

Octorara Area School District Special Education Office

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Procedure for Homebound Instruction: Student and Parent Responsibilities

1. **Physician's note must be on file.** No homebound instruction can be scheduled or started until the treating physician's note is on file in the Special Education Office. Homebound instruction can only be provided if the student will be absent four or more weeks.
2. The physician's note must list the reason for homebound instruction, the date of first absence, and the date when the student is to return to school. If the student is not well enough to return on the "end date," a new note with a new "end date" must be provided by the parent before additional instruction can be provided.
3. The student will learn, prepare work, and study as required by the Homebound Instruction Teacher during non- instructional times.
4. The student will prepare for and take assessments, quizzes, tests and other materials as directed by the Homebound Instruction Teacher.
5. The student will be present for instruction as previously arranged. If the student is not home or at the pre-arranged site, e.g., library, church, etc., the Homebound Instruction Teacher will wait 15 minutes (please note that the 15 minute wait-time will be included in the instructional time). These absences are considered unexcused and may fall under the truancy law. All work, assignments, assessments, etc. will then be considered unexcused. If such unexcused absences occur twice, homebound instruction will be discontinued.
6. A parent or guardian is required to be present the entire time while the Homebound Instruction Teacher is in the home. If a parent or guardian is not present, instruction will not occur. If instruction occurs outside of the home, the parent must accompany the student. A parent/guardian must sign off on the instruction which occurs each day in order to guarantee program integrity.

7. The District may need to make contact with the treating physician; if this is the case, the District will request permission to contact the physician.
8. A meeting with the School Intervention Team may be necessary in order to discuss student progress, integration and return to school. The parent is a member of that team and every effort will be made to accommodate parent schedules; the parent may participate via phone.
9. If the parent or student has a problem with the instruction or work provided, the parent should contact the building principal.

I have read, understand, and agree to comply with the procedures in this document.

Parent Signature

Date

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