

# Great Neck Public Schools

---

**Homebound Instruction** 105 Clover Drive, Great Neck, NY 11021 (516) 441-4950 Fax (516)441-4260

Dr. Errin Hatwood, Director  
[ehatwood@greatneck.k12.ny](mailto:ehatwood@greatneck.k12.ny)

## 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 telephone or in person.
- The homebound instructor will be responsible for returning all assignments to the classroom teacher for evaluation.
- The classroom teacher should monitor their student's progress in the Log Notes section on Infinite Campus.\*
- The **classroom teacher** will be responsible for completing 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 telephone or in person.
- The homebound instructor will be responsible for delivering the instruction however, they will assess all assignments, and retain the work.
- The homebound instructor will also be responsible for submitting progress reports and quarterly grades electronically, with copies sent to the classroom teacher, guidance counselor and Homebound Instruction Office at the designated reporting periods.

**Please note** that all of the above are subject to change if the classroom teacher and the homebound instructor agree to different terms. All changes are pending approval from a building administrator. The goal is to maintain a high level of instruction that will make for a smooth transition back to the regular classroom, regardless of the length of time a student is 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.