

HOMEBOUND INSTRUCTION FOR STUDENT WITH INJURIES AND TEMPORARY OR CHRONIC ILLNESS

East Allen County Schools provides instruction to children unable to attend school because of physical disabilities or special health problems. This program will parallel school activities, to the degree possible, in an effort to keep the student current on instructional content and progressing at a pace comparable to his/her classmates.

1. All students with injuries and temporary or chronic illnesses that preclude their attendance in school may be provided with instruction.
2. **Before instruction for a student unable to attend school can begin, the parent must provide the school corporation with a written statement from a physician with an unlimited license to practice medicine that states one (1) of the following:**
 - a. **The student has a temporary illness or injury which will require the student's absence from school for a minimum of twenty (20) consecutive instructional days or, if the illness or injury occurs less than twenty (20) instructional days prior to the end of the school year and the student needs instruction to meet promotion or graduation requirements, the physician's statement must indicate that the student will be unable to attend school through the end of the current school year.**
 - b. **The student has a chronic illness or other medical condition that will require the student's absence from school for an aggregate of at least twenty (20) instructional days over the period of the school year.**
3. For a student with a disability who is unable to attend school as described in subsection (1), special education and related services, including access to the general education curriculum, shall be provided in accordance with the individualized education program as determined by the case conference committee.
4. Instruction provided may continue through the summer to enable a student to complete a semester to meet promotion requirements.
5. For a student identified as disabled, instruction and related services shall be provided by appropriately licensed personnel. For all other students, instruction shall be provided by teachers licensed to teach the grade level of the student.

HOMEBOUND PLANNING MEETING

Upon receipt of the completed application for homebound instruction and subsequent approval by the Executive Director of Special Services, the school will be notified of the approved application. The principal or designee will then schedule a planning conference with the parent and appropriate staff to plan the homebound instruction. The planning meeting will determine the courses the student is to take, schedules for instruction, coordination and communication with the classroom or other teachers, and how the homebound services can effectively and efficiently deliver instruction to the homebound student. The Homebound Service Plan is to be completed.

Homebound instruction schedules are to be as efficient as possible, while offering the student an opportunity to progress in each approved course of study.

The amount of homebound instruction will be determined by the Executive Director of Special Services in conjunction with the principal and/or guidance department of the school.

GUIDELINES FOR ASSIGNMENT OF HOMEBOUND TEACHERS
(For medical purposes)

The guidelines below will guide the selection of teachers providing homebound instruction. As the goal of the homebound program is to keep students current with instruction in their classes, preference in assignment of homebound instructors will be given to the student's current teachers.

1. After the Homebound Planning Meeting, the principal or designee will determine whether the student's day teachers are available to provide the instruction.
2. If the student's day teacher(s) is (are) not available, the principal or designee will determine if there is other appropriately licensed staff in the school available to provide the homebound instruction.
3. If no appropriately licensed staff in the student's school is available, the Special Services Department secretary will contact other corporation staff to secure homebound teachers.
4. **The assignment of the selected teacher(s) is the responsibility of the Special Services Department who will notify the selected teacher(s), the parent, and the building principal or designee of the assignment. Guidelines for homebound instruction will be given to the selected teacher(s).**
5. The selected teacher(s) will contact the principal or designee to determine who will be coordinating the collection and distribution of assignments at the school.
6. If, after assignment, circumstance arise which prevent the teacher from fulfilling the responsibilities of the homebound assignment, the teacher is to contact the principal or designee who will in turn notify the Special Services Department to allow for the assignment of another teacher.

GUIDELINES FOR HOMEBOUND TEACHERS:

1. A student must be enrolled in school and a properly completed medical referral must be submitted.
2. Instruction will be provided at a location of the school's choosing, or in the case of a hospitalized student, in a hospital setting. The nature and schedule of services must be provided consistent with the determination made at the Homebound Planning Meeting. Unless otherwise determined at the Homebound Planning Meeting, instruction is provided only on days when school is regularly in session. Planned deviations from the schedule will require prior approval from the principal or designee.
3. The homebound teacher will contact the building principal or designee as soon as possible to obtain a copy of the Homebound Service Plan developed at the Homebound Planning Meeting and to determine who will be coordinating the collection and distribution of assignments at the school.
4. Books, materials, and supplies will be furnished by the school as necessary.
5. The principal or designee will designate a building coordinator (usually the teacher or a counselor) to ensure assignments from classroom teachers are given to the homebound teacher, and completed work and test results are given to the classroom teacher(s) as they are provided by the homebound teacher.
6. Unless otherwise determined at the Homebound Planning Meeting, responsibility for issuing grades will remain with the classroom teacher(s) with input as necessary from the homebound teacher.
7. In the event the student is not present at the designated location, the homebound teacher shall wait fifteen (15) minutes for the student to arrive before leaving. The teacher will be paid for the fifteen (15) minutes should this occur. Such instances should be reported by the homebound teacher to the principal or designee as soon as possible.
8. The Report of Homebound Teacher form will be provided for the homebound teacher and is to be submitted at the end of each two week pay period. Signatures are to be obtained after the form is completed. The parent is to be given a copy after both the teacher and parent have signed.
9. The principal or designee is to notify the Special Services Department when a student returns to school and homebound services are no longer needed.
10. Students receiving homebound instruction are to be considered in attendance during periods of time that they are away from school due to the disabling condition.

APPLICATION FOR HOMEBOUND INSTRUCTION

Name: _____ DOB: _____ Gender: _____

Address: _____ Phone: _____

Parent or Guardian: _____

Referring School: _____ Grade Level _____

Explain the illness or injury and **why** it prevents student from attending school: _____

Please answer all questions which apply:

1. This student should be given homebound instruction. Yes ___ No ___
2. This student will be unable to attend school Yes ___ No ___
for at least _____ (Number of school days - see criteria below.)
3. This student is experiencing emotional problems. Yes ___ No ___
Outpatient Psychological treatment is being provided.
(If answer is yes to question 3, mental health questions must be answered on reverse side.)

THIS APPLICATION IS TO BE SIGNED BY A MEDICAL DOCTOR
WITH AN UNLIMITED LICENSE TO PRACTICE MEDICINE.

Doctor's Name (Typed or Printed)

(Signature)

Address

Date

City State Zip

Phone

HOMEBOUND ELIGIBILITY:

- A. The homebound program provides instruction to children unable to attend school because of illness or injury. Homebound teaching shall be initiated only after all other possibilities have been exhausted.
- B. Before a student may receive homebound instruction, a physician must evaluate the student and state in writing that the student has an illness or injury that requires as part of the student's medical treatment either:
 1. Twenty (20) consecutive school days of homebound/hospitalization care;
 2. An aggregate of twenty (20) school days of homebound/hospitalization; or
 3. Any number of days of homebound or hospital care necessary to complete the school year.

Return form to: East Allen County Schools
Special Services Department
1000 Prospect Avenue
New Haven, IN 46774