

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 204
PROGRAM**

HOMEBOUND PROGRAM

The Carson City School District will provide homebound instruction to students who are unable to attend school because of non-contagious and non-infectious illness, physical handicaps or mental handicaps (Category A.) Students enrolled in residential treatment centers or who are confined to their homes because of contagious or infectious illness may be enrolled in a special homebound program on a “not seen” basis. These students will be required to complete assignments on a contract basis as established by their teachers before a semester grade may be given (Category B.)

Goal

To provide academic instruction for students that will enable them to continue with their regular course of studies in subjects appropriate for Homebound instruction, during the time they are unable to attend school but are able, as indicated by a licensed mental health professional or physician, to participate actively in the instruction.

Criteria for Eligibility

1. Category A
 - A. Student must be enrolled in the Carson City School District
 - B. Student must have a written recommendation from a diagnostician licensed to perform services in the following areas:
 - 1) physical disability;
 - 2) mental disability (cognitive or emotional);
 - 3) pregnancy
2. Category B
 - A. Student must be enrolled in a residential treatment center verified by the appropriate professional and must, in the opinion of that professional, be unable to participate actively in homebound instruction; or
 - B. Student must have a written statement from a licensed diagnostician that s/he has a contagious or infectious disease and is unable to participate actively in homebound instruction.

Procedure for Admission

1. The parent/guardian must complete the Homebound Referral Form at the student’s school of attendance. The school will notify Student Support Services as soon as possible of the request and submit the completed referral from the Student Support Services office.

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2. The parent will provide the school with a written physician's order, which will be given to the homebound teacher at the time of the initial contact.
3. The Student Support Services office will notify the homebound teacher of new students to be added to their caseload.
4. The Homebound teacher will contact the parent/guardian to arrange an appointment to complete necessary paperwork and to set up a schedule.
5. When the student is ready to return to school, the Homebound teacher will notify the school office and appropriate staff, specifying any modifications necessary for the student as recommended by the physician or responsible person.
6. A "Change of Placement" revision to the Individualized Educational Plan (IEP) must be completed for all Special Education students before enrolling and prior to returning to the traditional program.

Homebound Instructional Practice

1. Category A

- A. The Homebound teacher will provide instruction only when a parent/guardian or other responsible adult is in attendance during the period of instruction. Instruction may be provided in the student's home or public facility (library, etc.)
- B. The Homebound teacher will report to the school counselor and the classroom teacher regarding the student's progress. The classroom teacher will work cooperatively with the homebound teacher and provide lessons based on the Nevada Department of Education (NDE) standards.
- C. The services provided for a student eligible for the homebound instruction will not exceed one (1) hour per day for a total of up to no more than five (5) hours per week.
- D. All materials used by the homebound teacher and the student will be provided by the school in which the student is enrolled.

2. Category B

- A. Upon completion of the forms required for this category "Homebound – Not Seen," the school counselor on the secondary level will notify all teachers of the student's status.
- B. The school counselor will forward the original of the Special Homebound/Hospitalized Referral, Not Seen – Category B form to the Student Support Services office.
- C. A contract will be developed by the school counselor with the subject teachers for work that is to be completed before students can be given a grade. During this period of time, students will receive an "incomplete" grade and not a "zero" until such time as the contract work is completed.

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- D. It is the responsibility of the parent/guardian to obtain a licensed diagnostician's statement regarding the amount of time the students needs to complete the required work.
- E. The school counselor (secondary level) or the school secretary (elementary level) will notify the Student Support Services office when the student returns to school or is transferred to Category A status. This transfer must be accompanied by the Homebound/Hospitalized (Category A) Physical Information Form.

Secondary Level – Evaluation of Credits

If it has been determined that a student will be on Homebound instruction for at least a minimum of a full semester, the number of courses should be modified based on the student's ability to complete the course requirements. The requirements for individual classes will be reviewed by the representative of the secondary school of attendance, the homebound teacher and a site administrator to evaluate the feasibility of the program. All assignments must conform to the NDE standards and reflect the minimum requirements for proficiency imposed by the classroom teacher.

In the two areas indicated below, an alternative educational program may be considered.

1. If a student has classes such as vocational education, computer graphics, word processing, or physical education, it may be difficult to provide homebound instruction. In these cases, a conference will be held with the homebound teacher, parent/guardian, classroom teacher, and site administrator to develop substitute classes, if possible or to agree on a specific procedure to follow in regards to grading, etc.
2. If, in the opinion of the homebound teacher, the regular school subjects are not appropriate for a particular student, the homebound teacher will notify the school counselor (or case manager should the student be part of Special Education.) A conference will be convened by the school counselor (or case manager) with the parent/guardian, the student (if possible), the classroom teacher and site administrator to discuss the needs of the student. This will include a discussion regarding the anticipated duration of homebound instruction and long range plans of the student (returning to school, completing high school requirements, etc.) A special homebound program may be written including the courses the student will be taking. These courses will parallel the regular courses as closely as possible, based on the classroom teacher's recommendations and will be taught exclusively by the homebound teacher (assignments, corrections, grades, etc.) Grades will be submitted to the school by the homebound teacher on the established schedule and will be entered as "Homebound" course on the official transcript.

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Dismissal

The student may be dismissed from homebound services for the following reasons:

1. The treatment program is concluded and the physician (or other responsible person) releases the student to return to school. (Release must be written and submitted to Student Support Services office.) Notification of a student's return to school must be made at least two days prior to a student's return. Any restrictions on a student's activities or on the necessity for a shortened school day should be noted by the physician in the release.
2. The student fails consistently to appear or be ready for instruction.
3. The student fails to make satisfactory attempts to complete assignments.
4. The student is actively employed outside the home.
5. Any decision to withdraw homebound service due to Item, 2, 3 and/or 4 above shall have been preceded by a conference with the Homebound teacher, Director of Student Support Services, the parent/guardian and school counselor. The parent/guardian shall be given written notice of dismissal and an opportunity to appeal if they disagree with the decision.

Reference: NAC 387.286, NRS 387.123

Adopted: April 15, 1981
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