



Homebound Instruction Policy (including hospitalized students)

I. Board Policy

The Board of Trustees recognizes the importance of providing instruction to students who are confined to home or hospital. The Board also recognizes the need to maintain contact between the school and the home during the time when these students are unable to attend school. The Board, therefore, delegates to the Executive Director and school Administration responsibility for developing regulations and guidelines, consistent with this policy, for a Homebound Instruction Program for students who are unable to attend school due to injury, illness or other extenuating circumstances.

II. Administrative Regulation

The Administration will establish a program to provide instruction to convalescing students in grades one through twelve to alleviate concern over academic work/credit, to maintain the skills necessary for returning to the classroom, and to assure ongoing home/school contact during the term of the illness, injury, or extenuating circumstances. The Homebound Instruction Program will be administered according to the following guidelines:

A. Qualification for Services

1. The student is enrolled in Summit Academy.
2. The student is confined at home or in a hospital due to physical or emotional illness, injury, handicap, or extenuating circumstances.
3. The student has missed or expects to miss ten (10) or more consecutive days of school.
4. The student has a pattern of missing 50% or more days per week for 4-6 weeks due to ongoing illness or physical condition.
5. The student's condition will allow 50 percent or less attendance during the school year.
6. Homebound Instruction is recommended by the student's physician, medical professional, social worker, psychotherapist, or legally directed services, and is requested by the parents/guardian.

B. Providing Services

1. The student's physician, medical professional, social worker, or psychotherapist shall be asked to estimate the length of time that Homebound Instruction services will be needed.
2. Homebound Instruction services may be denied or discontinued if it appears to the Homebound Instruction team (principal, parent, counselor and/or classroom teacher) that the services are worsening the student's condition, increasing or prolonging school phobia, or otherwise having a harmful impact upon the student.
3. In most cases, the duration of services shall be determined by the principal after consultation with the student's parents and physician, medical professional, social worker, or psychotherapist.
4. If it appears that the program is being abused by the parent or student, the principal will initiate a formal review with the Executive Director's designee administering the Homebound Instruction Program.
5. Students will be provided Homebound Instruction services only during the weeks when their school is in session.



6. The Homebound Instruction may be provided in the home, on-line or other designated public location (e.g., library, police or fire station) under the direction of the principal.
7. Instruction for students who are expelled/suspended for drug and alcohol violations will be provided by the school as directed by the principal.
8. Summit Academy may determine that some students will receive their education for a designated period of time through the Homebound Instruction Program as an alternative to their school setting.

C. Assignment of Instructor

1. Whenever possible, students shall be taught by instructors from their school. When an appropriate instructor is not available, the principal may arrange for another instructor.
2. Principals shall make Homebound Instruction teaching assignments on the basis of instructor interest, availability, and curriculum qualifications.
 - a. Instructors shall be reimbursed for providing Homebound Instruction at an hourly rate to be determined by the school.
 - b. One half hour of preparation time is allowed for each two hours of actual instruction.
 - c. Instructors shall receive a mileage reimbursement at the current rate. Mileage is based upon the round-trip distance from the school to the student's home or other designated public location (e.g., library, police or fire station). Mileage forms are to be submitted at the end of each quarter or when the amount payable reaches or exceeds \$25. Time required for travel is not part of the two-hour instruction time.
 - d. Instructors shall maintain a record of their services on the Homebound Instruction Log, including the date of each instruction session, arrival and departure times, and other pertinent information.
 - e. The principal shall submit time sheets for Homebound Instruction at the end of each pay period.

D. Instruction

1. Homebound Instruction
 - a. Instruction may be provided at the student's home, on-line or other designated public location (e.g., library, police or fire station.) Generally, one two-hour instruction session shall be provided per week. With principal approval, two one-hour sessions may be provided if it is deemed in the best interest of the student. (One-hour sessions are generally only used with elementary-age students.)
 - b. A parent or other responsible adult must be present in the home during the instruction session. If the parent or guardian fails to provide proper chaperonage, the instruction session shall be canceled.
 - c. Textbooks shall be furnished by the school.
2. Hospital Instruction
 - a. The school shall provide a teacher, textbooks, and instructional materials for students confined to approved non-accredited hospitals.
 - b. Students enrolled in Summit Academy and later assigned to hospitals with accredited educational programs shall be serviced in one of two ways:



- i. Withdrawn from Summit Academy and transferred to the accredited institution which will provide teachers, textbooks and instructional materials.
- ii. Serviced at the hospital by an accredited institution under a contract with Summit Academy based upon a daily pro-rated amount of the WPU. Teachers, textbooks, and instructional materials shall be provided by the institution under contract.

E. Grades and Credit for School Attendance

1. Students who are receiving Homebound Instruction shall be counted as attending school.
 - a. Missed or canceled instructional times cannot be made up unless rescheduled with the teacher 24 hours prior.
 - b. Two consecutive missed or cancelled sessions, without teacher notification, will require a meeting with the principal to determine a course of action.
2. Teachers will prepare assignment sheets for students in their classes who are receiving Homebound Instruction. Substitute assignments will be provided if the regular class activities cannot be completed at home. Upon consultation with the school administration, the teacher can give the student an "incomplete" for the course when it cannot be appropriately taught through Homebound Instruction. In this case, the teacher would provide an opportunity for the student to make up the missed credit through an alternative class or program. Because of limited instructional time, the Homebound Instruction Program is designed to help students maintain credit.
3. Middle school and high school students who receive Homebound Instruction for five weeks or more during any one quarter shall receive attendance credit and grades for work completed from the Homebound Instruction.
 - a. Grades awarded by the Homebound Instruction teacher shall be averaged with the grades awarded by the regular classroom teachers to determine the grades to be entered on the student's report card and permanent record.
 - b. If the student was on Homebound Instruction for a full quarter, the student's report card grades shall be determined by the Homebound Instruction teacher.