

Administrative Procedures

<p>AP-617</p> <p>HOMEBOUND STUDENTS</p>	<p>Date of implementation: January 2020</p> <p>Date of update:</p>
	<p>Related Administrative Procedures:</p> <p>AP-413 Administering Essential Medication and Procedures to Students</p> <p>AP-428 Temporary Exclusion of Students for Safety or Medical Reasons</p>

Purpose: Homebound education services are designed and planned for students with medical conditions or other compelling medical reasons that prevent them from physically attending school for a period of time during a school year.

Homebound education services are designed to be a self-study program that allow students to maintain their coursework and studies while they are unable to attend school. These services allow the classroom teacher to help distribute course materials, deliver instruction and monitor student progress.

A key component of homebound education is open and frequent communication between the teacher, parents/guardians and administrator. Homebound studies will be different for every enrolled student, so regular and direct communication is the best way to ensure the student's success.

Procedure:

1) Eligibility

- a) A student who is certified by his or her attending physician, hospital or licensed treatment facility as having a medical condition or another compelling reason that requires the student to be hospitalized or to be confined to the home during regular school hours for a period longer than five (5) school days is eligible for services.

This includes students in psychiatric hospitals, substance abuse centers or students placed in other medical facilities by the parent or medical practitioners. The school will make arrangements within five (5) days (after being notified by a parent or legal guardian) to provide homebound services if the following conditions are met:

- i) The student is enrolled in a Prairie Spirit school.
- ii) The student is unable to attend school because of a medical condition or another compelling reason. Students who are able to attend school part-time are expected to do so and do not qualify for homebound services.
- iii) The student's attending physician certifies a medical condition or another compelling reason that requires that the student be confined to the home or hospitalized during regular school hours (see Physician Report – Restrictions document in AP-413).

- iv) The student is physically able to participate in instructional activities while at home or in the hospital.
 - v) It is anticipated that the student will be homebound or hospitalized for at least five (5) consecutive school days.
- b) The school may require a student move to a homebound program. This process would align with AP-428 Temporary Exclusion of Students for Safety or Medical Reasons. This process is in place to support families and schools with creating safe educational environments.
- 2) Roles and Responsibilities
- a) Classroom Teacher Responsibility
- i) The classroom teacher will identify the specific subject areas and content that the student should study while away from school. The classroom teacher will determine the priority of subject matter, considering the student's present level of achievement and instructional needs.
 - ii) The program delivery model will be based on the student's needs.
 - iii) In cases where the student will be absent for an extended or indefinite period of time (as per the Physician Report – Restrictions document), the classroom teacher, in consultation with the principal and appropriate consultants, may examine alternative delivery methods for some or all courses.
 - iv) The classroom teacher should maintain close communication with the parents/guardians.
- b) Parent Responsibility
- i) Parents are responsible for notifying the Division when the student is going to be homebound or hospitalized for a period longer than five school days. Parents should notify the school administrator in writing with the name of the attending physician/hospital and authorize the release of sufficient information to allow the Division to determine eligibility.
 - ii) When the student is homebound, the parent should:
 - Provide appropriate access to the student and help schedule homebound visits (if necessary) that do not conflict with medical treatments.
 - Provide an appropriate environment and the necessary supervision for the child to complete learning activities.
 - Help the child schedule time for study, ensuring appropriate instructional materials are available and at hand.
 - Support the child with learning activities, to the extent possible, as agreed upon with the teacher.

c) Student Responsibility

- i) To ensure successful completion of the learning outcomes, the student should:
- Ask for assistance and/or clarification as needed to complete learning activities.
 - Attend to the class activities to the extent that they are physically capable.
 - Return materials and supplies after completing learning activities.
 - Continue to work with the teacher so that the competencies needed to complete the subject or grade, after returning to school, are maintained.

b) School Administrator Responsibility

- i) Support and monitor the collection of required documentation.
- ii) Inform the Learning Superintendent when a student moves to a homebound program and when they return to school.