

**PROCEDURES FOR IMPLEMENTING BOARD POLICY:  
HOME/HOSPITAL INSTRUCTION**

It is the policy of the Board of Education of District #225 that the Director of Special Education or the IEP Team consider the need for home/hospital instruction at District expense for a student who is unable to attend school for two or more consecutive weeks of school, or is absent on an ongoing intermittent basis, due to a medical condition.. The Director of Special Education or the IEP Team will determine if the absence could prevent mastery of the course. In this event, alternative educational instruction opportunities will be considered and, when appropriate, offered at District expense.

The following procedures have been developed to facilitate the process for home/hospital instruction:

1. When the school receives a request for home/hospital instruction, it shall be referred to the counselor and homebound coordinator.
2. The parents must submit a written statement by the treating physician in accordance with Section B of this policy.
3. All documentation shall be forwarded to and reviewed by the Director of Special Education or IEP Team.
4. Upon approval of the Director of Special Education or the IEP Team, services shall be determined in accordance with Section C of this policy.
5. The Assistant Principal of Guidance or designee will serve as a link between the school, the educational provider, and the student.
6. Students will be expected to complete tests and quizzes through the home/hospital tutor or in the school of attendance. A grade of "incomplete" through the next marking period may be issued in the event that medical circumstances prevent completion of the course requirements, however the student will be required to complete the course within the next marking period. If the Director of Special Education or the IEP Team determines that multiple absences could prevent mastery of the course content, the following options will be offered:
  - a. Withdrawal from that course with failure without sufficient evidence of medical cause.
  - b. Withdrawal from that course without penalty, provided the absences are related to a medical condition, and a current doctor certification is on file.

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- c. When alternative instruction has been deemed appropriate, it will be provided at district expense. Such instruction will be designed by the teacher, instructional supervisor, and IEP team to provide a self-paced alternative to appropriate general education courses offered in the district. Options for this alternative instruction include Ombudsman or other programs deemed appropriate by the school. Students will receive credit for completion of these assigned courses on their transcript. Such credit shall be recorded as pass-fail unless otherwise determined by the Director of Special Education or IEP Team.

7. A re-entry conference may be required following the termination of home/hospital instruction.

Approved: August 22, 1977

Revised: June 8, 1987; May 29, 2001; September 27, 2004