

A GUIDE TO HOMEBOUND INSTRUCTION

(Please review with parents and classroom teacher(s))

What is Homebound Instruction?

Homebound instruction offers temporary educational services for a student who is unable to physically attend school. Homebound instruction is intended to provide short-term tutoring and cannot replace or duplicate school-based instruction. Therefore, the school team should prioritize and limit the subject areas to be taught by the Homebound teacher.

Who provides Homebound Instruction?

Instruction is provided by a teacher with a Colorado Teaching License in the student's home or alternative location, such as a library or site deemed safe by the family, homebound teacher, and the Special Education Department. Homebound instruction will occur in the home or alternate location only if another responsible adult is present (parent, guardian, sibling over 18, etc.)

Which students qualify for Homebound Instruction?

Students in general education, special education, or with a 504 plan may qualify for homebound services.

For all students with significant medical issues, homebound instruction may begin after an initial absence of **two** weeks. For homebound services to begin, parents must provide written permission, agree to responsibilities around homebound services, and obtain their physician's medical statement documenting the student's inability to attend school.

In addition to illness, students with an IEP may require homebound services for issues related to behavior or safety. In these cases, the IEP team will need to convene and recommend homebound instruction. *For any student with an existing IEP, homebound instruction constitutes a temporary change of placement and would require a review staffing. Review staffing paperwork must be attached to the Application for Homebound Instruction (see **Homebound Services Handbook** for specifics.)*

The 504 team must also meet to recommend 504 students for services. A 504 team summary must also be attached to the application.

What is the process for requesting Homebound Instruction?

School staff and parents should review together all policies in "A Guide to Homebound Instruction" and complete the "Application for Homebound Instruction" and "Parent Responsibilities Agreement Sheet" with the family. A copy of the "Guide" and "Parent Responsibilities" should be provided to the parent/guardian.

For medical issues, parents must secure written documentation from their physician on the form. Parents will also need to give their permission allowing for an exchange of information between the school district and physician related to the request for homebound services. Finally, parents will sign the form giving their approval for their child to receive homebound instruction.

The school nurse will review the request form/physician's statement and may contact the family or physician for more information. The principal and person initiating the referral will also need to sign the application.

What are the responsibilities of the Parent?

Parents are responsible for:

- providing appropriate medical documentation and updates when needed
- having the student ready for instruction at the agreed upon time
- informing the homebound teacher of cancellation in a timely manner
- designating a specific place for instruction with paper, pencils, and books in place
- removing distractions from the area of instruction
- assuring that the student completes assignments
- being present in the home setting or alternate location during the entire session of instruction
- transportation of the student if instruction occurs outside of the home in an alternative location
- signing only *fully-completed* time cards for the homebound teacher at the end of the week

What are the responsibilities of the Homebound teacher?

The Homebound teacher is responsible for:

- contacting parents to arrange a teaching schedule for instruction and explaining all policies
- making an appointment with the school counselor (secondary) and teacher(s) (elementary and secondary) to gather student information and the subjects to be addressed in Homebound instruction. *(For students on an IEP, the primary contact will be the student's case manager. Homebound teachers will get a copy of the IEP from the case manager.)*
- explaining the role of the Homebound teacher to school personnel
- communicating regularly with counselors, teachers, or case managers on student progress
- completing monthly progress reports *(if services extend past a month)*
- completing a termination report when homebound services end
- maintaining a Homebound Contact Record of all communication with parents and teachers
- keeping all student information confidential

What are the responsibilities of the Classroom teacher?

The Classroom teacher is responsible for:

- providing assignments, books, materials, expectations about completion of assignments, and any student-specific information to assist the Homebound teacher with instruction
- communicating regularly and working cooperatively with the Homebound teacher in helping plan the program for the student and in charting progress
- **grading student work**

What are the responsibilities of the School Nurse?

The School Nurse will be responsible for:

- reviewing the request form for Homebound instruction and the physician's statement
- if appropriate, contacting the family or physician for more information.

Once the application packet is completed, fax it to Helen Jablan, Homebound Services Assistant, at (303) 447-5142. All information must be included on the forms and, if appropriate, IEP or 504 meeting paperwork attached before homebound instruction will be approved. For additional information about homebound services, call Helen at (303) 447-5183 or email her at helen.jablan@bvsd.org.