**WALWORTH  342.2**

**ADMINISTRATIVE REGULATIONS**

**HOMEBOUND INSTRUCTION GUIDELINES**

1.     A 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 to the District Administrator,

2.      A signed physician's statement is necessary before school officials will consider a request

for homebound instruction due to an illness or injury, however, such a statement 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 30 calendar days.

4.      If a homebound referral is for a student with disabilities, as individualized education

program team (IEP Team) meeting must be held.

5.      When a student is placed in a homebound program, the District Administrator shall

assign a homebound teacher and a guidance counselor to oversee the programming. The homebound teacher shall:

a.      meet with the guidance counselor and teacher(s).

b.      pick up assignments at the place designated.

c.      deliver assignments to the student.

d.      instruct the student as necessary.

e.      return finished assignments to the designated place.

f.       report progress or problems to the counselor and/or teacher(s).

g.      serve as a liaison between the school and home and report academic progress or

problems to the parent(s)/guardian(s), teacher(s), and counselor(s) regularly.

h.      keep a record of date and time spent with the student together with specific mileage.

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6.      Students on homebound instruction shall be graded by the classroom teacher(s), with

input from the homebound teacher(s).

7.      The homebound teacher(s) will contact the parent(s)/guardian(s) to develop a schedule of

homebound instruction. It is the responsibility of the parent(s)/guardian(s) to provide a study area for homebound instruction. Under no circumstances will homebound instruction be provided without the parent(s)/guardian(s)/mutually agreed upon adult supervisor being present in the home. The homebound teacher(s) will leave the home immediately if the parent(s)/guardian(s)/mutually agreed upon adult supervisor are not in the home or have to leave during a session. The homebound teacher(s) will immediately notify the District Administrator when these special circumstances of lack of supervision ensue. Homebound instruction should be flexible enough to take into consideration the medical needs of the student as well as parent(s)/guardian(s) work schedule. Consequently, homebound instruction is not limited to school hours and can be delivered in the evening, on weekends, or a combination.

8.Homebound teacher(s) 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.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, race, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**POLICY ADOPTION:**     March 17, 2003

**REQUEST/APPROVAL FOR HOMEBOUND INSTRUCTIONS**

Instructions: Complete this form and return to the District Administrator. Note that, in

instances when the request is based on a physical or emotional illness or injury,

completion of a "Physician's Statement for Homebound Instruction" must also be completed and returned prior to further consideration of any homebound instructional services.

Name of student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_D.O.B.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(last)* (first)            (middle)

Parent(s)/Guardian(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  (street)                               (city)                                     (state)                       (zip)

Application is hereby made for homebound instruction for the above named student who is a legal resident of the Walworth Jt. District #1. This request is made in accordance with state law and policies of the Walworth Board of Education. Board policy, which is based on Wisconsin Statutes states:

In accordance with state and federal law, IEP team and placement committees shall determine if a special education need exists, which requires homebound instruction. When determined to be the most appropriate placement available, homebound instruction may be provided as a temporary form of education to any student enrolled in Walworth Jt. District #1 who is unable to attend school due to an emotional or physical illness or injury, is a school age parent, or is subject to disciplinary action by the school administrator or Board of Education. Homebound instruction is generally not desirable as a long-term educational placement and is not intended or considered to be the equivalent of full-time enrollment in the Walworth Jt. District #1.

Before a student may be considered to receive homebound instruction, a written request by the student's parent(s) or guardian(s) must be made to the District Administrator of the school where the student is enrolled and a written statement from the student's physician must be completed when requests for homebound instructions are based on a physical or emotional illness or injury. Homebound instruction requires that the student be unable to attend school for thirty (30) continuous days except that the district may consider approval of intermittent homebound instruction for students with special education needs where physical or emotional incapacity to attend school is anticipated to be at least thirty (30) days during the course of the school year. All homebound instruction services shall be provided in accordance with existing legal requirements and established district procedures.

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

District Administrator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_