HOMEBOUND STUDENTS

All students with an anticipated long-term absence of 15 or more consecutive school days are entitled upon request to a minimum of five (5) hours per week “home” instruction.

It is recognized that some long term absences, such as hospitalization, may be foreseen and a program planned and ready to be implemented at the start of the absence. In the case of an unforeseen long term absence (a request initiated during an absence period) in which it is very probable that the absence will continue for another 15 consecutive school days period, the district will implement an instructional program in as timely a manner as possible.

All programs for “home” tutoring for students at a hospital shall be referred to the Director of Special Student Services. When possible, on-site instruction will be scheduled at the institution.

The building administrator may request: an instructor be assigned to visit the student at home, a home to-school telephone arrangement, or a combination thereof.

The arrangements should be made as soon as the prolonged absence is apparent in the following manner:

1. Complete appropriate part of an APPLICATION FOR HOME INSTRUCTION and forward a copy to the Superintendent of Schools.
   a. The building administrator may approve up to five hours of instruction and obtain a tutor for instruction at home.
   b. The request for “home instruction” at a hospital or other outside institution shall be submitted and the Director of Special Student Services will conduct the follow-up and implementation.
2. Obtain the necessary books, papers, and assignments and have them delivered. When a student is on home-to-school telephone it is good school relations to have a teacher make an occasional visit. Written assignments should be corrected and returned to the student.
3. The name is carried in the school register as a member of the school on days when the student is “in-school.”
4. The home instructor should complete the PERIODICAL REPORT OF HOME INSTRUCTION in triplicate. One copy to the Superintendent of Schools, one copy to the building administrator, and one for the personal record.
5. The BILL FOR HOME INSTRUCTION is to be completed in triplicate once a month and two copies sent to the Superintendent of Schools.
6. The instructor’s pay for home instruction is at the prevailing hourly rate in the Agreement between the Salem School Board and the Salem Education Association.