

HOMEBOUND SCHOOL

The Board of Trustees of Uinta County School District No. Four shall offer homebound instruction for each pupil in the District who is unable to attend school for more than one week because of documented physical and/or emotional reasons while under a doctor's care. It is not possible to provide a full scale instructional program under these circumstances; therefore, subjects essential to a students' general progress will be the basis of the instructional program.

If the student responds positively to this form of instruction and makes satisfactory progress, the school district will continue to fund the homebound teacher. If the homebound teacher and building principal and/or guidance counselor determine the student is not progressing satisfactorily, funding for the homebound teacher may cease.

The procedure and audit trail for implementation of the homebound instruction program is as follows:

1. The parent is responsible for informing the school of the child's condition, which precludes the child from attending school.
2. The parent and building principal and/or guidance counselor will determine if there will be a need for homebound instruction and will determine the parameters for which credit will be allowed. Each homebound student is to be counted absent until the home/hospital instruction actually begins if he/she is not in attendance at school. The continued attendance of a student under the home/hospital program, even though on a part-time basis, is part of the student's actual attendance record and as such, is included and reported in the aggregate days of attendance.
3. The application form for homebound instructional services will be initiated by the building principal or guidance counselor. A completed application, signed by the parent, school official and attending physician must be submitted to the district and approved prior to the initiation of a home/hospital program.
4. A doctor's statement declaring the child physically or emotionally unable to attend school is required. The parent will take the form to a doctor for documentation of the medical condition. A doctor's statement attesting to the anticipated length of absence must accompany the application, which shall be returned to the building administrator or counselor. Progress reports from the attending physician must be submitted to the school every 7 to 10 days after the student has been seen.
5. The homebound instructor (one who meets Wyoming State Department of Education requirements) provided on an hourly basis, would contact the building principal, counselor and/or teachers to get instructional materials and assignments. This individual will be hired as per the District Hiring Process Worksheet, GC-1-R.

6. The homebound teacher will complete reports at least once per confinement or once during the month and submit them to the school during the child's confinement. The report will address the level of work the child is doing, whether or not the child is prepared and whether the child is progressing academically. The homebound teacher will also have the opportunity to advise the school if the child is not maintaining the proper progress or putting forth adequate effort.
7. The homebound teacher will report grades to the appropriate person in the school office for recording on report cards or permanent records. Credits will be granted according to the agreement reached by the parent, principal and/or counselor as described earlier.
8. The school shall be notified when the student is ready to re-enter school. Textbooks and other school materials will be returned to the appropriate teachers.
9. The District asks for complete parent cooperation during the homebound instruction period.

Adopted: October 4, 1994
Revised: February 8, 2000