 ADMINISTRATIVE GUIDELINES
POLICY 4726
HOMEBOUND/HOSPITAL INSTRUCTION

School-age children who are unable to attend classes due to physical, psychological, or medical treatment-related concerns may be eligible to receive academic support. A student must meet the requirements of these guidelines in order to receive homebound/hospital instruction. Homebound/hospital instruction may only be provided to the student at a residence within the district or to hospitals within a 25-mile radius from district office.

Homebound/Hospital Instruction for Students Without an IEP or 504 Plan

Homebound/hospital instruction may be provided to a student without an IEP or 504 Plan who is experiencing extended absences due to physician-documented physical or emotional concerns. The purpose of homebound/hospital instruction is to expose the eligible student to curriculum being taught in class so that he/she does not fall significantly behind while absent. Homebound/hospital instruction is not intended to replace instruction that occurs within the classrooms of the Blue Valley School District.

The availability and nature of homebound/hospital instruction will be at the discretion of the school district and will be based on the physical and/or mental condition of the student, the demands of the classes to be supported in the home/hospital setting, and the anticipated length of time the student will need the instruction. If student absences are anticipated to extend beyond one semester, the counselor will meet with the student (if possible) and his/her family to discuss the appropriateness of continuing homebound/hospital instruction along with other options such as Blue Valley virtual courses (for high school students) and/or evaluating the student for a 504 Plan or an IEP.

Goals for Homebound/Hospital Instruction for Students Without an IEP or 504 Plan

1. To provide instruction for students unable to attend school due to medical, psychological, or medical treatment-related reasons.
2. To assist students in the transition between school and home or hospital and their return to school.
3. To provide a liaison between the student and the teaching staff.
4. To provide an opportunity for students to be exposed to curriculum being taught during their absence.
**General Information Regarding Homebound/Hospital Instruction for Students Without an IEP or 504 Plan**

1. Students without an IEP or 504 Plan may be eligible for homebound/hospital instruction if an absence of **two weeks** (10 school days) or more is anticipated.

2. For chronic conditions, school attendance is encouraged as tolerated but homebound/hospital instruction may be initiated intermittently.

3. The student and his/her family are partners in homebound/hospital instruction and need to provide timely and accurate information regarding the medical status of the student. Students must be well enough to meet with an instructor and to engage in schoolwork.

4. The amount of weekly homebound/hospital instruction will depend upon individual circumstances, such as diagnosis and severity of illness. Homebound/hospital instruction will not exceed 5 hours per week.

5. Homebound/hospital instruction generally will be provided to eligible students through hiring teachers to provide instruction at the homebound/hospitalized student’s location without utilizing any form of virtual instruction technology (web-cameras or video conferencing).

6. Specific coursework may not be appropriate for support through homebound/hospital instruction, such as courses requiring laboratory or project-based activities. Individual requirements for these types of courses may be determined through the school but must not be beyond the scope of homebound/hospital instruction.

7. Blue Valley virtual courses may be appropriate for homebound students in high school who are expected to miss over a quarter of the school year. If Blue Valley virtual courses are desired, the counselor must complete all of the following:
   - confirm the student is eligible for homebound services;
   - confirm with the parent that the student is well enough to participate in the virtual course;
   - confirm there are openings in the virtual course;
   - contact the district Virtual Program Coordinator to obtain approval for enrollment;
   - coordinate distribution of login credentials and course information to student;
   - send an email to the Executive Director of Student Services and to the district Virtual Program Coordinator to confirm enrollment information has been finalized and student has received login credentials.

8. Except in rare circumstances (approved by the Student Services Department), grades are determined and given by the regularly assigned classroom teacher. Input regarding that determination should be submitted by the homebound/hospital instructor. At the high school level, in limited instances a “Pass” (P) grade can be awarded at the discretion of the building principal. In every case possible, a student will be given a letter grade and “Pass” is to be used.
only in extenuating circumstances. Further clarification of the use of grading, including “Pass,” can be found in the Management Guide.

9. A student who is receiving homebound/hospital instruction will not be considered absent from school. At such time as the homebound/hospital instruction commences, the student will be considered in attendance. The student will be counted absent; however, any time a homebound/hospital instruction session is scheduled, but not held at the request of a student or his/her parents.

10. Failure to keep appointments with no notice to the homebound/hospital instructor and/or frequent cancellations of appointments may lead to the suspension of homebound/hospital instruction.

11. At any time during the period of the student’s homebound/hospital instruction, parents may request that the student be evaluated to determine whether he/she is eligible for a 504 Plan or an IEP. Such requests should be made to the principal.

### Procedures to Request Homebound/Hospital Instruction for Students Without an IEP or 504 Plan

1. The Blue Valley form “Physician/Psychologist Verification,” stating a diagnosis and an indication of estimated length of absence from school, is required. If a physician does not indicate an estimated length of absence from school, the “Physician/Psychologist Verification” form must be updated every 30 days to verify the need for continuing homebound/hospital instruction.

2. **Elementary Schools:** The school counselor or principal must submit the “Physician/Psychologist Verification” form and a “School Request for Homebound/Hospital Instruction” form to the Student Services Department at district office. The “School Request for Homebound/Hospital Instruction” form must be signed by the building principal. The Student Services Department will process the forms and determine if the student is eligible for homebound/hospital instruction. If homebound/hospital instruction is approved, the school counselor or principal will serve as liaison between the homebound/hospital instructor and the classroom teacher.

3. **Middle/High Schools:** The school nurse must submit the “Physician/Psychologist Verification” form and a “School Request for Homebound/Hospital Instruction” form to the Student Services Department at district office. The “School Request for Homebound/Hospital Instruction” form must be signed by the building principal. The Student Services Department will process the forms and determine if the student is eligible for homebound/hospital instruction. If homebound/hospital instruction is approved, the school nurse will serve as liaison between the homebound/hospital instructor and the classroom teacher.
4. Homebound/hospital instruction requests for more than 5 hours of instruction per week must be submitted to the Executive Director of Student Services for approval prior to the initiation of services.

**Homebound/Hospital Instruction for Students With an IEP or 504 Plan**

Homebound/hospital instruction may be provided to a student with an IEP or 504 Plan who is experiencing extended absences due to physician-documented physical or emotional concerns.

Eligibility for homebound/hospital instruction for students with an Individual Education Program (IEP) will be determined by the student’s IEP team, which will consider available documentation, such as the “Physician/Psychologist Verification” form and any other medical information provided by the student’s physician and/or parent. If eligible, the IEP team will determine the nature of the homebound/hospital instruction and the IEP will be modified to reflect the special education and related services that will be delivered in the homebound/hospital setting.

Eligibility for homebound/hospital instruction for students with a 504 Plan will be determined by the student’s 504 team, which will consider available documentation, such as the “Physician/Psychologist Verification” form and any other medical information provided by the student’s physician and/or parent. If eligible, the 504 team will determine the nature of the homebound/hospital instruction and the 504 Plan will be modified accordingly.

**General Information Regarding Homebound/Hospital Instruction for Students with an IEP or 504 Plan**

1. When determining whether homebound/hospital instruction is appropriate for a student with an IEP or 504 Plan, IEP and 504 teams should consider the length of time that a student will be absent from school and whether the student is well enough to meet with the instructor and engage in school work.

2. For chronic conditions, school attendance is encouraged as tolerated but homebound/hospital instruction may be provided intermittently if the IEP or 504 team determines this is appropriate.

3. The student and his/her family are partners in homebound/hospital instruction. Providing timely and accurate information regarding the medical status of the student can help the district provide appropriate programming and accommodations for the student.

4. Homebound/hospital instruction generally will be provided to eligible students through hiring teachers to provide instruction at the homebound/hospitalized student’s location without utilizing any form of virtual instruction technology (web-cameras or video conferencing). However, IEP and 504 teams may also consider virtual instruction technology if this is the only means by which the student can receive a free and appropriate public education.
5. Except in rare circumstances (approved by the student’s IEP or 504 team), grades are determined and given by the regularly assigned classroom teacher. Input regarding that determination should be submitted by the homebound/hospital instructor. IEP and 504 teams may use a Modified Grade Plan if the team determines it is appropriate.

6. A student who is receiving homebound/hospital instruction will not be considered absent from school. At such time as the homebound/hospital instruction commences, the student will be considered in attendance. The student will be counted absent; however, any time a homebound/hospital instruction session is scheduled, but not held at the request of a student or his/her parents.

7. Failure to keep appointments with no notice to the homebound/hospital instructor and/or frequent cancellations of appointments will be considered by the student’s IEP or 504 team in determining whether homebound/hospital instruction continues to be appropriate for the student.

**Procedures to Request Homebound/Hospital Instruction for Students With an IEP or 504 Plan**

1. Requests for homebound/hospital instruction for a student with an IEP or 504 Plan should be made to the principal or case manager.

2. An IEP or 504-team meeting will be scheduled to discuss the request.

3. If the IEP or 504 team determines that homebound/hospital instruction is appropriate for the student, the team must complete all paperwork associated with a change of placement.

4. Once the paperwork associated with a change of placement is complete, the case manager must submit the “School Request for Homebound/Hospital Instruction” form to the Student Services Department, along with a copy of the IEP or 504 Plan that specifies homebound/hospital instruction and the form reflecting the parent’s consent for a change of placement.

5. If the IEP or 504 team determines that a high school student is eligible for homebound services, that the student is well enough to participate in the virtual course and that Blue Valley virtual courses are appropriate for the student, the IEP or 504 team must:
   - complete the paperwork associated with a change of placement;
   - contact the district Virtual Program Coordinator for enrollment;
   - coordinate distribution of login credentials and course information to student;
   - send an email to the Executive Director of Student Services and to the district Virtual Program Coordinator to confirm enrollment information has been finalized and student has received login credentials.
Homebound/Hospital Instruction Guidelines

Thank you for agreeing to provide services for a homebound or hospitalized student. Your assistance will be invaluable in exposing the student to curriculum being taught during the student’s absence.

The following is a list of guidelines, which will aid you in providing services:

1. The district requires that a family member be present while homebound/hospital instruction is being delivered unless it is being delivered in a hospital setting.

2. Contact the student and/or his/her parents within 24 hours after you accept the assignment and make an appointment to begin work. The appointment or visit should be within 3 days after you accept the assignment.

3. Contact the school counselor (elementary) or school nurse (secondary) and make arrangements to pick up books and assignments. The school designee has the responsibility of gathering books and assignments for you to facilitate instruction. Contacting the student’s teacher(s) as well is important.

4. Secondary students might have several homebound/hospital instructors. Make every effort to cooperate with the other homebound/hospital instructors to coordinate hours and schedules. Homebound/hospital instruction is limited to 5 hours total per week for students without an IEP or 504 Plan, unless pre-approved by the Executive Director of Student Services.

5. Be sure to monitor all tests and return them to the school promptly.

6. Provide sufficient instructional support so that the student may complete work independently when possible.

7. Comply with the student’s IEP or 504 Plan, if applicable.

8. Homebound/hospital instructors will be paid mileage at the rate defined by the school district. Mileage requests must include the students’ first and last name and are to be sent to the Student Services Department at district office each month.

9. The district pays the tutoring rate (currently $20.00 per hour). Instruction provided to a student without an IEP or 504 Plan must not exceed 5 hours per week. Any exceptions to the 5-hour limit for students without an IEP or 504 Plan must be pre-approved by the Executive Director of Student Services. Please complete time cards and send to the Student Services Department at district office prior to the 15th and 30th of each month. The students’ full name and subject taught must be completed on each time card for KSDE auditing purposes.
10. Communicate regularly with the student’s teacher(s) through notes, phone calls, emails and meetings. In order for classroom teachers to aid in the student’s smooth return to school, they must be knowledgeable about the student’s educational and personal needs. Record the time that you spend communicating with the student’s teacher(s) on your time card.

11. A conference will be scheduled upon re-entry into school, which should include parent, student, school personnel, hospital personnel when appropriate and the homebound/hospital instructor. If you participate in the conference, record that time on your time card.

12. Please complete the “Notice of Termination” form and return to the Student Services Department after homebound/hospital instruction has been terminated.

13. Remember that while it is your objective to expose a student to curriculum being taught during a student’s absence, except when stated differently in a 504 plan or IEP, your instruction cannot replace a regular educational experience. Do all that you can, but be realistic. It is important, as well, to aid the student, his/her parents and teachers in having a realistic perspective.
Physician / Psychologist Verification
For Homebound/Hospital Instruction

Name of Student ___________________________ DOB ________________
Date of Onset of ________________ Today’s Date ________________
Condition ____________________________

I. I last treated this child in my office on ________________. I hereby certify that I have
diagnosed the student with the following medical condition(s):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

II. School Attendance
☐ In my professional opinion, this child is able to attend school ____ hours per day* ____
days per week.
☐ In my professional opinion, this child is not able to attend school for any period of time.

* A full school day is 7 hours.

III. Length of time school attendance identified in Section II is anticipated to last:

______________

IV. Are there any actions the school can take to increase the amount of time the student can
attend school? If yes, please identify:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Print Name of Physician/Psychologist _______________________________________
Attending Physician/Psychologist ____________________________
Signature ______________________________________
Office Address: ______________________________________
Office Telephone: ______________________________________
School Request for Homebound/Hospital Instruction

Name ___________________________ Grade _____ Date ______________

Address _____________________________________ Phone ________

Parent Name ______________________________________ DOB _________

Doctor’s Name and Phone
__________________________________________________

Illness and Duration
_______________________________________________________

IEP?  Yes/No   504 Plan? Yes/No   (If Yes, attach a copy of the IEP or 504 Plan.)

Specific coursework for a student without an IEP or 504 Plan may not be appropriate for support through homebound/hospital instruction, such as courses requiring laboratory or project based activities. Individual requirements for these types of courses may be determined through the school but must not be beyond the scope of homebound/hospital instruction.

List Course and Teacher Name

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Approval: ________________________________  Date: _______________

Counselor Signature

Approval: ________________________________  Date: _______________

Principal Signature
Notice of Termination of Homebound/Hospital Instruction

Name of Student: ____________________________

School: ____________________________

Grade: ____________________________

Homebound/Hospital Instructor: ____________________________

Date Instruction Terminated: ____________________________