

Information Sheet on Homebound and/or Hospital Instruction

Homebound and/or hospital instruction is a term used when a student has medical problems that would prevent that student from attending school in the regular school setting for more than two (2) consecutive weeks. The school, upon receipt of all required forms, sends an instructor to the home or hospital to keep the student current with his/her assignments.

Morrisonville Community Unit School's Responsibility

The Morrisonville School District will provide a certified teacher to come to the student's home or to the hospital for a minimum of five (5) clock hours per week to instruct the student.

The instructor will:

- contact the student's teacher(s) and set up an appropriate educational program designed to keep the student current in all subject areas.
- will grade the student's work and report the grades to the school.
- keep accurate records of clock hours spent on instruction.
- promote the best possible education according to the student's needs.

Student's Responsibility

The student, as recipient of the homebound services will:

- prepare him/herself for the instructional period.
- be attentive during instruction.
- complete homework assignments between instructional periods.
- communicate with instructor and parents if his/her health is interfering with effective instruction.

Student Activity Prohibitions

Because the homebound and/or hospital instructed student is not able to attend regular school classes, it is the School District's position that such students may not be involved in any extra-curricular or school-related activities, to include employment, during the time they are receiving homebound and/or hospital instruction. He/She may commence with all school and work-related activities on the first day he/she officially returns to regular education classes.

Parent's Responsibility

The student's fulfillment of school obligations is, in part, the responsibility of the parent(s)/guardian(s).

The parent should:

- have a responsible adult available during the instruction period.
- provide study conditions for instruction with good lighting and a quiet environment free from television, pets, and small children in the same room.
- have the student ready for instruction.
- notify the instructor in advance of any necessary changes in scheduling, due to medical appointments, illnesses, etc.

Reference Morrisonville Community Unit School District No. 1 Board Policy 6:150

Homebound and/or Hospital Instruction

A student whose projected period of absence from school shall be for more than two (2) consecutive weeks due to health or physical impairment shall be provided the services of a certified teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parental or guardian request filed in the office of the Superintendent.

Instructional time must be provided for a minimum of five (5) clock hours per week on days when school is normally in session. Periodic conferences shall be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and hasten the student's return to school.

Procedures to Secure Homebound and/or Hospital Instruction

1. The parent or guardian notifies the principal in the student's attendance center that the student may be in need of homebound and/or hospital instruction.
2. After discussing the situation with the parent, the principal will provide the parent
 - a. Homebound Request Form
 - b. Doctor's Medical Information Form
 - c. Information Sheet on Homebound Instruction
3. All forms must be returned to the District Superintendent
4. The District Superintendent, after receiving all of the necessary forms will secure a certified teacher, in cooperation with Mid-State personnel if the student has an IEP to begin the homebound and/or hospital instruction.
5. The assigned teacher will need to contact the building principal to secure the student's assignments and text material.
6. The assigned teacher will need to contact the student's parent(s)/guardian(s) to establish a schedule for instruction.
7. The assigned teacher will need to secure from the District Superintendent, prior to the start of instruction, the following forms from the Unit Office:
 - a. Attendance Forms
 - b. Mileage Forms
 - c. Payroll Forms (to be turned in on the 8th and 23rd of each month)
8. Upon completion of the homebound and/or hospital instruction, the assigned teacher will report to the principal the first day of the student's attendance in the regular classroom.
9. The principal will notify the Superintendent's Office of the student's return to the regular classroom.