

Homebound Services

Definition

Homebound is a service for a student who, as a result of physical illness, accident, surgery, pregnancy complications, emotional crisis or the treatment thereof, is not able to attend school for at least 10 school days. A physician must recommend in writing that the student needs homebound services.

Eligibility Criteria (K-12)

A student is eligible to be a homebound student if the following criteria are met:

- A. There is a completed application form signed by a physician documenting that the student is expected to be at home or hospitalized for at least 10 school days and will be able to participate in and benefit from an instructional program.
- B. The student is under constant medical care for illness or injury which is acute or catastrophic in nature, an emotional crisis or a chronic physical condition which has acute phases and which requires homebound instruction during the acute phases.
- C. The student is free of infectious or communicable disease. If the student is not free of such disease, other appropriate instructional arrangements will be made such as instruction by school to home telephone.
- D. The parent(s) or guardian(s) signs a parental agreement concerning homebound policies and parental cooperation.
- E. The student is enrolled in a public school and is expected to return to school.
- F.

Procedures

A. Responsibilities of Parents

1. Obtain application from child's school or the Special Education Department at the St. James Parish School Board Office.
2. Have a physician or psychiatrist complete and sign the application. A student with mental health issues must have the psychiatrist in charge of their treatment attach a treatment plan outlining how often the student will meet with the psychiatrist and a school re-entry plan.
3. Return application to the Special Education Department at the St. James Parish School Board Office (not the child's school).

4. All requested information must be provided on the application before homebound services may be approved or initiated. (This includes directions to the home and the physician's information).
5. Meet with the homebound teacher at either an Individualized Education Program (IEP) or School Building Level Committee (SBLC) meeting and discuss assignments.
6. Insure that assignments are completed and the child's schedule is maintained. Notify the homebound teacher (in advance) of doctor appointments or emergencies.
7. Secure and maintain a quiet area for instruction during the visit.
8. Complete any necessary nursing care before the teacher's arrival and schedule medical appointments at times other than during instructional visits.
9. Provide for a responsible adult to be present in the home during all instructional visits.
10. Notify homebound teacher when services are no longer needed.

B. District Special Education Department Responsibilities

1. The Special Education Department approves homebound procedures upon receipt of the **completed application**.
2. Correspondence will be sent to the school to indicate the date on which the student will be eligible for homebound services.

C. Home-based School Responsibilities

1. Distribute all homebound correspondence from the Special Education Department to the appropriate school personnel.
2. Secure or assign a homebound teacher. When a teacher resigns or terminates services, it is the responsibility of the school principal or designee to secure a replacement.
3. Determine essential assignments and test to be completed by the student. Modify and/or delete as needed. Indicate date(s) due.
4. Place assignments and test in the designated area for the homebound teacher at the school site within three days of approval. Include textbooks, teacher editions, and other material that the student and/or teacher will need to complete assignments. Since it is important that the homebound instruction be provided as quickly as possible, the homebound teacher will contact the principal for assistance if there is any delay in the receipt of assignments from classroom teachers.

5. The home-based school teacher(s) grade or correct assignments and provide feedback to the homebound student on a regular basis via the homebound teacher.

Note: Occasionally a teacher will send assignments to a homebound student via a classmate or a relative. Please note that the homebound teacher will not be responsible for returning these completed assignments.

D. Student(s) Responsibilities

1. Complete assignments during homebound sessions and between visits.
2. Avoid disruptions during homebound sessions (telephone, stereo, cd players, visitors, television, etc.).

E. Homebound Teacher Responsibilities

1. Arrange a meeting for the development of the IEP or Section 504 Accommodation Plan within three to five days of the date approved for homebound instruction.
2. Contact teachers for assignments and tests.
3. Write an IEP or Section 504 Accommodation Plan with appropriate committee members. At the conference, the subjects to be taught and the frequency and duration of homebound instruction sessions will be determined.
4. Schedule times and days for homebound visits.
5. Review concepts and determine if assignments are completed. The homebound teacher presents new materials for the student to complete.
6. Return completed assignments and tests to the school.
7. Maintain a record of visits (dates and times).
8. Following the last scheduled visit by the homebound teacher the SBLC Chairperson is to receive a copy if a Section 504 Accommodation Plan was developed.

F. SBLC Committee Responsibilities

1. If the student is a regular education student, the SBLC Committee will assist in the preparation of the Section 504 Accommodation Plan.

G. The Homebound IEP

For students already placed in special education, hospital/homebound is a change of placement. An IEP meeting is required for this change of placement.

The special education student who due to illness or accident cannot attend school will need a short-term IEP. **The special education teacher writes this IEP** with input from the student's homebound teacher. The student's IEP will have to be revised by the homebound teacher whenever the student returns to school. (transition meetings from one setting to another)

NOTE FOR ALL STUDENTS: It is the responsibility of the parent/guardian to submit all paperwork to the office of the students' school. Parents who call the OSE to request homebound service will be referred back to their child's school.

Hospital/Homebound services for pregnant students begin on the actual delivery date or upon medical documentation of complications. Feeling tired, uncomfortable and hurting to walk are all symptoms of late pregnancy and not a medical complication. The student and/or her family are responsible for notifying the school secretary once she has delivered her baby. The inability to secure child care (babysitting) services are not an acceptable reason to file for an extension of homebound services.

NOTE: A student is counted absent from school until receipt of the official notice of hospital/homebound eligibility (not the school nurse program). This official notice from the Office of Special Education will have two pertinent dates:

1. Date from which to allow excused absences (this information comes from the medical form completed by the physician)
2. Date from which the student is to be counted present

Approval of absences incurred before the official date will not be handled by the Office of Special Education, but will be a matter to be handled by the parent, the student and the school principal.

***** NOTE TO SCHOOL OFFICIALS *****

The student receiving hospital/homebound services must remain on the school's/teacher's roll and is counted in any/all reports submitted by personnel to the LEA/LDE. Therefore, it is also important to remember that assignments, tests and grades for the student are the responsibility of the classroom teacher(s).

If a student is receiving hospital/homebound services during Statewide testing, accommodations should be made to include the student if possible in testing at school. **Homebound teachers will not administer these tests in the home** unless a request is made and approved by the SDE in a timely manner. Approvals must be written or verifiable.

If a student moves while on hospital/homebound, it is the responsibility of the parent to notify the school and follow drop procedures.

Regular education students in need of homebound services do not have to have an IEP.

Teacher rate of Pay: \$30.00/ Per Hour

Time sheets should be turned in by the 1st of the month to Vondra Steib for payment.

HOSPITAL/HOMEBOUND REQUEST FOR PAYMENT PROCEDURES

EFFECTIVE AUGUST 1, 2017

PLEASE NOTE AND ADHERE TO THE FOLLOWING CHANGES

- **All** homebound teachers are to use the **revised homebound timesheet**. It, along with these guidelines has been emailed to **ALL** SJPS Teachers.
- A brief description of services provided **MUST** be documented under the “**Services Provided**” **Example:** Eureka, Module 2
- A **Parent or guardian MUST** verify your attendance and delivery of services, by signing the **original timesheet** after each visit.
- **ONLY** original timesheets will be accepted for payment. No copies or scans.