

	ABERDEEN SCHOOL DISTRICT 6-1	NEPN Code: IHBF-R
	POLICIES AND REGULATIONS	

HOME/HOSPITAL BOUND REGULATIONS

Each instructor who provides home/hospital bound instruction should read this information prior to beginning home/hospital bound instruction services.

A. REQUEST FOR HOME/HOSPITAL BOUND INSTRUCTION

1. Use the white Home/Hospital Bound Instruction Referral Form in making the initial contact with the Superintendent. The student identification information section needs to be completed.
2. A written referral requesting homebound or hospital instruction and a statement from the student's medical provider must be submitted to the Superintendent before the service can begin.
3. A referral should be submitted to the Superintendent as soon as it is known the student will be out of school for an extended period of time. The individual circumstances of each case may dictate a beginning date; however, an anticipated absence of two weeks may be a reasonable guideline before a request for home/hospital bound instruction is made.
4. It is the responsibility of the person making the referral and/or parent to obtain from the medical provider the appropriate medical information. The provider's statement should include a detailed statement as to why the student is not able to receive instruction at his or her enrollment center.

B. REVIEW AND APPROVAL

1. It is preferred to have the student's assigned teacher(s) assume the home/hospital bound instruction responsibility.
2. A second choice would be another certified staff from the same building.
3. If a teacher cannot be identified, the Building Principal/Personnel Office will arrange for one. Each teacher providing home/hospital bound instruction should have access to a copy of these procedures.
4. Before the referral is acted upon and instruction started, the Superintendent should have on file two sources of information:
 - a. The referral request for service
 - b. A statement signed by the student's medical provider as to the nature of the illness and the estimated time home/hospital bound instruction may be needed.
5. After approval by the Superintendent or his/her designee, an instructor will be assigned and a beginning date will be established. The instructor will receive timesheets to keep a continuous record of service provided along with the payroll schedule.

C. STANDARDS AND PRACTICES FOR HOME/HOSPITAL BOUND INSTRUCTORS

1. If the classroom teacher is not available, preference will be given to an instructor who possesses or is eligible to obtain a valid certificate to teach at the level of the student needing services.
2. The instructor should be briefed by the Building Principal on the student's disability. The instructor should be sensitive to the student's limitations and the educational amplification of the condition. The instructor, through periodic evaluation, should make recommendations for modifications of the program.
3. Records of the instruction should be kept by the instructor and reports made to the Building Principal where the student is enrolled. This should be done at least once, preferably at the culmination of the home/hospital bound services.
4. Guidelines for instructing students in the home/hospital bound program:
 - a. Instruction should not exceed **five hours per week**, (no more than one hour per day). Other arrangements must be made in cooperation with the Principal and Superintendent.
 - b. In the event more than one teacher is assigned for a student, simultaneous scheduling of two or more teachers on the same day is discouraged.
5. A satisfactory arrangement for hours of instruction should be worked out with the student's family or medical provider, by the instructor.
 - a. Parents should provide the best possible conditions for home study.
 - b. At least one of the parents (or another adult) should be present in the home during those periods when instruction is provided.
6. Students are to be retained on the attendance register of the school where they are enrolled and recorded as homebound tutoring, an exempt absence.
7. Materials used should be the same as those provided in the student's assigned classroom.
 - a. The instructor should make arrangements with the Building Principal to obtain instructional materials.
 - b. Any special aids needed to accommodate learning style should be used when necessary.
8. The Principal should notify the Superintendent upon the student's return to school and termination of home/hospital bound instruction.

D. HOME/HOSPITAL BOUND INSTRUCTOR REIMBURSEMENT

1. If Home/Hospital Bound Instruction is provided outside of the regular school hours, the instructor must submit a voucher to the Principal. This is done in accordance with the payroll schedule. The Principal should send the voucher to the Superintendent by the cut off date of each pay period so payment can be made in accordance with the payroll schedule.
2. Hourly rate is based on the established schedule approved by the Board.
3. Reimbursement for travel will be at District rates.

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