

ADMINISTRATIVE PROCEDURES

	200 – INSTRUCTIONAL PROGRAMS &	CODE:	AP 271
SECTION:	MATERIALS		
PROCEDURE:	HOMEBOUND/HOSPITAL EDUCATION		

BACKGROUND

Homebound/Hospital Instruction is designed to serve students during the time they are physically and/or emotionally incapable of attending school for a period of fifteen (15) days or more, or when a medical condition leads to frequent absence as documented by a physician. The anticipated absence can be for a full or partial day. This service is available to students as the need develops and is designed to help the students maintain educational progress during the time they are confined to home, hospital or other convalescent center. Home/Hospital Instruction is considered an alternative service to be provided only during specific periods of time when the student cannot attend school. In each case, the physician must certify that the student will be unable to attend school for the length of time specified and that he/she is capable of receiving home instruction.

Students to Be Served:

- ♦ Regular Education Students who for medical reasons, cannot attend school and are referred by the physician, parent or school.
- ♦ Students who for medical reasons cannot attend school. The placement of the student at home is possible only if there is a physician's statement in writing that the student is unable to attend school.
- ♦ Pregnant students must have a complication in the pregnancy which disables them from attending an alternative or a regular school. Students who are pregnant would not normally be provided this service.
- ♦ Students who have a child with a chronic illness may be considered for service provided supporting documentation from a medical doctor.

Specific goals of Homebound/Hospital Instruction are as follows:

- ♦ To assist the student to maintain academic functioning at as normal a level as possible during the time he/she is unable to attend school.
- ♦ To promote communication between the student and the school so that he/she feels a part of the school community.

PROCEDURES

1. Homebound/Hospital Instruction will be arranged by each Principal through the Coordinator of Student Achievement and Supports.
2. Upon the recommendation of the Coordinator of Student Achievement and Supports and approved by the Director/designate, provisions for home-based education will be determined. Either a home instructor/tutor will be employed or a classroom teacher will provide instruction after regular school hours with compensation set by the Division. Courses and methods of instruction will be consistent with those provided in the regular school setting.
3. The instructor/tutor will provide service at a time mutually agreed upon with the legal guardian(s). The instructor/tutor may be approved to provide up to four (4) hours of instruction time and up to one (1) hour of preparation time per week. This may vary due to health reasons. The specific number of hours will be determined by the Coordinator of Student Achievement and Supports.
4. Initial and periodic conferences between the classroom teacher(s) and the instructor/tutor are required and shall be arranged by the classroom teacher(s). Classroom teacher(s) will ensure that assignments and materials are ready for the instructor/tutor to collect, and assist in provision of appropriate teaching materials where possible. It is the responsibility of the tutor to maintain accurate records of assignments and student progress. The tutor must submit a service report, at the end of each approved service period, to appropriate teacher(s) to form part of the student's evaluation information and to file in the student's Cumulative Record. All work completed while on Home Instructor/Tutor Service will be included in the student's progress report or toward high school credits.
5. Homebound/Hospital instruction will be given only on those days when school is in session. The Director/designate will approve each application before instruction can commence.
6. Homebound/Hospital instruction will be terminated when the student is capable of returning to school, based on recommendations of the student's parents, and/or the family physician.
7. In all cases of home instruction:
 - 7.1 A parent, guardian or other adult must be present in the residence when home instruction is taking place.
 - 7.2 The student receiving home instruction must be prepared and available to meet with the instructor at the scheduled times.
 - 7.3 A suitable place for home instruction must be provided in the residence/hospital.
 - 7.4 Any semester or year grades to be given will be determined by the student's regular classroom teacher(s) and/or Student Support Services teacher with input from the home instructor.
 - 7.5 The home instructor will be required to maintain a log of instructional sessions, preparation time and mileage to be administered through the Division Office.

Reference: Sections 85, 87, 108, 108, 157, 175, 231 Education Act

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