

**SWEETWATER COUNTY SCHOOL DISTRICT NUMBER ONE
REGULATION TO POLICY ON HOMEBOUND STUDENTS**

Home or hospital instruction for students enrolled in Sweetwater County School District Number One who are unable to attend classes for more than one week due to illness, physical handicaps, or mental handicaps shall be provided. It is not possible to provide a full scale instructional program under these circumstances; therefore, subjects essential to a student's general progress will be the basis of the instructional program.

I. Eligibility

1. Applicant must be an enrolled student of Sweetwater County School District Number One.
2. Applicant's disability must be described and confirmed and the treatment outlined by a diagnostician licensed to perform services in the area of physical or mental health disability.
 - A. Physical disability verified by a licensed physician, physician assistant or nurse practitioner.
 - B. Mental disability verified by psychiatrist, psychologist, physician, physician assistant or nurse practitioner.
3. Parent or guardians will initiate referral by completing a "Homebound Program Application."
4. School Nurse shall review medical data; develop and implement a School Health Management Plan when disability is physical. For disabilities of a mental nature, the review and recommendation shall be made by the School Psychologist.

II. Homebound Instruction Program Procedure

A determination of student approval for Homebound instruction will be made only after all recommendations or accommodations have been made by the Building Intervention Team or 504 plan has been written and other resources utilized with no positive response towards student progress.

1. Parents/Guardians inform the school of the student's condition.
2. Conference will be held with administrator and/or school counselor.
3. Parent, administrator, school counselor and the building 504 team will determine the need for homebound instruction and/or accommodation, will determine the parameters for which credit will be allowed, arrange for state or mandatory testing and apply for an exception, if needed.
4. Completed "Homebound Program Application" form, signed by parent, administrator, school counselor and/or 504 facilitator, the attending physician, physician assistant or nurse practitioner will be submitted to the Office of Human Resources for approval.
 - A. Parents/guardians will take the form to the physician, physician assistant or nurse practitioner for documentation of medical condition and statement attesting to the anticipated length of absence.
 - B. Students will be counted absent until the home/hospital instruction actually begins.
 - C. When instruction actually begins, student will be counted in attendance for one day each day student is under the home/hospital program.
 - D. Continued attendance even 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.

5. The homebound instructor:
 - A. Meets Wyoming State Department of Education requirements.
 - B. Will be provided on an hourly basis as needed.
 - C. Will contact the administrator, counselor and/or classroom teacher for books/assignments or will arrange for a time to pick up instruction materials and assignments from school office.
 - D. Will call parents for appointment to make a home visit.
 - E. Will complete and submit reports periodically to the school; the report will address the level of work the student is doing, whether or not the student is prepared, and whether the student is progressing academically; advise the school if the student is not maintaining the proper progress or putting forth adequate effort or is unable to participate due to disability.
 - F. Will report grades to the appropriate person in the school office for recording on report cards or permanent records.
6. Textbooks and workbooks will be returned to the appropriate school when student is ready to reenter school.

III. Release from Homebound

1. Reasons for discontinued service shall be determined by a parent, administrator, school counselor and the building 504 team using the following criteria:
 - A. Treatment program is concluded and physician, physician assistant or nurse practitioner gives a written release for the student to return to school.
 - B. Student fails consistently to be available for instruction.
 - C. Student fails consistently to complete required instructional assignments.
 - D. Student is unable to continue due to disability.
2. Process at time of release:
 - A. A report of student progress must be completed at the time services are discontinued.
 - B. Students are withdrawn from Homebound with a Student Release and Transfer and should have a copy with them when reenrolling in regular school.
 - C. If services are discontinued, parents/guardians shall be given written notice of discontinued services and an opportunity to appeal when the reason pertains to performance or attendance.

Homebound Contact Information:

Office of Human Resources
Central Administration Building
352-3400 Ext. 242

Revised: 01/14/98 12/14/05

School District #1, Sweetwater County, Wyoming