

## **HOMEBOUND INSTRUCTION**

### **Administrative Guidelines**

Whenever a principal is notified that an enrolled student will be homebound or hospitalized for a medical condition for an extended period (more than 5 school days) they must notify the Director of Student Services and ensure that the following procedure takes place:

- A. Request written notification accompanied by certification by the attending physician of the student's condition and any limitations that will affect the student's ability to benefit from instruction. This notification must include a timeline for the student returning to school or for their next medical evaluation to determine if the student can return to school or remain homebound or hospitalized.
- B. If the student is enrolled in special education, the caseload teacher and/or service providers must be informed to ensure appropriate supports and services are provided. They will also determine if a new or amended IEP is needed.
- C. If the student is eligible under Section 504, examine the student's record to determine if there are any other factors, other than the current medical condition, which must be considered in providing homebound instruction.
- D. All instructional materials and supplies will be furnished by the school in which the student is registered.
- E. The student's regularly-assigned teacher(s) is responsible for assigning the content of the instruction, reviewing the results of the homebound or hospitalized instruction, and assigning a grade. The homebound/hospital teacher is to work with the regularly-assigned teacher(s) to assure the student receives the instruction, provide basic assistance to the student, and identify any problems or accommodations that may need the regularly-assigned teacher(s) attention.
- F. Building principals will secure a teacher of homebound supports by
  - 1. Asking the student's current teacher(s) (caseload teacher if they have an IEP) to take the assignment,
  - 2. Asking teachers in the building the student attends

3. Asking a teacher in other buildings in the district
4. Securing a substitute who is a certified teacher.
5. If no staff can be found then the student's current teachers and caseload teacher will be responsible

G. All guidelines and requirements required by the State School Aid Act Section 388.1709 .