

**CATASAUQUA AREA SCHOOL DISTRICT  
STUDENT GUIDELINES FOR HOMEBOUND INSTRUCTION**

**A. Student Verification Form**

1. Each time the homebound instructor visits the student, they will request the student to sign a **Student Verification Form**. **The student should not sign a blank form.** The form should be completely filled out by the instructor prior to requesting the student signature. **The student is signing to verify that the instructor provided the lessons listed on the date and time indicated on the form.** **THIS IS VERY IMPORTANT!**

**B. Attendance**

1. Instructors will contact the family to schedule visits at a time which is mutually satisfactory. Visits may be made on any day of the week including weekends.
2. Students must attend all scheduled sessions.
3. If a student is ill and cannot attend the session, the homebound instructor must be notified by 9:00 a.m. on the day in which the instruction has been scheduled to be given.
  - a. Excuse for absence – A written excuse for the absence must be given to the homebound instructor at the next session. Failure to give the excuse to the homebound teacher will result in the absence being considered unexcused. All violations of the compulsory attendance laws of Pennsylvania will be dealt with in accordance with school district policy. Unexcused absences will result in a summary offense being filed with the district magistrate's office, where appropriate.

**C. Student Progress**

1. Homebound students must satisfactorily complete all course outcomes in order to receive graduation credit for a course.
  - a. In this regard, a student may be required to attend summer school (Senior High School students may be required to attend the scheduled winter/summer remediation sessions) in order to complete incomplete course outcomes.
  - b. If a student does not satisfactorily complete all course outcomes by the end of the scheduled summer school (for Senior High School students, the scheduled winter/summer remediation sessions), the student must repeat the course during the next or subsequent school year in order to receive graduation credit for the course.
2. It is to be understood that each hour of homebound instruction provided by the homebound teacher is to be supported with at least three hours of independent study to be completed by the student.
3. Failure of the student to be properly prepared for the homebound teacher's scheduled visit may result in loss of credit for the course of study being delivered.
4. Due to the nature of the course content, it may not be possible for the homebound teacher to deliver the course content. In this regard, the student will be required to reschedule this course(s) during the next available semester.
5. Grading of student progress report cards – A grade for homebound instruction will not be assigned by the regular classroom teacher until the homebound teacher confers with the regular classroom teacher. The classroom teacher will have the final decision in determining if the course outcomes have been satisfactorily completed by the student. The regular classroom teacher has the final authority in determining the report card grade.

