

CUMBERLAND COUNTY SCHOOLS
HOMEBOUND INSTRUCTION
Description of Services

Rev. 7/2014

Homebound Services as IEP Placements:

House Bill #1682 which was enacted May 13, 2010, focuses on discipline and homebound instruction. It designates that:

"If a change in placement occurs under the discipline regulations of IDEA, a local educational agency shall not assign a student to homebound instruction without a determination by the student's IEP team that the homebound instruction is the least restrictive alternative environment for that student. If it is determined that the homebound instruction is the least restrictive alternative environment for the student, the student's IEP team shall meet to determine the nature of the homebound educational services to be provided to the student. In addition, the continued appropriateness of the homebound instruction shall be evaluated monthly by the designee or designees of the student's IEP team."

Regular and exceptional education students may receive instructional services in a homebound setting. Homebound instruction is meant for students with acute or catastrophic health problems that confine the child or adolescent to the home of record for a prolonged but defined period of time (4 consecutive weeks or more) and is not intended to relieve the school and parent/guardian of the responsibility for providing education for the child in the least restrictive environment. **Homebound instruction does not duplicate the regular classroom experience.** For students who receive EC services, **the amount of instructional time needed is determined on a case-by-case basis by the IEP team and the Director of Health Services. The team's decision will be based on the student's medical condition, and/or review of psychiatric documentation.** Normal progression in school cannot be guaranteed. The student is responsible for completing all course requirements within the Common Core State and NC Essential Standards of study and/or extensions of the standard course of study to include EOG's, EOC's, and competency tests.

Considerations

When determining if homebound services are appropriate, the following must be considered:

- Length of medical absence (minimum four weeks).
- Other school options, including: NC Virtual Public School, abbreviated schedule, change of courses, peer helper, intermittent rest period (If any of these can be arranged, then homebound services are not needed).
- Other activities in which students may be involved (If student holds a job, attends other school functions, or regularly takes part in personal outings in the community, then homebound is not needed. Other options should be considered and are the responsibility of the referring school).
- The deadline for submitting new homebound cases will be four (4) weeks prior to the last day of school.

- **Examples of situations that entitle students to receive services**
 - ✓ Accident victim
 - ✓ Surgery
 - ✓ Extended illness
 - ✓ Pregnancy: if the life of the mother and/or unborn fetus is in jeopardy
 - ✓ Other as determined by medical documentation

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- **Procedures for children who do not qualify**

- ✓ Director of Health Services will inform the Principal and provide a reason why homebound services were denied.
- ✓ Principal or designee will inform the parent/guardian of the disposition.
- ✓ Schools should arrange to send work home for students absent less than four weeks.
- ✓ Please note normal pregnancy and postpartum do not reflect the need for homebound services and should require less than four weeks of absence, unless medical complications arise.

Attendance Concerns

Compulsory attendance laws also apply to students receiving homebound services. The school of record must follow standard policy when a student's attendance becomes an area of concern. The student's case teacher or school social worker is expected to contact the family to resolve attendance issues.

Excessive Absences

When a homebound teacher reports excessive absences for a student, the Director of Health Services will send a letter to the parent/guardian of the student. It will be necessary for the school social worker to become involved in cases when a student is reported to have excessive absences and cancellations. A parent/guardian meeting is to be set up to discuss the excessive absences and to determine the reasons why attendance has become an issue.

Suspension of homebound services may result on a case by case basis with a letter of notification to the parent/guardian. A mandatory meeting with the parent/guardian, the principal, and Director of Health Services to develop a resolution before homebound services will be restored will be necessary. Use of a student contract is encouraged.

If the homebound setting/services are not successful, the Student Services Team or IEP Team will need to consider other options for meeting the student's needs.

Please keep in mind that Compulsory Attendance rules apply for students under the age of 16.

Regular Education Homebound Referral Procedures

The School Social Worker from the referring school obtains the completed CCS Homebound Instruction forms and other required documentation for the student's referral packet. The complete referral packet is sent to the Director of Health Services. Please note: only a complete packet will be accepted for consideration and review.

Once the placement or non-placement decision has been made, a copy of the Homebound Instructional referral packet will be returned to the appropriate school personnel.

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Exceptional Children's Homebound Referral Procedures

The EC Case Teacher from the referring school obtains the completed CCS Homebound Instruction forms and other required documentation for the student's referral packet. The complete referral packet is sent to the Director of Health Services. The IEP team in conjunction with the Director of Health Services will review all pertinent data and makes recommendations relative to the appropriateness of homebound services. The team will also make a recommendation relative to the amount of instructional time that will be needed to ensure that the student progresses toward meeting IEP goals. The decision relative to homebound eligibility and instructional time is an IEP team and Director of Health Services decision.

If it is determined that a student is eligible for homebound services the EC Case Teacher will complete an IEP Addendum to reflect the change of placement for the student.

As Needed Homebound Students

An "as needed" homebound student is one who suffers from medical problems that may cause regular absences such as sickle cell anemia, chemotherapy/radiation, etc. Schools requesting homebound service during these absences must follow the same procedures as any other referred student. **However, once homebound services are approved, the referral need not be resubmitted during the school year for regular education students.** The school must notify the Director of Health Services when services are needed. This is only when the student is out of school for an extended amount of time (more than two weeks). **Please note that "as needed" service is not an option for EC students.**

Hospitalized Students

A hospitalized child is one who is confined to a hospital for treatment. The student must be away from the classroom **for a minimum of four weeks.** If a student is confined to a hospital recognized by the state as having an educational unit, then the student must be withdrawn from our system and enrolled in the receiving system.

Responsibilities

Successful homebound instruction depends on the cooperation of a number of individuals. The responsibilities of each of these individuals are summarized below:

Director of Health Services:

- Approves referrals for homebound instruction.
- Assigns teachers and provides oversight of instruction.
- Works with the appropriate school staff to ensure there is appropriate collaboration between classroom teachers and homebound teachers.

School Social Worker or EC Case Teacher:

- Coordinates school efforts regarding homebound instruction.
- Encourages active engagement with the homebound student.
- Works to ensure there is appropriate collaboration between classroom teachers and homebound teachers.

School Counselor:

- Works with the School Social Worker/EC Case Teacher and the family to ensure academic and elective requirements are met.

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Responsibilities: continued

Classroom Teacher:

- Collaborates with the homebound teacher to exchange information, strategies, materials, assignments, assessment tools, etc. needed to provide instruction
- As the teacher of record determines the quarter, semester and final grades.
 - ✓ Student's illness and or disability must be taken into consideration when creating assignments. Please be sensitive to the student's physical and emotional needs.
 - ✓ Assignments need to be labeled with the student's name, teacher's name, and subject, directions and a due date.
 - ✓ Homebound teachers have a limited time to work with students, therefore independent assignments are recommended.
 - ✓ Consider that availability of materials in the home ie. dictionary, reference materials, computer access, and internet must be taken into account when making assignments.
 - ✓ Timely feedback is essential to alleviating anxiety. Return students work to homebound teacher so that students and their families are aware of academic progress.
 - ✓ Share your planning period to provide student and family with opportunities to contact you.
 - ✓ Open book tests are recommended for homebound students to aid in the information they miss during direct instruction and classroom instruction.
 - ✓ Assignments should not be withheld, when a student has not submitted work in a timely manner.

Homebound Teacher:

- Contacts the family to schedule homebound instruction on regular school days
- Works with the classroom teacher as described above.
- Using materials and assignments provided by the classroom teacher provides instruction to the student with the goal of keeping the student as current as possible with classroom instruction.
- Returns all completed work to the classroom teacher.

Collaboration between Classroom Teacher and Homebound Teacher:

- Grades will be assigned by the classroom teachers based upon the work returned. Classroom and homebound teachers may consult concerning grades.
- Finalizing grades based on work turned in may be more appropriate, rather than a final exam. Teachers can exempt students from final exams that are not a part of the NC State Testing Program. Exemption from state testing is determined by NCDPI.
- Additional assignments will be requested by the homebound teacher as needed. If assignments are not received, a student's grade may be jeopardized. Classroom teacher should inform the homebound when the student has completed all required assignments.
- Regular communication between the homebound teacher and the classroom teacher(s) is essential. E-mail and telephone correspondence is essential to the success of the student.
- The homebound student's success is the responsibility of the homebound teacher as well as the classroom teacher(s) and resource teacher(s). All instructional staff must work in collaboration and keep an open line of communication.

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Responsibilities: continued

Parents or Guardians:

- Provide the medical documentation needed to support the homebound referral
- Obtain assignments from the classroom teachers until homebound teachers are assigned
- Work with the school staff to obtain assignments for courses not supported by homebound instruction.
- Once homebound teachers are assigned, schedules instructional sessions (note that not all scheduling requests can be accommodated)
- Make sure the student is ready for instruction
- Provide an appropriate learning environment
- Confine all pets prior to the arrival of the homebound teachers
- Ensure that an adult is in the home at all times
- Supervise daily homework
- Keep all appointments with the homebound teacher or notify the teacher at least 24 hours in advance if the student is unavailable.
- Sign paperwork necessary to verify homebound instruction was provided
- Inform the school homebound coordinator if the student's medical situation changes
- Work to return the student to school-based instruction as soon as possible
- Understand that the CCS Student Code of Conduct applies to all students during school sponsored activities regardless of venue. Homebound instruction is considered a school sponsored activity.

Student:

- Be ready to meet with the homebound teachers at the scheduled times
- Participate actively in instruction
- Complete all assignments, including homework assigned
- Work to return to school-based instruction as soon as possible.
- Maintain an organizational system for assignments, as necessary.
- Understand that the Student Rights and Responsibilities which applies to all students during school sponsored activities regardless of venue. Homebound instruction is considered a school sponsored activity.

Record Keeping for Homebound Students

- A student will receive school credit at the school he/she is enrolled in for academic work completed through homebound services.
- To code attendance, for students receiving Homebound Services, the Data Manager (at the student's assigned school) will indicate Homebound Services under Programs through PowerSchool.
- The coding for attendance will begin on the date indicated on homebound approval packet.

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Exit from Homebound

- All students are released from homebound services when the CCS Homebound Instruction Physician's Form "date the student my return to school" has been reached, or the end of the current school year, whichever comes first.
- An exceptional education students with sever and ongoing medical conditions are the only exaptation and can remain in the Homebound Services Program.
- The Homebound Teacher will file a CCS Homebound Discharge Report with the Office of Health Services when the child is to be exited from the program.
- If the student is regular education, the Office of Health Services will conclude services and a copy of the CCS Homebound Discharge Report will be sent to the school of record. At that time all books and other instructional materials and assignments will be returned to the classroom teacher. If student is exited during the school year then the student will return to their normal school setting.
- If the child is EC, the IEP team and Director of Health Services must reconvene prior to the established exit date or the end of the school year, whichever comes first. The team will complete an IEP Addendum to reflect the change of placement for the student.

Required Documentation

CCS Homebound Instruction Forms

- School Referral Form Rev. 7/2014
- Parent/Guardian Permission and Release Form Rev. 7/2014
- Physicians Referral Rev. 7/2014 with date student may return to school
- If applicable: Students Diagnosed with Emotional Disturbance Rev. 8/2013

Other Documentation Required

- Current class schedule
- Attendance Report
- Current grades
- Last Report Card
- If applicable: copy of IEP or 504 Plan

Send required paperwork to:

Cumberland County Schools
Office of Health Services
2465 Gillespie Street
Fayetteville NC 28306