

HOMEBOUND INSTRUCTION PROCEDURES PARK COUNTY SCHOOL DISTRICT 6

Wyoming Statute 21-4-402 states: *"the Board of Trustees of each School District shall offer homebound instruction for each pupil in the District who is hospitalized or homebound for more than one week because of injury or illness."*

Park 6 Policy IHBF states: *The district will provide homebound instruction for children who are absent from school for more than one week due to an injury or illness that requires hospitalization or confinement to home.*

The homebound teacher will instruct the homebound student and consult with the homebound student's regular classroom teacher. The homebound teacher will be responsible for securing needed textbooks and other educational materials from the school; coordinate instruction with course requirement in cooperation with the regular teachers; and submit a periodic evaluation of the student's performance to the regular classroom teacher.

HOMEBOUND INSTRUCTION REQUIREMENTS

The purpose of homebound services is to provide temporary educational instruction to all students enrolled in Park County School District 6 who are or will be hospitalized or homebound for more than one week due to injury, illness, or medical conditions that prevent the student from attending school. Homebound instruction is NOT intended to duplicate the classroom activities, but to provide assistance to the student in learning classroom material missed and completing the assignments given.

Homebound instruction shall be provided as appropriate, upon the written request of parent(s) or guardian(s) via the homebound application and with the approval of the primary health care provider as defined by the "Wyoming Health Care Decisions Act" for students who are expected to be confined to home or will be hospitalized or homebound for more than one week. WY Stat § 35-22-408 (2014).

In each instance, the primary health care provider of record must certify the medical reason that the student will be unable to attend school, note a specified length of time that the child will be on homebound, and verify that the student is capable of receiving homebound instruction. Homebound applications will only be accepted from a primary health care provider. The medical need for homebound services must be verified **every four weeks** with the primary health care provider of record once the initial time period has expired.

Homebound instruction shall be tailored to the student and his/her educational needs. Individual Education Programs (IEPs) shall be implemented to the fullest extent possible for students with disabilities. All of the textbooks and supporting materials shall be provided to the student by the appropriate school. The general care and non-educational needs of the student are the responsibility of the parent(s) and guardian(s) and shall not be provided by the homebound teacher.

APPLICATION PROCEDURES AND HOMEBOUND INSTRUCTION SERVICE GUIDELINES

1. To initiate homebound instruction, the parent / guardian must meet with the building principal, school nurse, and guidance counselor; obtain an Application for Homebound Instruction and a Mutual Exchange of Confidential Information. Parents must disclose reasons for initiating the Homebound Service Instruction application. All documents listed must be signed and returned before homebound can be initiated by the District.
2. The parent is responsible for obtaining the medical certification on the homebound application (Attachment A) from the primary health care provider. The application must contain a statement from a primary health care provider verifying the need for homebound services.
3. Completed applications will be reviewed by the Homebound Review Committee. Members of the Homebound Review Committee are appointed by the Director of Student Supports Services, to be comprised of the Director or designee, building administrator, school nurse, counselor, homebound coordinator, and/or other appropriate individuals as needed.
4. The medical necessity of homebound services must be reevaluated every four weeks by the primary health care provider of record once the initial time period has expired.
5. If, based on the primary health care provider's recommendation, homebound services must be extended beyond the initial service period; an application for service extension will be required (Homebound Application). This verification must be completed and returned to the homebound coordinator before the initial service period has lapsed.
6. An extension will be granted only when the primary health care provider of record has returned the extension verification. If the homebound period has lapsed before the verification has been received the student will be expected to return to school. Failure to do so will result in the student being subject to the procedures outlined in the District's attendance policy. See Board Policy IHB.F.
7. Students wishing to return to school before the assigned homebound period has elapsed must present a written statement from the primary health care provider releasing the student from services before the student will be allowed to return to school. Parent/guardians are responsible for obtaining this statement from the primary health care provider.

8. Completed forms will be faxed to the office of Student Support Services for approval. Once approved, the homebound instructor will be assigned.
9. The homebound instructor will communicate with teaching staff to obtain school work and assignments necessary for services.
10. The homebound instructor will arrange a schedule with parent/guardians for a time to deliver homebound services. Homebound instructors are allowed 5 hours per week direct student contact time for middle and high school students and 3 hours per week for elementary school students.
11. Students on homebound may have equivalency courses substituted for existing course work if needed depending on the length of time student is receiving homebound services.
12. Students demonstrating excessive absences for services or lack of progress with homebound instruction may have services terminated based on recommendation of the District's Homebound Review Committee. Park County School District 6 attendance rules apply.
13. Exceptions to the homebound procedure may be approved by the District's Homebound Review Committee.
14. All students must have an adult available in the home during the instructional time.
15. Students approved for homebound services must discontinue work situations, extracurricular school activities and volunteer work, unless otherwise stated in the primary health care provider's care plan.
16. Request for students who may have contagious conditions or who may be a threat to staff safety will be reviewed by the Homebound Review Committee for determination of homebound services.
17. If the student will be unavailable for instruction, the parent/guardian of those under the age of 18 must call the homebound instructor or the homebound office at 307-527-6332. Parent/guardian will be notified if a student under the age of 18 has called in their absence.

**HOMEBOUND INSTRUCTION
PARK COUNTY SCHOOL DISTRICT 6**

**HOMEBOUND INSTRUCTION EXPECTATIONS FOR STAFF, STUDENTS AND
PARENTS**

Contact Information: Office of Student Support Services

Phone: 307-527-6332

Fax: 307-587-6422

Homebound instruction is designed so the student does not fall significantly behind during the period of time it is required. It is necessary for the student to participate in the instructional process and complete assignments. Homework should be expected. Not all work will be completed in the presence of the homebound teacher. Every effort will be made to ensure academic progress; however, course credit must still be earned according to class requirements. Priority is given to core academic subjects.

Homebound Instruction IS :	Homebound Instruction IS NOT :
<ul style="list-style-type: none">• Designed so that the student does not fall significantly behind during the period of confinement.• Interactive; the student is expected to participate in the instructional process and complete assignments.• Expected to include homework.• Intended to make every effort to ensure academic progress.• Intended to provide priority to core academic subjects.	<ul style="list-style-type: none">• Intended to replace school services.• Expected to have all work completed in the presence of the homebound teacher.• A substitute for course credit that must be earned according to class requirements.• A guarantee that specialty classes (i.e., requiring labs, special facilities or equipment) will be comparable.• Automatically inclusive of elective courses.• A guarantee of on-time graduation; all diploma requirements must be met for graduation.

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PARK COUNTY SCHOOL DISTRICT 6**

EXPECTATIONS OF HOMEBOUND INSTRUCTORS

Persons serving as homebound instructors shall:

- Maintain close contact with the student's teachers, counselor, and/or the program coordinator to receive and implement appropriate educational programs.
- Use assignments and materials provided by the classroom teacher.
- Maintain an accurate record of the hours of instruction provided for each assigned student and submit such information to the Student Support Services Office.
- Submit the student's completed work to the designated school representative prior to the end of the grading period and maintain written documentation of work completed with homebound records, or in cases where online instruction is used, provide written record.
- Document any instructional time that is interrupted due to the student not being available for the instruction period.

EXPECTATIONS OF SCHOOL STAFF

A student receiving homebound instruction is maintained on the class roll. The classroom teacher with the assistance of the counselor will:

- Provide the homebound teacher with appropriate instructional materials and information.
- Be responsible for grading procedures in collaboration with the homebound instructor.
- Maintain close contact with the homebound teacher or the program coordinator supervising online instruction to monitor the instructional progress of the student.
- Collaborate with the homebound teacher about the curriculum and appropriate instructional strategies.

**HOMEBOUND INSTRUCTION
PARK COUNTY SCHOOL DISTRICT 6**

EXPECTATIONS OF STUDENTS/PARENTS/GUARDIANS

The student and parent/guardian are expected to work cooperatively with the assigned homebound teacher and school personnel to comply with school district policies and procedures for:

- Notifying the Student Support Services Office (527-6332) that homebound services may be needed, discussing the process for initiating services, and signing a release of information form so the school can share information with the physician about homebound services prior to the official request being made.
- Obtaining the medical certification of need from the physician or licensed clinical psychologist requesting homebound services and providing parental signature in order to begin homebound instruction.
- Having a responsible adult in the home during the entire period of instruction.
- Providing adequate facilities for teaching (quiet room without interruptions, with a table, chairs and appropriate supplies) or provide transportation to another agreed upon facility.
- Having the student ready for instruction at the time designated by the homebound teacher.
- Supervising daily homework.
- Notifying the teacher, prior to the scheduled visit, if there is a contagious illness in the home or if there is an emergency.
- Keeping all appointments with the homebound teacher (excessively missed appointments may result in suspension of services for general education students).
- Making every effort to complete school assignments.
- Advising the homebound teacher of any change in the student's status that would necessitate modification or termination of homebound services.
- Notifying the Student Support Services Office of missed appointments or tardiness by the homebound teacher.
- Following the health care provider's treatment plan, which may include attending appointments, therapy sessions, and complying with all physician recommendations.
- Students approved for homebound services must discontinue work situations, extracurricular school activities and volunteer work, unless otherwise stated in the primary health care provider's care plan.

Park County School District 6
Student Support Services
Phone: 307-527-6332 Fax: 307-587-6422

APPLICATION FOR HOMEBOUND INSTRUCTIONAL SERVICES

STUDENT INFORMATION:

Name: _____ DOB: _____ Age: _____ Gender: _____
Parent/Guardian: _____ Address: _____
Phone: _____ Alternate Phone: _____
School: _____ Grade: _____ Student's current location: _____
(Home, Hospital, Jail)
Does the student have Special Education Needs/504 Plan? Yes ___ No ___ (attach 504 plan)
Parent/Guardian Signature: _____ Date: _____

PRIMARY HEALTH CARE PROVIDER'S STATEMENT FOR HOMEBOUND REFERRAL:

TYPE OF REQUEST:	<input type="checkbox"/> INITIAL CERTIFICATION FROM _____ TO _____ DATE DATE	<input type="checkbox"/> RE-CERTIFICATION FROM _____ TO _____ DATE DATE	<input type="checkbox"/> RELEASE TO RETURN TO SCHOOL AS OF: _____ DATE
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**If homebound services exceed 4 weeks, the student/parent will be required to provide the school district with an update from the primary health care provider for an extension of homebound services.*

Health Care Provider: _____ (Please Print)
Address: _____
Phone Number: _____ Fax: _____
Diagnosis that prohibits school attendance: _____
Secondary diagnosis: _____
Approximate length of time student will need Homebound Instruction (calendar days) _____
Has the student been referred to a specialist for follow-up and/or for additional care? Yes ___ No ___
Specialist: _____ Contact Info: _____
Are there any restrictions of activity for the student while receiving homebound instruction? _____

Primary Health Care Provider's Signature: _____ Date: _____
Additional Comments: _____

FOR STUDENT SUPPORT SERVICE USE ONLY:

Date of Initial Absence from school: _____ Expected Date of Return: _____
Homebound Instructor: _____
Approved by Director of Student Support Services: _____