

<b>North Providence School Department Temporary Homebound Instruction Protocol</b>	<b>Approved: 4/29/20</b>

## **I. PURPOSE OF PROTOCOL**

The following protocol has been set forth and adopted by the District to ensure that every child has access to an education consistent with the District’s strategic plan, policies, and applicable federal and state requirements.

Through this protocol the District will ensure that students enrolled in the North Providence School Department but are temporarily unable to attend a public school due to a documented medical condition, are provided with the appropriate academic support.

## **II. TEMPORARY HOMEBOUND INSTRUCTION ENROLLMENT**

Requests to enroll in temporary homebound instruction shall be made to the student’s guidance counselor or elementary school principal. Requests must be accompanied by a statement from the student’s physician identifying the diagnosis of chronic disease, injury, or condition that requires sustained absence from school. This diagnosis must clearly identify the student’s incapacity to attend school. In addition, the physician must provide a timeline for the estimated beginning and ending date of absence. The student’s parent must sign a release of information allowing the physician and school personnel to consult.

Truancy will not be considered as a reason for academic support. Academic support shall not be provided for those students who are frequently truant or have been referred to the court system, nor shall it be used as a substitute for in-school programs except for students who otherwise meet the criteria for academic support as outlined within.

All requests for temporary homebound instruction shall be forwarded to the Superintendent or his designee for approval.

## **III. TEMPORARY HOMEBOUND INSTRUCTION**

Temporary homebound instruction is provided according to the North Providence School Department calendar for instructional days and is not provided during school

vacations including summer vacation or school holidays.<sup>1</sup> If necessary, tutoring shall ordinarily be provided at the rate of a total of five (5) hours per school week at the elementary level and a total of six (6) hours per school week at the secondary level in the core academic areas, unless fewer hours are recommended by the physician.

The time at which instruction is established by the teacher/tutor, parent(s)/guardian(s)/adult student central office designee and subject to School Department approval. The School Department will maintain a record of homebound instruction.

After each twenty (20) consecutive days of absence, the student's guidance counselor or elementary principal shall complete a review of the case, which minimally must include (1) consultation with the student's physician, (2) a review of student progress, (3) a report from tutors if applicable and (4) a plan to transition back to school. The review shall be documented and shall include a recommendation to the central office designee for continuation or discontinuation of homebound instruction.

Unless necessary, tutoring shall not be provided in the home; it may be provided in a public library or other public setting. If it is necessary to provide tutoring in the home, a parent or guardian must be present for the entire tutoring session.

Failure of a student to attend two scheduled tutoring sessions without legitimate reason and advance notice to the tutor may lead to the discontinuation of tutoring in that core academic area.

Teachers of homebound instruction shall hold Rhode Island teaching certificates in the area appropriate to educate the student. Tutors will be assigned and compensated in accordance with the Collective Bargaining Agreement.

The student's teacher shall provide the tutor with assignments and shall grade said assignments, unless otherwise approved. Unless there are extraordinary factors as determined by the central office designee, major course examinations shall be administered by the student's teacher(s) upon the student's return to school, with appropriate time for study and preparation. Until grades are complete, an "INC" (incomplete) shall be entered, and no course credit will be granted.

The goal of temporary homebound instruction is for students to return to the typical school day as soon as medically possible. Given that treating physicians are continually assessing patient medical treatment, there may be times when a student is ready to return to school prior to the end date as certified by the treating physician. Should a

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<sup>1</sup> **200-RICR-20-30-6.5.2(E)**. The IEP Team shall determine what constitutes an appropriate program, including the consideration of whether the child is in need of an extended school year program. Children with disabilities who receive homebound instruction shall be provided with summer tutoring, if they are unable to complete their current school year because of health reasons.

student be ready to return to school prior to the end date on a medical note, the treating physician must provide a signed written statement on physician's letterhead that indicates that student may return to school along with the effective date.

**First Read: January 22, 2020**

**Second Read: February 26, 2020**

**Third Read: April 29, 2020**