

Home/Hospital Instruction Policy**1.0 Description:**

Home/Hospital instruction is provided for students enrolled in Wirt County Schools who are unable to attend school because of an acute or catastrophic injury, communicable illness, or health condition as certified by a licensed physician, psychiatrist, or licensed psychologist. Home/Hospital instruction can be administered in the home or other appropriate location, such as the public library. The term homebound is synonymous with home/hospital instruction. Homebound instruction is considered temporary with a goal of facilitating the student's return to school within a specific period of time.

2.0 Purpose:

The purpose of this policy is to ensure that students enrolled in a Wirt County School, but unable to attend on a temporary basis, are provided with instruction by a certified teacher in accordance to West Virginia Board of Education Policy 2510: Assuring Quality of Education using approved course content standards. The program is designed to provide continuity of education services between the classroom and home setting for students whose medical needs preclude school attendance.

3.0 Eligibility:

Eligibility for Homebound Instruction is determined on the basis of medical evidence submitted by the licensed physician, psychiatrist, or licensed psychologist. A student must have an acute or catastrophic injury, communicable illness, or a health condition which will require the student to be homebound or hospitalized for a period of time which will last more than three (3) weeks, as diagnosed and confirmed on the approved form by a licensed physician. Homebound instruction services are not to exceed nine (9) weeks without a re-evaluation and recommendation by the physician. In the event Homebound Instruction needs to be extended beyond the original approved application time frame, written notification from the attending physician must be submitted to the School Principal prior to the last day of services. The request then must be approved again.

A licensed physician must provide a written statement on the proper form to the School Principal. The written statement must include:

- 3.1 specific reasons why the student must be on the home/hospital program;
- 3.2 the criteria or conditions under which the student can return to school and expected date of return.

The county board reserves the right to seek a second medical opinion by a physician of the county's choice and at the county's expense, if so chooses. Also, the county school board reserves the right to obtain further information from the treating physician in regards to the homebound request by conducting a meeting with the county school officials, physician and

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parent. The county school board will consider the individual circumstances surrounding each request when determining eligibility.

*Truancy will not be considered as a reason for Homebound Instruction. Homebound teaching shall not be provided for those students who are frequently truant or have been referred to the court system.

4.0 Special Consideration for Eligibility:

Pregnancy: Pregnancy is not a legitimate reason to recommend homebound instruction unless medical complications prevent the student from attending school. Each pregnant student should be encouraged to attend school and participate in all aspects of education, with support of the school nurse and supervision of the physician. A physician may recommend homebound instruction if a medical evaluation verifies that there are complications in the pregnancy which could be detrimental to the health of the student or fetus, which would prevent school attendance before the expected delivery date. The student is eligible for six weeks post-partum of homebound instruction after the delivery date and then must return to school. Extended time for arranging child care is not provided through the Hospital/Homebound program.

Behavioral Medicine: A board certified psychiatrist has diagnosed the student to have an acute emotional crisis or chronic emotional condition and certified that:

- 4.1 The student is undergoing a program of continuous care and treatment, lasting longer than three (3) weeks, which would be seriously disrupted by enrollment in a full-time educational environment;
- 4.2 The student must meet with the psychiatrist at least monthly;
- 4.3 The student must be receiving weekly therapy under the direction of a board certified psychiatrist or licensed psychologist, with a treatment plan that leads to the students' prompt return to school. The treatment plan **MUST** accompany the Homebound request and must outline the child's mental health diagnosis, treatment history, current treatment, and include a specific time of transition needed to assist the student in returning to full-day attendance.
- 4.4 The program of care and treatment in combination with the proposed homebound placement should permit the return of the child to the general education environment at a specified date;
- 4.5 The physician will notify the Hospital/Homebound coordinator if there are any significant changes to the treatment plan, or if the plan is discontinued.

A Homebound/Hospital request for a student referred for a psychiatric condition will be reviewed by the Wirt County School Psychologist and possibly referred to the SAT team at

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the school for a 504 Placement. Upon review, the requests will be sent to the School Principal.

5.0 Instruction:

Homebound instruction is provided for students at no cost to the parent/guardian. Instruction is provided at a time when a responsible adult is in the home. Instruction is not provided during Christmas Break, Spring Break, school holidays, or during the summer.

Homebound teachers will not be given more than (2) two students at a time unless circumstances exist which requires special consideration.

Homebound Instruction provided for an exceptional student is an extension of the Individualized Educational Plan (IEP) and regular school programs of study in which that student participated. A change in educational placement is mandated by Policy 2419.

A student's 504 Plan can include Homebound instruction as an extension of that plan.

Due to some specific classroom demands that require participation in laboratory work or hands-on projects, not all classes can be adequately supported through homebound instruction. Higher level courses such as Chemistry, Physics, Algebra II, Geometry, Foreign Language (Spanish, French), Advanced Placement and Honors courses can be delivered electronically, if possible. Vocational Educational programs, and technical programs cannot be delivered on Homebound Instruction. Scheduling options need to be discussed with the school counselor. West Virginia Department of Education and Wirt County School approved content standards are to be used for all courses taught.

6.0 Schedule:

Homebound instruction is provided for students according to the Wirt County Schools calendar for instructional days. Any changes in the instructional schedule must have prior approval.

The weekly instructional schedule is based upon the student's ability to attend/participate as specified by the physicians who confirmed/diagnosed the injury or health problems.

The time at which the instruction will be provided in the home or other approved location is established by the teacher, parent(s) and when appropriate, School Principal. Instructional hours shall be up to as follows:

6.1 Elementary (K thru 4th) = 4 hours per week

6.2 Middle School (5th thru 8th) = 6 hours per week

6.3 High School (9th thru 12th) = 8 hours per week

Home/Hospital Instruction Policy**7.0 Responsibilities of the Classroom Teacher:**

The classroom teacher's role in the delivery of the homebound instruction is very important. A student who is unable to participate in a regular school setting is considered a member of the school and classes and is to remain on the class roster. Since the homebound instruction is a temporary situation, the student needs a smooth transition back to school. The regular classroom teacher(s) must work with the homebound teacher toward this goal. Homebound teachers are not responsible for creating assignments or tests. The instructional program is the direct responsibility of the classroom teacher.

The regular classroom teacher(s) responsibilities are:

- 7.1 To consider the student placed on homebound instruction as a member of the class.
- 7.2 To provide the homebound teacher with copies of lesson plans, worksheets, handouts, tests content standards and any other instructional aids or materials.
- 7.3 To confer with the homebound teacher as needed regarding assignments, due dates, and grade reporting.
- 7.4 To enable students to stay current with class expectations.

8.0 Responsibilities of the Homebound Teacher:

The homebound teacher is responsible for delivering instruction to students unable to participate in a regular school setting. The teacher will provide the instruction in the home or other appropriate location.

Students are approved for homebound instruction to accommodate a temporary disabling condition. The homebound teacher is to keep the temporarily disabled student abreast of what is presented in the regular classroom to make the transition back to school as smooth as possible. The homebound teacher must:

- 8.1 Deliver the authorized hours of instruction per week to the student in the designated location.
- 8.2 Make regular contact with the regular classroom teacher(s) so that the instruction delivered outside the school is as close as possible to the instruction delivered in the classroom.
- 8.3 Turn-in grades to the regular teacher, counselor on due date at the end of the semester. If the regular teacher desires to issue grades, the homebound teacher must submit all tests, quizzes, worksheets and all other materials for grading to the regular classroom teacher.

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- 8.4 Complete the Homebound Instruction Verification form and Travel Reimbursement form and have the adult present sign the form at the end of each session.
- 8.5 Turn in the Homebound Instruction Verification form to the Students Principal promptly on the due date of each pay period.
- 8.6 Follow the goals and objectives of the IEP for special education students.
- 8.7 Correspond with Students Principal via email.

*The Homebound Teacher is not to deliver instruction without a parent or other responsible adult present.

Note: The Homebound teacher is paid at their hourly rate and current travel reimbursement per mile as determined by the Wirt County Board of Education. In calculating the travel, distance will be allowed from the homebound teacher's work location to the student's home and back to the teacher's work location. However, if the teacher's home is closer to the student's home, the distance allowed will be from the teacher's home to the student's home and back to the teacher's home.

9.0 Responsibilities of the Parent/Guardian:

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.

- 9.1 To provide to Wirt County Schools with the completed Homebound Instruction Request Form signed by licensed physician, parent and principal of the student's school.
- 9.2 To have the student and the home prepared for instruction when the homebound teacher arrives. Keep the learning environment smoke free.
- 9.3 To have an adult present during the entire time set for homebound instruction.
- 9.4 To request a change in the scheduled hours for instruction **ONLY** in an emergencies. Only the parent/guardian can cancel the scheduled instruction; cancellation by the student will not be accepted. If a session must be cancelled, the homebound teacher should be notified the day before or as early as possible. Failure to keep appointments with no notice to the homebound instructor and/or frequent cancellations of appointments may lead to the suspension of homebound services.
- 9.5 To sign and verify the Homebound Instruction Verification Form after each session of homebound instruction.

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- 9.6 To confer with the homebound teacher regarding assignment to be completed between homebound sessions.
- 9.7 To collect the students books from his/her school for use during homebound Instruction.

The County reserves the right to refuse homebound instruction when the instructor's presence in the student's home or place of instruction constitutes a hazard to the health of the instructor; when a parent or guardian is not at home with the student during the hours of instruction; or when the conditions of the student or other circumstances are such as to preclude his/her benefit from such instruction.

10.0 Responsibilities of Student:

Students approved for homebound instruction are provided instruction in the home or other appropriate location as arranged to accommodate a temporary disabling condition. 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.

In order to maintain eligibility for homebound instruction, students are NOT permitted to participate in any extracurricular activities or hold part-time or full-time employment while on homebound instruction.

The student must:

- 10.1 Be present and prepared for homebound instruction at the designated time.
- 10.2 Cooperate with the homebound teacher.
- 10.3 Have assignments completed by the due dates determined by the homebound/classroom teacher(s).

11.0 Severability:

If any provision of this policy or application thereof to any person or circumstance is held invalid, such shall not affect the provisions of applications of this policy. Where questions arise on these regulations, the Superintendent of Schools is authorized to render decisions on matters.

Review Schedule: Policies are subject to a review schedule as set by the Superintendent. Changes or updates to legislative items requiring compliance will be included as need by decision of the Superintendent.

Adopted: June 7, 1983, August 14, 2001, June 14, 2005, February 26, 2013