To alleviate the student's anxieties concerning his school progress.

3. To offer educational experiences that will make the student more likely to resume his place in school.

4. To help relieve the parents' concern relating to the child's school progress.

III. Responsibilities of the Principal

1. The principal has the responsibility of initiating referrals for homebound students. The referral form should be submitted to the Director of Student Services.

2. The principal will have the responsibility for coordinating services to eligible homebound students.

3. Secondary principals will assign a designated teacher to eligible homebound students.

4. Elementary principals will survey their staff to ascertain if a teacher would be interested in teaching an eligible homebound student from that school. If a teacher is interested, the principal would then coordinate service to that student.

5. Appropriate travel vouchers and time reports will be submitted by the principal as necessary.

IV. Responsibilities of the Student's Regular Teacher

1. The classroom teacher has the responsibility of proving the necessary background information so that the homebound teacher can work effectively with the student.

2. The classroom teacher will provide the homebound teacher with future assignments and other educational activities to be completed by the student during his absence.

3. The classroom teacher will be responsible to assist in providing textbooks and materials necessary to assist the homebound teacher in conducting the program.

V. Responsibilities of the Homebound Teacher

1. The homebound teacher will make contact with the eligible homebound student immediately upon receiving approval from the Director of Student Services.

2. The homebound teacher will meet with the teacher(s) of the homebound student for lesson assignment and activities.

3. The homebound teacher will be responsible to instruct and evaluate the lessons and activities completed by the student.

4. The homebound teacher and regular classroom teacher will be jointly responsible for awarding grades for the student when both have worked with a student during a grading period. In the event the student's absence covered an entire grading period, the homebound teacher will award the grades.

5. An accurate roll book and records shall be maintained. Dates of entry and dismissal must be accurate.

6. Arrange a time with parents for the home visit. The homebound teacher is not to go into the home unless a parent or guardian is present.

7. Eligible homebound students are to be visited one or two times each week as appropriate. The length of each visit should normally be one hour.