

<b>DESCRIPTOR TERM:</b> <b>Instructional Program</b>	<b>Millard District Policy</b> <b>File Code: 5040</b> <b>Approved: 10-12-17</b>
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## **HOMEBOUND OR HOSPITALIZED SERVICES**

### **Purpose and Philosophy**

In the interest of the educational welfare of each school-aged child, Millard School District is committed to provide assistance to those students who are required to miss school for extended periods of time. Extended periods of time are generally defined as any one period exceeding ten (10) consecutive days. The purpose of this policy is to provide uniformity in the delivery of homebound services and will serve as a guideline for all schools.

### **A. Qualifications for Service**

The following conditions may qualify a student for homebound services, provided the student lives within the boundaries of the Millard School District, is a resident of the district, is currently enrolled in a Millard School District school, and has paid all required fees to the respective school, which they have attended:

1. The student is confined in a home or hospital setting due to a physical, psychological, or emotional illness; injury; or other short-term medical necessity. A written request for services is **required** from the attending physician. The request must include the exam date, diagnosis, medication(s) that may limit or affect learning, expected duration of confinement, and any other pertinent information. Parents must make a request to the attending physician that appropriate information pertaining to the student's medical condition be shared with school officials so that determination of eligibility for services can be made. Health care professionals executing homebound/hospital services requests must be:
  - a. a licensed physician;
  - b. a nurse practitioner;
  - c. a physician's assistant;
  - d. licensed psychologist; or
  - e. licensed social worker.

2. The student has been released from regular school attendance by the Juvenile Court or the Division of Family Services. Appropriate legal documentation must accompany the application in such cases.
3. The student has been assigned to receive instruction at home or in a hospital under the direction of a Special Education IEP. An IEP service plan must accompany the homebound/hospital services application.
4. The student has missed or expects to miss ten (10) or more consecutive days of school.
5. The student is consistently unable to attend school on a regular daily basis or is unable to attend at least four (4) school periods per day because of a verified chronic illness or serious medical condition.
6. Homebound/Hospital Services are generally considered to be short term and must be requested by a parent or guardian.
7. If the length of confinement is more than one month a physician's update will be required in order to continue homebound services.
8. The student is not eligible for homebound/hospital instruction if the identified illness pertains to another family member.
9. The student is ineligible for homebound/hospital services if he/she is employed and is attending work.

## **B. Providing for Services**

1. Applications can be initiated by the student, the parent/guardian, the classroom teacher, the principal, the courts and/or other community agencies by completing the "Millard School District Application for Homebound/Hospital Services" (form included). This required application should be made to the principal at the local school and must be on file before services begin.
2. Parents must obtain a written medical statement from a physician or legal documentation from a governmental agency requesting homebound/hospital services before the application for such will be considered.
3. Assessment of the need and eligibility for services will be determined by local school officials with assistance from the district Director of Student Services as needed.
4. Students who are provided homebound/hospital services remain enrolled at the local school and are not counted as "absent." A homebound/hospital designation is used to mark their attendance.

5. Once eligibility for services has been determined and necessary paperwork is on file, the principal will work with parents/guardians to ascertain how services should be provided. Various delivery patterns are outlined herein:
  - a. A parent/guardian, under the direction of the teacher(s), may assume responsibility for all assignments and instruction.
  - b. The principal may assign a regular classroom teacher or homebound instructor to provide instruction to the student. The instructor will coordinate the instructional method and schedule with the parent/guardian. Instructional methods may include:
    - i. Instruction delivered at the home by regular classroom teachers and/or a homebound/hospital instructor.
    - ii. Instruction delivered at the school, the library or any mutually agreed upon location by regular classroom teachers and/or a homebound/hospital instructor.
    - iii. Instruction delivered electronically through online courses, etc.
6. A parent/guardian may be required to attend all homebound/hospital instruction sessions. If instruction occurs in the home, at least one adult **MUST** be present in addition to the student in instructor.
7. Homebound/hospital instruction shall not exceed two hours or two visits per week. Permission to exceed this time frame must be approved in writing by all members of the Homebound Service Team.
8. Curriculum will be based on the current core standards for students in grades K-12. Students will be instructed in a total of four (4) core academic subjects, namely: English Language Arts, Mathematics, Science, and Social Studies.
9. Homebound/hospital services may be discontinued for the following reasons:
  - a. lack of family cooperation with an instructor and/or instruction schedule;
  - b. lack of medical verification as to current confinement need;
  - c. determination that continued homebound/hospital services is not in the best interest of the student; or
  - d. increased or prolonged school phobia.

### **C. Grades and Credit for School Attendance**

1. Assignments will be delivered, explained and demonstrated to the student so they are capable of completing them. Completed assignments from a previous visit will be reviewed and evaluated with the student. Assignments and visits may be recorded on the "Homebound Log" (form included). Other forms of tracking assignments may be used.
2. Grades and associated credit will be awarded to the student on the same basis as a student who is a regular school attendee. Decisions will be based upon adequately mastering instructional materials as determined by the regular classroom teacher(s). School attendance will not be factored into grades.
3. Reduction of class requirements cannot be expected.
4. K-12 teachers will prepare assignments and materials for students in core classes (English Language Arts, Mathematics, Science and Social Studies) who are receiving homebound/hospital instruction. Substitute assignments may be provided if the regular class activities cannot be replicated outside the classroom. If the subject cannot be appropriately taught through homebound/hospital instruction, the teacher should give the student an opportunity for the student to make up the missed credit through an alternative class or program (i.e. Millard Education Online, research projects, etc.).
5. Because of time constraints, limits on curriculum content that can be covered, and the duration and severity of the illness, it is possible that secondary students may not be able to earn sufficient credits to stay on track for graduation. Consideration may need to be given for allowing the student additional time to complete graduation requirements.
6. Secondary homebound/hospital students shall not receive more credit than could be earned at school during the concurrent grading period.
7. Homebound/hospital instructors are not expected to tutor students for "make-up" work from absences incurred before the student was enrolled in the homebound/hospital program, unless the reason the work was not completed was directly associated with the condition that precipitated Homebound Services.

### **D. Selection, Responsibility, and Salary of Instructors**

1. A homebound/hospital instructor may be a regular classroom teacher, an instructional assistant, other school employee or substitute teacher.

2. Once the homebound/hospital instructor has been assigned, he/she will contact the parent/guardian as soon as possible to arrange for visits.
3. The homebound/hospital instructor will coordinate teaching materials and assignments with the regular classroom teacher(s).
4. If problems arise in the teaching process, the principal should be contacted for immediate consultation.
5. The salary for homebound/hospital instructors shall be based on Step 3 of the approved Instructional Assistant Summer School salary schedule. Instruction shall be outside regular working hours if provided by a district employee. Pay will be calculated from the time the instructor leaves the workplace until the time he/she returns. The use of district transportation is encouraged. If private vehicles are used, mileage will be reimbursed at the current district rate.

# MILLARD SCHOOL DISTRICT

Application for Homebound/Hospital Services

04 December 2004

Date:

Student:	DOB:	Age:	Grade:
Parent(s):		Phone:	
Address:			
Reason for request (legal, medical or IEP documentation must accompany application):			

## CURRENT COURSE SCHEDULE

Course	Teacher	Text	R*	S*	Teacher Initials

*\*R refers to a regular classroom program. S refers to a supplemental program.*

## DELIVERY PATTERN

	Student will come to school for assignments and instruction.	
	Parent, under the direction of the teacher(s), will assume responsibility for assignments and instruction.	
	Homebound/Hospital Instructor will provide assignments and instruction in the home.	
Name of Instructor:		Phone #:
Parental Responsibilities:		
School Responsibilities:		
Appointment Schedule:	Day(s):	Time(s):

## SIGNATURES OF APPROVAL

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Homebound Instructor

\_\_\_\_\_  
Principal

# Homebound Assignment Logs

04 December 2004

<i>Subject</i>	<i>Assignment</i>	<i>Delivered Date</i>	<i>Completed Date</i>	<i>Graded/Recorded Date</i>	<i>Comments</i>

Date of Visit: \_\_\_\_\_ Place of Visit: \_\_\_\_\_  
 Verification Initials: Student: \_\_\_\_\_ Parent: \_\_\_\_\_ Instructor: \_\_\_\_\_

<i>Subject</i>	<i>Assignment</i>	<i>Delivered Date</i>	<i>Completed Date</i>	<i>Graded/Recorded Date</i>	<i>Comments</i>

Date of Visit: \_\_\_\_\_ Place of Visit: \_\_\_\_\_  
 Verification Initials: Student: \_\_\_\_\_ Parent: \_\_\_\_\_ Instructor: \_\_\_\_\_

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Date of Visit: \_\_\_\_\_ Place of Visit: \_\_\_\_\_  
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