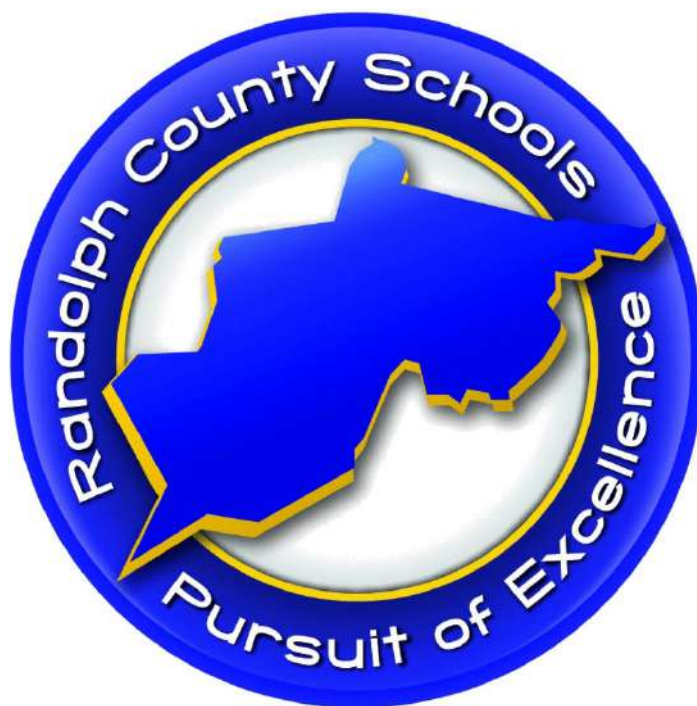


Randolph County Schools

Homebound Instructional Services Manual



Return all pages completed to:

Director of Attendance
Randolph County Board of Education

Call 304-636-9150 x 140 to schedule an appointment

Referral for Homebound Instruction

When a student is identified by a parent, legal guardian, or school staff member as missing an excessive number of school days due to a medical condition, the RCS Attendance Director should be notified immediately. If the student is eligible for special education services, the Special Education Director should also be notified. These individuals work with the family to determine if a referral requesting homebound instructional services is appropriate and, if so, help those involved complete the referral.

Eligibility

A student must be enrolled in Randolph County Schools prior to the referral for homebound. Eligibility for homebound instruction is determined based on medical certification of need submitted by a licensed physician, specializing in the condition in which Homebound Instruction is required. A diagnosis with an explanation of how symptoms affect school attendance is **required**. A specific treatment plan and a plan for returning the student to school is requested. The application must be fully completed, including parental permission to contact the treating physician, for the student to be considered for homebound services. Full homebound instruction may not be provided when a student can participate in a less restrictive school setting.

- Physical condition: Students with physical conditions causing them to be unable to attend school may include those with serious or terminal illnesses, those undergoing treatments that compromise their immune systems, those undergoing surgery, or those in postpartum recovery (up to six weeks). To request services for physical conditions, a licensed physician/psychiatrist must certify in writing the medical condition specifying the diagnosis, treatment plan, treatment modalities, and the time frame (minimum of 3 consecutive school weeks) in which the student is expected to be absent from school.
- Pregnancy status does not qualify a student for homebound. To qualify for homebound because of pregnancy, a licensed physician must certify in writing that the student's medical condition is severe enough to justify confinement to the home or hospital as a result of being placed on bed rest for a minimum of 30 consecutive school days. Exceptions to the qualifying criteria for placement may be made for unusual circumstances. After delivery, the homebound student will be expected to return to school after 6 weeks. If additional recovery time is needed *due to medical complications of the mother*, a doctor's letter stating the specific medical reason will be required.
- A student being treated or recuperating at area hospitals within the Randolph County School zone may be assigned homebound services upon the attending physician's request. *Hospitals with in-house schools will serve students during hospitalization.*
- Homebound services will be provided while there is a continuing medical need. To extend homebound services beyond the initially requested duration date, the referring physician/psychiatrist must provide an updated medical form. Student and parent/legal guardian are responsible for securing, completing, and returning to the school's office any assigned/completed work that may accrue during an extension interim period.

- Mental health condition: To consider homebound instruction for students with psychiatric disorders, a mental health professional must be treating the student, and a psychiatrist or clinical psychologist must provide the medical documentation. It should be noted that in some instances when a student is experiencing psychiatric difficulties, homebound instruction may exacerbate the student's condition and would, therefore, may not be approved. Other school-based alternatives may be more appropriate. To request homebound services for psychiatric/mental health reasons, a psychiatrist must certify in writing that the nature and extent of the emotional/mental health problem is severe enough to justify confinement to the home for a minimum of 3 consecutive school weeks. Documentation of ongoing therapy and the treatment schedule should be provided for homebound services to continue.

The Randolph County Schools Superintendent, RCS Homebound Instruction Coordinator, and Special Education Director (if applicable) determine final approval for homebound instruction. Program decisions are based on RCS Policy 2412. Approval of students for homebound instruction is based on medical documentation submitted by a licensed physician who specializes in the health condition. This documentation should indicate the student is predicted to miss more than 3 consecutive weeks of classroom instruction. RCS requests that the parent or legal guardian sign a release of information form allowing the medical professional to share information or clarify information provided for approval of homebound students.

STUDENT'S ROLE

Students approved for Homebound Instruction are provided instruction in the home or another appropriate location as arranged to accommodate temporary confinement to home or hospital. The student must cooperate with the homebound teacher and the parent/guardian to keep his/her education at a level that makes the transition back to school successful. Attendance is taken based upon in-person attendance and virtual/work completion attendance.

Students ARE NOT permitted to participate in any extracurricular activities or hold part-time or full-time employment while on Homebound Instruction.

THE STUDENT'S TASKS INCLUDE:

- 1) Be present and prepared for Homebound Instruction at the designated time.
- 2) Cooperate with the homebound teacher.
- 3) Complete assignments by the due dates determined by the classroom teacher(s).

PREGNANCY:

Pregnancy is not an approved reason to receive Homebound Instruction unless medical complications prevent the student from attending school. The student is encouraged to attend school and participate in all aspects of education with the support of the school nurse and under the supervision of the physician. A physician may recommend Homebound Instruction if medical complications prevent school attendance before the expected delivery date. The student is eligible for four to six weeks of Homebound Instruction after the delivery date. Homebound Instruction will not be provided for students to be caregivers.

PARENT/GUARDIAN'S ROLE

The parent/guardian must work with the school system to provide an uninterrupted, consistent education for the student. Since only a portion of a student's studies are completed under the supervision of a homebound teacher, the parent or guardian is responsible for supervising the independent studies. Unless it is documented that the student cannot leave the home or hospital, at all, services will be provided in a public location. i.e. school, library, firehall etc. Transportation is at the guardian's expense.

THE PARENT'S/GUARDIAN'S RESPONSIBILITIES INCLUDES:

- 1) Provide Randolph County Schools with a completed:
 - a. Homebound Instruction Request Form signed by a licensed physician, psychiatrist psychologist (specializing in the condition)
 - b. Authorization Consent/Release of Information Form
 - c. Homebound Instruction Parental Agreement Form
- 2) While waiting for the Homebound Instruction Review process, the parent/guardian should contact the school and request assignment to avoid delay in the student's education.

- 3) Have the student to the designated homebound location on time. The student should be promptly picked up at the end of the session.
- 4) In an emergency, scheduled instruction may be canceled by the parent(s)/guardian(s) only; cancellation by the student will not be accepted. If a session must be canceled, the homebound teacher should be notified the day before or as early as possible.
- 5) Consult with the homebound teacher(s) regarding assignments to be completed between homebound instruction sessions.
- 6) Contact the Attendance Director/Homebound Coordinator or school principal with any questions or concerns that may develop regarding any aspect of homebound instruction.
- 7) In the event the student is unable to return to school at the conclusion of the approved Homebound Instruction period, you may request a *Homebound Extension Form* from the Office of Attendance. Per RCS Policy 2412, this review must be completed every 3 months for homebound services to be prolonged.

HOMEBOUND TEACHER'S ROLE

The homebound teacher is responsible for delivering instruction to students unable to participate in a regular school setting. The homebound teacher will provide instruction in the location determined prior to beginning services (school, library, public location, etc.). Students are approved for Homebound Instruction to accommodate for temporary confinement to home or hospital. The homebound teacher is to keep the homebound student aware of what is presented in the regular classroom to allow for continuity of education and a smooth transition once the student is released to return to school. The homebound teacher and the student's classroom teacher(s) must work together to ensure a smooth transition.

THE HOMEBOUND TEACHER'S TASKS INCLUDE:

- 1) Request from the principal all assignments and any appropriate instructional materials provided by the regular classroom teacher(s).
- 2) Request from the principal, any necessary teacher's editions of textbooks/workbooks.
- 3) Submit a monthly timesheet through Droplet. Submit to the RCS Attendance Director/Homebound Coordinator.
- 4) Contact, if necessary, with the classroom teacher(s) to deliver homebound instruction parallel to classroom instruction.
- 5) Deliver the authorized hours of instruction per week to the student in the designated location.
- 6) Deliver instruction in a safe location. Never deliver the instruction alone or secluded.
- 7) Return all worksheets, tests, quizzes, and other materials provided by the regular classroom teacher(s) (using the method of exchange established by the principal). The regular classroom teacher(s) is responsible for grading all assignments and recording all grades. If other programs are being used or arrangements made, the Homebound Instructor is to facilitate those programs and communicate progress/grades with the school/classroom teachers promptly.
- 8) Report to the Attendance Director/Homebound Coordinator any concerns regarding the delivery of Homebound Instruction including obtaining of assignments and or returning of materials and the student's participation or attendance. Provide weekly attendance and work completion updates. Attendance is recorded in WVEIS.

Technology

Online courses may be used in place of, or to supplement some homebound instruction for available classes. Online classes may be beneficial for students who are able to work well independently. The use of available technology for the student to participate in some classroom activities from home and to support instruction will be considered when appropriate.

Grading

The student remains on the classroom teacher's roll, and the classroom teacher remains the teacher of record. Therefore, the classroom teacher is responsible for assigning the quarter, semester, and final grades to the student. In order for the classroom teacher to be informed regarding student progress, weekly communication is required between the classroom and homebound teachers (and special education case managers, when applicable). It is the responsibility of the homebound teacher and the zone-based school and/or special education case manager involved to maintain this weekly communication.

State Testing

The Attendance Director, District Testing Coordinator, Special Education case manager (if applicable), and Homebound teachers will collaborate to arrange for the administration of any state testing required.

Extension or Early Termination of Homebound Services

To continue homebound instruction beyond the specified termination date, it is the responsibility of the parent/legal guardian to submit a completed Physician's Request stating reasons why the student would best be served at home. This extension must be approved by the RCS Homebound Coordinator. This submission must be within five school days prior to the termination of services.

If the student will not require homebound services for the initially specified period of time, it is the responsibility of the parent/legal guardian to obtain a release statement from the medical professional who requested the services so that the student may return to school. This information should be provided to the RCS Homebound Coordinator at least five days prior to the student's anticipated return to school.

For special education students, the IEP team will need to reconvene, review the student's educational needs, and amend the student's IEP.

Termination of Homebound Services

In the event the student may return to school, a letter from the physician must be

submitted to the Randolph County Board of Education. Homebound instruction for general education students terminates on the last day of school. Homebound instruction for special education students follows the schedule delineated by the student's IEP.

HOMEBOUND INSTRUCTION PARENT/GUARDIAN AGREEMENT

I have read the Randolph County Schools Homebound Information Manual and agree to the guidelines established by the county. I understand these guidelines must be followed for the student to receive Homebound Instruction.

I understand Homebound Instruction does not excuse the student from completing all class assignments. I have been made aware and agree to meet at a public location or location determined by the homebound instructor for the student to receive instruction.

Student Name: _____ **WVEIS ID:** _____

Parent's/Guardian's Signature: _____ **Date:** _____

PERMISSION TO RELEASE INFORMATION:

As parent or legal guardian of the below student, I grant permission for Randolph County Schools to obtain and/or release information regarding my son/daughter from the school, department, or person identified below. This information may be shared with any Randolph County Schools employee involved in providing services for him/her. I understand the purpose and intent of this release is to obtain and share information to provide coordinated services for my son/daughter. This request shall remain in effect for one full year (365 days) from the date of my signature unless revoked in writing. A copy or fax of this release shall be as binding as the original.

Student _____ Date of Birth _____ WVEIS# _____

Address _____

Phone: _____

Provider/Agency Phone/fax number

Provider/Agency Phone/fax number

Provider/Agency Phone/fax number

Printed Parent/Guardian Name Signature Date

Randolph County Schools
Application for Homebound Instructional Services

Section 1: To be completed by Parent/Guardian

Student's Full Name: _____ WVEIS #: _____

Grade: _____ Student's Date of Birth: _____ Sex: _____

School Attending: _____ Does the student have an IEP or 504 Plan? _____

Name of Parent/Guardian: _____ Phone No: _____

Mailing Address: _____

Section 2: To be completed by a Licensed Physician/Psychiatrist only (specializing in condition related to Homebound Services request)

Physician's Name (please print): _____ Phone No: _____

Address: _____ Fax No: _____

I request you place _____ on homebound services

beginning _____ and ending on _____. I understand homebound services are temporary placements which must be reviewed every (3) three months according to RCS Homebound Policy 2412.

Illness/Injury/Surgery: The undersigned certifies that the above-named student is unable to attend school for the following reasons (include the specific diagnosis):

For Psychiatric Homebound Request:

If a therapist other than the referring psychiatrist is serving the student, please include the following:

Therapist's Name _____

Phone # _____ Fax # _____

Address: _____

For Homebound Services to continue for psychiatric/mental health reasons, documentation of on- going therapy must be provided.

RANDOLPH COUNTY SCHOOLS POLICY 2412 - **HOMEBOUND/HOSPITAL INSTRUCTION PROGRAM**

The Board of Education shall provide home/hospital instruction to a student who is temporarily unable to attend classes for a period that has lasted or will last for more than three (3) consecutive weeks or more due to an injury or illness as certified in writing by a licensed physician who specializes in the health condition that may temporarily confine a student to home or a hospital.

Written documentation of the medical condition shall be provided by a licensed physician. This written documentation shall include the:

- A. specific reasons and period of time that the student must remain at home or in the hospital; and
- B. criteria or conditions under which the student will return to school and the expected date of return.

Applications must be approved by the Superintendent or designee.

A written statement by a licensed physician who specializes in the health condition of the student must be resubmitted at least every three (3) months if a student's temporary home/hospital instruction is prolonged. The Board may require that the parent/guardian obtain an opinion from a second licensed physician who specializes in the health condition of the student at the expense of the Board.

Home/Hospital services must be designed to provide the student adequate opportunity to continue learning toward mastery of grade level content standards while they are temporarily confined to home or a hospital. These services may not replace full time instruction on an ongoing basis. The expectation is that the student will return to the regular classroom. The schedule for home/hospital services must include adequate instructional time and be provided at a location determined by the Board (not necessarily the student's home) when a responsible adult in addition to the teacher is present.

The Board shall develop and implement, within their attendance policy, procedures which shall outline and define the delivery of home/hospital services.

Since home/hospital services are temporary in nature, the home/hospital teachers are responsible for facilitating instruction only for approved content standards for core courses (i.e., English language arts, mathematics, science and social studies). The home/hospital services are guided by the student's classroom teacher(s), therefore, the home/hospital teacher must be in regular contact with the classroom teacher(s) to:

- C. secure and understand units/lessons, instructional plans and instructional resources (including approved online and virtual options), and
- D. establish procedures for the collection, grading, and return of student work, as requested by the classroom teacher(s) for feedback assessment.

The weekly instruction schedule will take into consideration the student's ability to attend/participate as specified by the licensed physician requesting home/hospital instruction. Home/Hospital instruction, provided for an exceptional student who is unable to attend school temporarily because of an injury, illness, or health condition, requires a change in the student's placement to Out-Of-School Environment (OSE) as defined by West Virginia State Board of Education policy 2419. The change of placement to Out-of-School Environment must be addressed by the student's IEP team and implemented in accordance with the requirements of West Virginia State Board of Education policy 2419.

Home/Hospital services may also be provided temporarily at the direction of the Superintendent for students who have not met the immunization requirements of WV Code 16-3-4.

Updated July 2024 rmc

Teachers providing homebound instruction shall hold a West Virginia teaching license appropriate for the level of instruction for which the assignment is made.

Instruction will not be provided when:

- E. the instructor's presence in the place of a student's confinement presents a hazard to his/her health;
- F. a parent or other adult in authority is not at home with the student during the hours of instruction;
- G. the condition of the student is such as to preclude his/her receiving any benefit from such instruction.

The grading system shall be designated as:

Letter Grade Numerical Grade

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Revised 8/7/19

© **Neola 2020**