

Procedures for Homebound Instruction

Grades K-5: Student is entitled to a minimum of 5 hours per week total

Grades 6-12: Student is entitled to a minimum of 10 hours per week total (2 hours per subject)

If a student is assigned to homebound instruction for a period of **five weeks or less:**

- The homebound instructor will contact the classroom teacher to ascertain the curriculum being covered, secure all assignments, assessments, and provide any general guidance. The initial contact with the classroom teacher must be by phone or in-person.
- The homebound instructor will be responsible for returning all completed assignments to the classroom teacher to be graded.
- The classroom teacher should monitor their student's progress in the "Contac Log" section on Infinite Campus. *
- The classroom teacher will be responsible for submitting their student's progress reports and quarterly grades.

If a student is assigned to homebound instruction for a period of **more than five weeks:**

- The homebound instructor will contact the classroom teacher to ascertain the curriculum being covered, secure all assignments, assessments, and provide any general guidance. The initial contact with the classroom teacher should be by phone or in-person. In the event that a teacher is using Google Classroom, please be sure the homebound teacher is invited so work can be reviewed in advance of the session.
- The homebound instructor will administer the work however; they will grade all the assignments and/or assessments and retain that work until the end of the progress or quarterly reporting period. In addition, all graded work will be returned to the classroom teacher no later than the end of each marking period.
- The homebound instructor will then be responsible for emailing the Progress Report and/or Quarterly Grade forms (posted on the school district's website) to the classroom teacher with copies sent to the guidance counselor and Homebound Instruction office.

Please note that all of the above are subject to change if the home school or classroom teacher prefers a different arrangement. The building administrator must approve any changes to the stated procedures. Every homebound case is unique however; the goal is to maintain a high level of instruction so the student can make a smooth transition back to their regular classroom, regardless of the length of time they are out.

***Instructions for student log notes on Infinite Campus (I.C):**

- Locate "School" on the top of the IC homepage and select Homebound Instruction using the drop down arrows
- Select on Index (upper left of the screen)
- Select on Student Information
 - Select "PLP"
 - Select "General"
- Select "Go"
- Select "Student Name"
- Select on "Contact Log" tab
- All log notes must be inputted after each session including dates, times, and a brief overview of lesson
- When finished, select "General" under Student Information to return to the default student page on I.C.