

Caswell County Schools

HOMEBOUND PROGRAM/SERVICES

• PROGRAM PARAMETERS

Caswell County Schools provides a program of instruction to support school-aged students who are unable to attend classes due to injury or illness. To be eligible for homebound support, students must be or anticipate being absent for an extended period, substantiated by a licensed physician. Homebound is not designed to support students with brief absences of less than 20 consecutive days. The primary purpose is to maintain access to a free and appropriate public education and to ensure access to the curriculum.

• PROGRAM DESCRIPTION

The homebound program provides tutorial/instructional services so that the student can return to school with knowledge and skills to maintain his or her previous level of academic performance. To be eligible for homebound support, students must be enrolled in public schools. Students receiving homebound support will remain enrolled in their base school. Students remain the responsibility of the permanent school of enrollment.

• EXAMPLES OF SITUATIONS THAT COULD ENTITLE STUDENTS TO RECEIVE SERVICES

1. Accident Victims
2. Surgery
3. Extended Illness
4. Pregnancy- The attendance status of pregnant students shall be determined by the student and her physician. Homebound instruction services is made available to pregnant students up to two (2) weeks prior to due date and up to six (6) weeks after delivery. Exceptions to these timelines will be considered only when the student's physician has placed her on "bed rest."
5. Other as determined by medical documentation

• REFERRAL PROCEDURES

General Education: If a parent/guardian anticipates that their child will be absent for more than 20 days due to significant illness, they may initiate a Homebound Services referral. The referral forms may be obtained from school counselors and are also available on the Orange County Schools Exceptional Children website. The referral packet has three sections to fill out and return. Forms (Pages 4, 5, 6, and 7) need to be submitted to Nelson Showalter (Homebound Coordinator). Occasionally, additional information regarding the student's courses and assignments/testing will be required before the homebound teacher is assigned.

Special Education: Considerations by the IEP team should involve an exceptional children director. The IEP must be amended for homebound services: Upon the receipt of a completed homebound referral packet, the base school initiates and IEP meeting to amend the IEP to appropriately reflect changes necessary to the setting and delivery of special education services.

The following steps should be used to support the homebound referral process:

1. A parent or other person makes a request for homebound services.
2. School level designated personnel provide information and share the homebound forms accordingly.
3. Forms to be submitted by the school: (Pages 4, 5, 6)
 - a. Parent Authorization (pg. 4)
 - b. Physician's Statement (pg. 5)
 - c. School Demographic (pg. 6)
4. The three completed pages should be sent to the attention of Nelson Showalter at: Bartlett Yancey Administrative Building, 319 Main St. E. Yanceyville, NC 27379.
5. The Director of Exceptional Children approves or denies the request. (Decision for Homebound)
6. The principal/designee at each school establishes a homebound instructor to provide service and coordinates the start date once approval is determined.
7. For students with an Individualized Education Program (IEP) or a 504 Plan, the respective teams should be included and the new service schedule should be documented on the plans.

• SERVICES

The amount of instruction available for general education students eligible for homebound services is up to 4 hours a week of homebound services. Determining factors include: the age and grade of the student, the nature of the identified health issues, and the instructional needs determined by courses in which the student is enrolled. Some students require more in-home instructional support than others.

The homebound teacher works with the student and the school to determine what assistance is required and the amount of time needed to help the student maintain academic progress. The length of time out of school may also be a factor influencing the support the student requires. Computer based instruction may be an available option for some students. This alternative can be an effective option for students whose absences exceed at least one grading period. Access to online courses is determined by the school of enrollment and course availability.

Programmatic considerations and options are generally the same for the student receiving special education as general education students. Considerations include the need for specialized instruction required by the student and determined by the individualized education plan. In cases when special education student are determined to require homebound instruction by the IEP team, instructional time is determined by the IEP team and influenced by factors that include: the student's IEP goals, the student's age, and other disability based needs. The actual determination of the amount of weekly instructional hours is determined by the IEP team after due consideration of the above factors.

• CLASSROOM TEACHER

1. Keeps students on class roster.
2. Develops plans, instructions, and reasonable amount of work.
3. Grades student work, answers questions, and assists students.
4. Has assignments on day, time, and place designated by principal.

• HOMEBOUND INSTRUCTOR

1. Works up to four (4) hours per week with students
2. Explains work, answers questions, and assists student.
3. Does not prepare assignments or issue grades.
4. Has access to instructional materials and guides.

Appendix A:

Forms for Homebound Services

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REFERRAL FOR HOMEBOUND

PARENT/GUARDIAN AUTHORIZATION

(Complete the form below regarding homebound services and return to the school counselor.)

Student Name: _____ DOB: _____

Reason for requesting homebound instruction: _____

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1. **An adult, 18 years of age or older, must be present in the home for the duration of the homebound teacher's visitation.** This individual will be required to sign the instructional delivery log documenting the date and time of the visit.
 2. **Orange County Schools teachers are guaranteed a safe, healthy and harassment-free instructional environment. A smoke, liquor, and drug free environment is expected in order to establish a positive instructional atmosphere for both the teacher and student.** When the teacher is present these conditions must be met or arrangements will be made for instruction to occur at a neutral location, such as the public library.
 3. **The Homebound teacher will not enter the home when the student or family member has a contagious disease.** It is the responsibility of the parent to notify the teacher of any contagious disease.
 4. **Teachers may refuse to enter homes when pets are loose.** Pets are to be constrained to prevent distractions to the instructional environment.
 5. **Visitors, phone calls, television, radio and other distractions** that draw the attention of the student and teacher away from instruction will not be allowed in the area intended for instruction during the homebound teachers' visits.
 6. **If the parent/guardian or student is not home when the homebound teacher arrives for the scheduled visit, the student will be reported to the school as unexcused for that day.** Ten hours of unexcused instructional visits is cause for discontinuation of services. Parents are asked to contact the homebound teacher, in advance of the scheduled visit to excuse the student. Cancellations should be made 24 hours prior to the scheduled visit.
 7. **The Homebound teacher will, to the extent possible, follow the student's course of student and/ or IEP.** Teachers at the base school remain responsible for providing students unit study guides, assignments/materials and test that enable the student to keep up with homebound support, as is possible from the home. In some cases course changes may be required when students are expected to miss extended periods of instruction. Computer-based instruction for secondary level students may be considered by the school as alternatives to existing courses. Grades for all work completed by the student are assigned by the highly qualified teachers leading each course.
 8. **The student may not be employed or otherwise engaged outside the home, or participate in organized activities** outside the home while receiving homebound instruction.

I understand and accept these non-negotiable rules for the delivery of Homebound Instruction. I understand that failure to honor these rules is cause for temporary discontinuation of the services.

Parent/Student

Date

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REFERRAL FOR HOMEBOUND PHYSICIAN'S FORM

Parental/Guardian Statement for Release of Information

(Parents/guardians must sign the statement below and have the physician complete the bottom portion of the form before services to may be considered.)

Student Name: _____ School: _____

DOB: _____ Grade: _____ Teacher(s): _____

I authorize my child's doctor, _____, to complete this medical referral and to release appropriate medical information needed to request homebound/hospital instructional services for my son/daughter. In addition, the homebound staff may release appropriate homebound services/ instructional information to my child's doctor.

Parent/Guardian Signature _____ Date _____

Physician's Statement

NOTE TO PHYSICIAN: Please read carefully.

The student named above is being considered for homebound instruction. The homebound program provides **temporary** instructional services in private homes for students who are referred from appropriate school system sources. Homebound instruction can never replace classroom learning. Your medical recommendations are needed. **(All blanks need to be completed before faxing to our office)**

A student is medically eligible for homebound services if the absence at home is anticipated to be at least four weeks. **Extending homebound services beyond six weeks requires a physician's reassessment of the student's medical condition with written recommendations sent to the school guidance counselor.**

Medical diagnosis: _____

Pertinent medical information which would impact on educational needs

Does this condition prohibit school attendance by this student? ☐ Yes ☐ No

Do you recommend homebound instruction? ☐ Yes ☐ No

Anticipated date of return to school - _____

Date of Office Visit - _____

Physician's Name

Physician's Signature

Office Phone # _____

Office FAX # _____

Guidance Counselor's Contact Information - _____

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REFERRAL FOR HOMEBOUND

DEMOGRAPHICS & INSTRUCTIONAL FORM

(This form is to be completed by the school counselor. Confirm information with the parents/guardians.)

I. Student Data

Student Name: _____ School: _____

DOB: _____ Grade: _____ Teacher(s): _____

Reason for requesting homebound instruction: _____

Address where services will be delivered _____

Phone Number for contacting the Parent/Guardian to schedule Homebound Instruction

_____ Home _____ Cell _____ Work

Email Address: _____

II. School Information (Required Items to Include)

Last Date Student Attended: _____ Attendance: Present: _____ Absent: _____

Current Schedule of classes (attach schedule from PowerSchool to this form)

Special Accommodations Required: IEP - ____ Yes ____ No

504 - ____ Yes ____ No (If so, attach a copy)

III. Homebound Assignment

The homebound teacher will support the student to keep up with assignments and course requirements while the student is absent from class instruction. If this is not feasible, modifications may be necessary. If the student will miss the remainder of the school year and/or has missed a significant number of instructional days prior to the referral, a modified instructional plan may be necessary to modify the student's course of study.

- ____ Yes ____ No - Is the student at risk or failing a course or multiple courses?
 - If the student is at serious risk of failing course, please indicate which course(s) the homebound teacher should emphasize to assist the student capture credits.
- ____ Yes ____ No - Are computer/virtual courses available for the student as an alternative to a course or remaining in a course?
 - If so, which course and program is recommended? _____

Homebound Teacher Assigned _____

****Please attach any additional information you feel is warranted to support the referral.**

Counselor's Signature: _____ **Date:** _____

Principal's Signature: _____ **Date:** _____

***** Date completed Homebound Referral Packet sent to EC Director -** _____

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REFERRAL FOR HOMEBOUND
DECISION FOR HOMEBOUND SERVICES

A request for Homebound Services has been filed for the student below:

Student Name: _____	School: _____
DOB: _____	Grade: _____ Teacher(s): _____

The reason for the request is:

The following information has been provided and reviewed:

- Home School Referral form ☐ Yes ☐ No ☐ NA
 - Parent Authorization ☐ Yes ☐ No ☐ NA
 - Physician's referral form ☐ Yes ☐ No ☐ NA
 - ☐ Yes ☐ No ☐ NA
- EC Disciplinary Records

Final Determination for Homebound Services

☐ **Approved** ☐ **Denied**

(Reason for Denial: _____)

If approved, service begins: _____ & ends: _____.

Frequency of service: _____

Service location: _____

Teacher(s) providing the Homebound Services: _____

Comments:

(Superintendent's Signature or Designee)

(Date)

Cc: Superintendent
 Principal
 Finance Officer
 School Counselor

Appendix B:

Forms for Homebound Instructor

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Homebound Teacher Responsibilities

- Once the homebound approval is made for homebound services, the homebound teacher is responsible for:
 - Knowing the start and end dates for the assignment (see school counselor)
 - Contacting the student's teachers to set-up a time and method for collecting assignments (send an email with the principal/counselor being included),
 - Contacting the parent/guardian of the homebound student to set up consistent times to meet with the student,
 - Contacting the principal if there are:
 - Problems with getting assignments from teachers,
 - Problems with getting in touch with parents
 - Students and/or parents cancelling sessions,
 - Collecting assignments from the student's teachers (preferably through the guidance department so there is documentation of the assignments),
 - Returning completed assignments to the guidance office so they can distribute to the correct teacher,
 - Communicating with the teachers concerning assignments:
 - Specific questions about the assignments,
 - Expected due dates for assignments,
 - Amount of work being sent (remind the teacher that the student is only receiving 4 hours of support per week)
 - Working with the student the agreed upon hours (**no more than four hours per week**),
 - Keeping appointments to provide homebound services to the student.
 - Communicating with Data Manager any absences
- Each month, the homebound teacher is responsible for sending the following to the EC Director(payment for the month will be withheld until these items are received):
 - An accurate time sheet
 - Travel log with Google map attached
- Toward the end of the homebound service dates, the homebound teacher is responsible for:
 - Letting the parent know the procedure for extending services
 - Only for Medical Reasons (need a new doctor note in Homebound office prior to the end of the current note)
- The day before the student is to return, the homebound teacher is responsible for:
 - Sending an email to each of the student's teachers about the student's return date, work that was completed on homebound and already returned, work that was left with the student to return to teachers, and any work that was not completed while on homebound,
 - Sending an email to the guidance counselor and data manager alerting them to the student's return date,
 - Returning all work (complete or incomplete) to the school,
 - Returning last time sheet and travel log to the EC Director's office.
- Emails sent concerning the homebound student should be copied to the principal
- Use the checklist (page 19) to ensure you have done everything you need for this assignment.

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Homebound Teacher Checklist

Before being given an assignment:

_____ Review the Homebound procedures with the Guidance Counselor.

To begin homebound services:

_____ Review homebound student's file

_____ Receive permission from administration to begin homebound services (Approval by EC Director)

_____ Contact teachers letting them know when you will pick up work from guidance (consistent day of the week)

_____ Contact parent/guardian to set up consistent times to meet with the student

During Homebound Services:

_____ Communicate with teachers on a regular basis so they know when to expect work to return

_____ TEACH, TEACH, TEACH --- Do not just hand work to students --- make sure they understand the assignment

_____ Send "Notification to Data Manager" of all absences every two weeks

_____ At the end of each month you serve the student, send/fax {(336) 694-1857} time sheet and mileage sheet to the EC Director for approval

At the end of homebound services:

_____ Close to the end of the homebound assignment, contact teachers letting them know when to expect the student to return

_____ Contact data manager and guidance counselor when student is expected to return

_____ Return all completed work to teachers

_____ Return all financial paperwork to the EC Director

Homebound Service Timesheets and Travel Logs

Homebound teachers will need to use the district forms for Monthly Timesheets and Local Travel Logs.

The forms are located on the Caswell County Website under Finance under Document Uploads.

- <http://caswellcounty.schoolinsites.com/>

The Timesheet (always use five weeks) is located in the subsection called “Time & Attendance”.

The Local Travel log is located under “Local Mileage Reimbursement Form”. You are required to use your school as the starting location. You can claim return mileage based on the closer location between the starting location or your home. Please attach a copy of a Google map for documentation purposes.

Send Timesheet and travel log to the EC Director for approval. The fax number is 336-694-1857.