

## Snake River School District #52

### INSTRUCTION

2370P

#### Homebound Student Services Procedure

- When it becomes known that a student will be absent for more than ten days due to illness or injury, the building administrator or designee should advise the parents/guardians that there is a homebound program available to their child.
- The parents/guardians will be responsible to get a note from the physician, physician assistant, or nurse practitioner stating the nature of the student's illness or injury and the anticipated date of return to school. To receive homebound instruction, the physician, physician assistant, or nurse practitioner must verify that the student is anticipated to be absent ten or more days.
- The building administrator or designee will notify the District office about the status of the student's attendance and the need for homebound instruction.
- When the parents call the District office and arrange to have the physician's, physician assistant's, or nurse practitioner's statement faxed or brought in, the District secretary will make arrangements for the District's homebound teacher to contact the family. The statement should be received before the homebound teacher makes contact.
- The homebound teacher will coordinate with the student's teacher(s) and work with the student on the lesson assignments which will enable him/her to stay as current as possible with the members of their class.
- Homebound instruction for a student with an Individual Education Plan (IEP) that requires related services will be coordinated through the Director of Special Education.
- The homebound teacher will keep a record of the time spent with the student and teachers and the mileage to and from the student's home and submit these to the District office as payroll/mileage claims.
- The instructor for the home-bound program should arrange to have an adult present or nearby when working with a student at the child's home or at a care facility. Any tutoring done outside the home or care facility should have the approval of the parents and building administrator and should be done on school property or at a school activity when other adults are present.
- The homebound teacher will keep the District office and building administrator apprised of the student's situation and expected date of return to school.
- If the child will be absent longer than the doctor's original statement noted, the District office must be notified and another statement from the doctor will be required.
- Every effort will be made to have the child return to school as soon as possible. The student must attend school for at least four hours a day to be counted as present for a full day.

#### Policy History:

Promulgated on:

Revised on:

Reviewed on: