

Homebound Instruction

Referral

All requests for home/hospital instruction shall be approved by the director of special education or designee. The parent(s)/guardian(s) having legal custody should make such a request in writing to the school principal.

Responsibilities

A. The building principal or designee shall:

1. Obtain necessary supplies such as textbooks, workbooks and manuals for the home/hospital teacher.
2. Coordinate the homebound or hospitalized student's program with the regular classroom teacher. Students are entitled to the same materials as other students but variations may be feasible and advisable.
3. Coordinate the program with teachers of junior high school and senior high school students and the homebound student's counselor. The counselor shall be expected to gather materials, textbooks, curriculum, etc. from the student's teachers.

B. The school nurse shall:

1. Complete a health history for the current incident including a statement recommending or not recommending home/hospital instruction and send the health history to the special education department.
2. Have the parent and physician complete an application for home/hospital instruction.
3. Confer with the administrator to initiate home/hospital instruction.
4. Follow up with other school personnel as necessary.
5. Be the key communicator between the special education department and the school.
6. Maintain an on-going liaison with the family, student, physician and assigned teacher.
7. Make recommendations or adaptations regarding the child's returning to school.
8. Monitor the return to school.

C. The regular classroom teacher shall:

1. Provide as much information about the student as seems feasible and usable by the home/hospital teacher.
2. Work cooperatively with the home/hospital teacher in helping plan a program keeping in mind the ability and health of the student.
3. Assist the home/hospital teacher in keeping communications open between the class and student.

D. The home/hospital teacher shall:

1. Be notified by the special education department of the instructional assignment.
2. Cooperate with the parents in arranging a schedule for the best convenience of the student, teacher and parent.
3. Call the building principal or designee for an appointment time. Visit the school immediately after being assigned the student to obtain textbooks, workbooks and manuals and to solicit the regular teacher's cooperation in obtaining pertinent information.
4. Use careful judgment in the use of materials, keeping in mind the ability of the student, his or her health and his or her responsiveness.
5. Provide progress and attendance reports during the home/hospital bound period. It should be noted that adjustments should be considered in view of the individualized instruction. Progress reporting is on a nine-week basis. If a student returns to the regular classroom before the end of a reporting period, a progress report shall be given to the regular teacher to use in helping determine the reporting period grade. The regular teacher must have the progress report both verbally and in writing. At the secondary levels, the progress report shall be submitted to the counseling office.
6. Notify the appropriate building principal when the homebound student is ready to reenter school and the termination date of the homebound instruction. Textbooks and workbooks are to be returned to the appropriate school. The home/hospital teacher will provide the principal, director of special education, classroom teacher and/or counselor with a written report of the schoolwork covered.

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