

HOME OR HOSPITAL SERVICES

The following procedures shall be followed to initiate and implement homebound or hospital instructional services.

Special Education Students

1. For recommendation for medical reasons:
 - A. The principal, or designee, completes the following forms:
 1. Student Information for Homebound/Hospital Instruction
 2. Referral for Homebound/Hospital Instruction
 3. Recommendation for Homebound or Hospital Students
 4. Consent to Release/Obtain or Exchange Information
 - B. The principal, or designee, obtains the parent consent.
 - C. The parent obtains and provides the physician recommendation.
 - D. The above documents are provided to the Director of Special Education who coordinates the provision of the service with Executive Director of Student and At-Risk Services.
2. In rare circumstances, a student with an IEP may be recommended for homebound services for behavioral needs and the following procedures shall be followed:
 - A. The principal, or designee, shall provide the following to the Director of Special Education:
 1. Student information
 2. Documentation of reasons for referral
 3. Documentation on intensity, frequency, duration of behaviors leading to referral, including behavior intervention plan, functional analysis of behavior and manifestation determination as appropriate.
 4. Plan for re-entry into school setting or alternative placement recommendation.
 5. Consent(s) to Release/Obtain or Exchange Information.
 - B. The principal, or designee, shall schedule a staffing to recommend an amendment to the student's current IEP.
 - C. The principal, or designee, shall schedule and conduct a review of these services every 30 instructional days.
 - D. The provision of these services shall be provided in a neutral site, arranged by the Director of Special Education.
3. The following procedures will be followed for implementation of home or hospital services:

- A. The principal, or designee, shall provide ongoing curriculum, lesson plans, assignments, and materials.
- B. The principal, or designee, shall record the student present for attendance unless the homebound teacher reports to the home/hospital as scheduled and the student is unavailable.
- C. The principal, or designee, shall issue grades and/or credits for the course work completed.
- D. The homebound/hospital teacher shall develop an individual plan to guide instruction, obtain instructional materials as necessary, and file reports with the school on attendance and performance as required.
- E. Parents or guardians, when services are provided in the home setting, shall provide assistance and adult presence during instruction.
- F. If homebound instruction is necessary for a subsequent school year, the parent or guardian must initiate a new request during the month of August to arrange for services to resume at the beginning of the school year.

General Education Students

- 1. For recommendation for medical reasons:
 - A. The principal, or designee, completes the following forms:
 - 1. Student Information for Homebound/Hospital Instruction
 - 2. Referral for Homebound/Hospital Instruction
 - 3. Recommendation for Homebound or Hospital Students
 - 4. Consent to Release/Obtain or Exchange Information
 - B. The principal, or designee, obtains the parent consent.
 - C. The parent obtains and provides the physician recommendation.
 - D. The above documents are provided to the Executive Director of Student & At-Risk Services for coordination of services.
 - E. The principal, or designee, will contact a homebound/hospital teacher and coordinate a schedule and all other necessary information.
- 2. The following procedures will be followed for implementation of home or hospital services:
 - A. The principal, or designee, shall provide ongoing curriculum, lesson plans, assignments, and materials.

- B. The principal, or designee, shall record the student present for attendance unless the homebound teacher reports to the home/hospital as scheduled and the student is unavailable.
- C. The principal, or designee, shall issue grades and/or credits for the course work completed.
- D. The homebound/hospital teacher shall develop a plan to guide instruction, obtain instructional materials as necessary, and file reports with the school on attendance and performance as required.
- E. Parents or guardians, when services are provided in the home setting, shall provide assistance and adult presence during instruction.
- F. If homebound instruction is necessary for a subsequent school year, the parent or guardian must initiate a new request during the month of August to arrange for services to resume at the beginning of the school year.

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