

PUPIL PERSONNEL PROGRAMS
Meriden Public Schools

TEACHER INSTRUCTIONS FOR HOMEBOUND

Thank you for your cooperation in serving as a homebound instructor, which is a responsible position since you not only are the child's teacher, but the link between the home, the regular school and the Pupil Personnel Office. If you have any questions, please do not hesitate to call the school guidance counselor, who is responsible for monitoring the child's program, or Mrs. Vaccaro at the Pupil Personnel Office.

Enclosed are copies of an overview of the homebound referral process and procedures, the monthly record of home instruction and the report of grades. These forms are designed to outline the process, provide a student record and initiate payroll. If you wish more detailed information on the homebound program, ask the counselor or the Pupil Personnel Office for their booklet.

A few final reminders:

1. You are responsible for giving grades at the end of the homebound instructional period or at the end of term and year, if applicable.
2. Cooperating with the classroom teacher to determine final mark. This is particularly crucial when instruction has been split for the term or year. Follow regular report card schedule.
3. Sending one copy of the marks to the parent, one to the school and one to the Pupil Personnel Office.
4. On the last day of the month in which the homebound teacher instructs the student, the teacher must file duplicate copies of the "Monthly Record of Home Instruction" (payroll and attendance) with the Office of Pupil Personnel.
5. If the parents of the student advise you that the child is ready to return to school, would you ask the parents to call the Pupil Personnel Office at 630-4177. Would you please also call to confirm.

Thank you for your cooperation and good luck!