



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area:</b> Governance	<b>Policy #:</b> 1528
<b>Title:</b> Homebound Instruction Policy	<b>Adopted:</b> March 8, 2018 <b>Revised:</b> May 13, 2021 <b>Reviewed:</b> June 9, 2022

### **I. Issue Statement**

- A. Student retention is a process in which a team of educators believes that it would benefit a Homebound Instruction is a program designed to provide temporary, short-term services to students deemed unable to attend school due to illness. Homebound instruction is not intended to replace the student's normal curriculum or school placement.
- B. The homebound instruction program offers tutoring for a student while he/she is out of school to maintain continuity in the educational process for those students who, because of a temporary extended illness or condition, cannot attend school.
- C. Students who have a medical condition necessitating absence from school beyond a semester shall, in coordination with Monument Academy, be placed into more appropriate programs or schools that meet their educational needs which may include enrollment in programs not offered by Monument Academy.

### **II. Policy Statement**

- A. Monument Academy requires a written note with signature from the student's physician documenting the medical necessity for homebound tutoring. This note should include a return- to-school date.
- B. School administrators shall determine if tutoring is necessary, who shall provide tutoring services, and how many hours of weekly instruction students shall receive alongside counseling parents to programming options available due to the length of absence. Monument Academy reserves the right to employ and select the homebound tutor.
- C. A student under homebound or hospital instruction can only continue his/her core classes for credit during homebound or hospital instruction. The following limitations shall apply:
  - a. Elementary school students – A maximum of three (3) hours total per week
  - b. Secondary school students – A maximum of five (5) hours total per week
  - c. Elective classes are not supported in homebound instruction program.
  - d. Students who can attend school part-time do not qualify under this program.

- D. Homebound instruction, although correlated with what the student is missing in the classroom, shall be geared to the student's needs or in compliance with a student's Individualized Educational Program (IEP) or Section 504 plan and what the student is capable of doing during the period of convalescence as determined by staff. Textbooks and supporting materials shall be provided by Monument Academy.
- E. For students with an Individualized Education Program (IEP) or Section 504 plan, the student's IEP/Section 504 team shall determine the nature of the homebound instruction and the student's IEP/Section 504 plan may be modified as appropriate to reflect the services that will be delivered in the homebound setting.
- F. Tutoring is typically scheduled at the student's home. A parent or legal guardian must be present at ALL times whenever and wherever homebound tutoring sessions are scheduled. If that is not possible, then the tutoring will need to be scheduled at a mutually agreed upon location, i.e. the public library. In any case, Monument Academy has the final determination of the location and scheduling of the tutoring.
- G. The student and the student's family are partners with Monument Academy in homebound instruction and shall provide timely and accurate information, including such medical information as may be necessary for Monument Academy to provide for educational needs of the student.
- H. If a physician later determines that the student can return to school sooner than originally indicated or that the student needs an extension of time out of school, the physician must provide Monument Academy Administration written documentation indicating the updated determination for the student and the new return-to-school date with their signature. Please note that written documentation must be submitted for each quarter that the student will need to be out of school.

### **III. Related Documents**

- A. C.R.S. § 22-33-104 (2) (Compulsory school attendance exception)

### **IV. Points of Contact**

- A. The following position shall serve as points of contact for the enforcement of this policy: President of the Board of Directors and the Chief Operating Officer.