

HOSPITAL HOMEBOUND TELECLASS INFORMATION SHEET

Reporting to class: All teleclass students must report to class on the date they are scheduled to start the Teleclass Program. Students not calling into class will be marked with an **unexcused absence**.

Teleclass assignment questions: If parents, guardians or students have any questions about a child's assignments, please call or email the child's teacher.

Teleclass grade questions: If parents, guardians or students have any questions about a child's grades, please call or email the child's teacher.

Teleclass attendance questions: If parents, guardians or students have any questions about a child's attendance, please call or email the child's teacher.

Homework:

- Students **MUST** write their name and the teacher's name on each page of homework they are faxing, mailing or dropping off to the Teleclass office.
- Homework that is received in the Teleclass office without a student's name and the teacher's name on each page will cause the student not to receive credit for the assignment.
- All faxed homework must be done in black ink only. Work done in pencil or colored ink does not fax well and often is received as a blank document and the student will not be able to earn credit for the assignment.
- Student's faxing homework **MUST** use the following fax number: (561) 684-5181.
- Homework may also be sent by email.

Reporting an absence: To report an absence, the parent or guardian must call the absentee line at (561) 684-5187 with the reason the student will be missing class. If the parent or guardian does not call in to report an absence, it will be recorded as unexcused. Absences are not necessarily excused even though a parent or guardian calls to report it. Depending on the reason the absence is either excused or unexcused.

If a parent or guardian calls the child's teacher and the teacher does not return the call within 24 hours, please call or email Mr. Orloff immediately.

Phone: (561) 684-5192

Email: Orloff@palmbeach.k12.fl.us

Technical difficulties:

If you have any technical difficulty calling in to the Teleclass Conference, please call the main office number to report the problem. (561) 684-5192.