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**AURORA PUBLIC SCHOOLS**

**APS Code: IHBF**

**Adopted May 1974**

**Revised February 1989**

**Recoded August 1995**

**Revised September 2007**

**Reviewed July 2014**

**Reviewed August 2017**

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### **HOMEBOUND INSTRUCTION**

The Superintendent of Schools shall provide an educational program for any school-age child who is physically, mentally or administratively unable to attend school, as determined by student's physician, school nurse, Superintendent, director of student achievement, exceptional student services, or designee.

CROSS REFS.: JKD/JKE, Suspension/Expulsion of Students

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## **HOMEBOUND INSTRUCTION**

### **Page 1 of 5**

All requests for home/hospital instruction shall be approved by the director, student achievement, exceptional student services or designee. The parent(s)/guardian having legal custody of the child should obtain an application form for medically necessary home/hospital instruction from the school nurse. There may be cases in which a student has not registered for the current school year and is in need of such home/hospital instruction. It is the responsibility of the parent/guardian to enroll the student in the regular school of attendance, in order that classes and teachers may be assigned so that the home/hospital teacher has a contact person for curriculum.

For students receiving special education services through an IEP, collaboration between exceptional student services' consultant (or special educator) and health services coordinator (or school nurse) needs to occur.

For students receiving homebound instruction due to disciplinary sanctions, collaboration between school services staff and health services coordinator needs to occur.

### **Attendance Reporting**

Each home/hospital student is to be counted absent until the home/hospital instruction actually begins if s/he is not in attendance at school. After the home/hospital instruction starts, the student will be counted in attendance for one-half day each day s/he is on homebound instruction. 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.

### **Responsibilities**

- A. The health services coordinator, school services coordinator, or exceptional student services' consultant shall:
  - 1. ensure that the student is in need of instruction in the home or hospital setting rather than at school;

## **HOMEBOUND INSTRUCTION**

### **Page 2 of 5**

2. complete the necessary paperwork, documenting authorization of home/ hospital services and teacher's reimbursement;
3. assign a home/hospital teacher (or request assistance from a health services coordinator).

**B. Building Principal or Designee shall:**

1. obtain necessary supplies such as textbooks, workbooks and manuals for the home/hospital teacher;
2. coordinate with the regular classroom teacher the program of the homebound or hospitalized student with that of the regular class. Students are entitled to the same materials as other students, but variations may be feasible and advisable; and
3. coordinate the program with teachers of middle school and high school students and the counselor of the homebound student. The counselor shall be expected to gather materials, textbooks, curriculum, etc. from the student's teachers.

**C. School Nurse (for students with a medical need for home instruction) shall:**

1. complete a health history for current incident, including a statement recommending or not recommending home/hospital instruction and send to the coordinator of health services.

**D. School Nurse (for students with a medical need for home instruction), school services staff (for students with an administrative reason), or special education consultant (for students with an IEP) shall:**

## **HOMEBOUND INSTRUCTION**

### **Page 3 of 5**

1. have parent and physician complete application for home/hospital instruction and submit to the department of health services;
2. confer with administrator (a counselor at middle school and high school) to initiate home/hospital instruction;
3. follow up with other school personnel and departments, as necessary;
4. be the key communicator among the exceptional student services/home/hospital department, family and school;
5. maintain ongoing liaison with the family, student, physician and assigned teacher;
6. make recommendations or adaptations regarding child's return to school; and
7. monitor and support return to school.

**E. Regular Classroom Teacher shall:**

1. provide as much information about the student as seems feasible and usable by the home/hospital teacher;
2. work cooperatively with the home/hospital teacher in helping plan a modified educational program keeping in mind the ability and health of the student;
3. assist the home/hospital teacher in keeping communications open between the class and the student;
4. maintain student on his/her class list and confer the grades for subjects taught through home instruction program.

**HOMEBOUND INSTRUCTION**

**Page 4 of 5**

**F. Home/Hospital Teacher shall:**

1. be notified by the department of health services to begin a home/hospital case;
2. collaborate with the parents in arranging a schedule for the best convenience of the student, teacher and parent;
3. be considered an extension of the classroom teacher;
4. call the building principal, or delegated person, for an appointment time. Visit the school immediately after being assigned the student to obtain textbooks, workbooks and manuals, and to solicit the regular teacher's support with an individualized and functional homebound instructional program;
5. exercise careful judgment in the use of materials, keeping in mind the ability of the student, her/his health, and her/his responsiveness;
6. provide progress and attendance reports during the home/hospital bound period. It should be noted that adjustments should be considered in view of the individualized instruction. Progress reporting is on a nine-week basis. If a student returns to the regular classroom before the end of a reporting period, a progress report shall be given to the regular teacher to use in helping determine the reporting period grade. The regular teacher must have the progress report both verbally and in writing. At the secondary levels, the progress report shall be submitted to the counseling office; and
7. notify the department of health services when the homebound student is ready to re-enter school, and the termination date of the homebound instruction. Textbooks and workbooks are to be returned to the appropriate school. The home/hospital teacher will provide the principal, the coordinator of health services, classroom teacher

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**Page 5 of 5**

and/or counselor with a written report of the school work covered.