

## OPERATIONAL PROCEDURES

The purpose of Homebound Instructional Services is to provide students unable to attend classes at a school building for health or other reasons, with educational services which will allow the students to maintain academic progress and to facilitate a successful transition back to a school building as quickly as possible. Homebound Instructional Services are educational services provided to a student in the home or other non-school building site. It is expected that homebound instructional services will be short-term.

The Alcorn School District provides homebound instruction for any student that is expected to be home due to accident or illness, in a hospital or other medical facility. Students receiving homebound instructional services for this reason can also include students predicted to be absent for 15 consecutive school days according to the placing authority, such as a medical doctor, psychologist, psychiatrist, judge, or other court-appointed authority. The homebound instruction, based on the individual needs of the student, should be approximately 3 hours per week.

To request homebound instruction, the following forms are required:

1. Regular/Exceptional Children Homebound Services Request Form
2. Medical Document – A medical statement, **signed by a physician**, must be completed. If homebound is IEP related, a copy of the IEP should be attached.  
The medical statement should provide:
  - A specific description of the medical condition
  - A confirmation that the student will be away from the classroom for a minimum of four weeks
  - The anticipated length of time s/he is expected to be unable to attend school
  - Any physical or psychological limitations
3. Homebound Guidelines Form for Middle and High School Students (Homebound Teacher will complete)

*All required forms are provided in this manual.*

## HOMEBOUND REQUEST PROCEDURES

- Referrals should be sent to the Special Education Office in care of Christy Welch, Assistant Special Education Director, 662-286-7734.
- Copy of referral decision will be forwarded to the school designee.
- The Homebound Teacher will contact the student's parent/guardian.

### Program Parameters

Definition: Any child, who is expected to be confined for four (4) weeks or longer to home for medical or psychological treatment, or for a period of recuperation, is eligible for this program.

Reasons for Dismissal:

A student is released from the Homebound Program

- As of the projected date on the Application for Homebound Services Medical Referral;
- When the student is employed in any capacity or regularly participates in extracurricular activities;
- If the parent, guardian or adult designee cancels three sessions without the appropriate notice, the student may be removed from the program;
- If the conditions of the location where the Homebound services are provided are not conducive for instruction or threaten the health and welfare of the Homebound Teacher, the student will be removed from the program;
- As of the last day of school of the regular school year (unless time has been approved by the classroom teacher for extended time to complete work) and
- When the student returns to school or is able to return to school for any portion of the school day other than to participate in state-mandated standardized testing.

### Program Description

The primary objective of the Homebound Program is to provide instructional services so that the student can return to school with the knowledge and skills sufficient to resume her/his previous academic programming. Only core subjects will be covered with students during Homebound Instruction. The core subjects include reading, language arts, mathematics, science, and social studies.

### Homebound Priorities

- Accident Victims
- Surgery
- Extended Illnesses

### Overview of Operational Procedures

When the principal or designee has identified a need and the physician's documentation has been received, the following steps should be taken in registering students for the program:

- School designee should see that the Homebound Instruction Services Request Form and Homebound Instruction medical Form are completed.
- Send these two forms to the Special Education Office of the Alcorn School District.
- The request will be approved or denied and the school designee will be notified in writing.
- If student is approved for homebound: the designee should notify appropriate personnel at your school; administration, student's counselor, nurse, teachers, etc.

The Homebound Teacher will get appropriate signatures on Parent/Guardian Consent form and the Guidelines for Student form and return to the Special Education Office.

## HOMEBOUND INSTRUCTION TEACHER'S RESPONSIBILITIES

- A. When the homebound referral has been approved, the homebound teacher will be contacted to provide educational services. Initial contact should be made with the parent/guardian of the student within twenty-four hours of the assignment. Contact will be made with the school designee to arrange a meeting with the counselor or the teachers, if necessary, to determine the areas of instruction and/or special needs within forty-eight hours of assignment.
- B. Arrange a conference with the parents explaining the program and your instruction. Set the schedule that the student and parent/guardian will be expected to follow.
- C. Homebound Teacher will get appropriate signatures on the Parent/Guardian Consent form and the Guidelines for Student form and return them to the Health Services Coordinator.
- D. Complete the Student Assignment Sheet and turn in with your timesheet.
- E. The Homebound Teacher will contact the Special Education Office when the student has missed **two scheduled appointments** without an appropriate excuse. The Homebound Teacher will contact the Special Education Office when the student has missed three scheduled appointments. Homebound services may be discontinued after the third absence. This will be determined on a case-by-case basis after communication between parent and the Special Education Office.
- F. When the student is cleared to attend school, notify the school designee.
- G. Return the materials.
- H. Time sheets/Payroll forms must be completed in ink and submitted to the Special Education Office by the last working day of each month.

**Please note** that it is the responsibility of the Homebound Teacher to:

1. Notify the Special Education Office at 662-286-7734 when the services will begin and when the student returns to school.
2. Send a schedule of times and dates teaching will take place to the Special Education Office.
3. Hold a valid Mississippi teacher certification, including special education certification. The teacher should have a broad background of professional training and experience in order to be able to adapt instruction to each student's needs. They must also be able to adjust to a variety of home situations and be knowledgeable of cultural differences existing within their community.

## **SCHOOL'S RESPONSIBILITY FOR HOMEBOUND INSTRUCTION PROGRAM**

- A. School designee will refer students for homebound instruction using the appropriate homebound forms.
- B. The school designee will contact each of the student's teachers to let them know they will need to give the homework to the designated person in the front office. This will be the contact person for the Homebound Teacher when they are ready to pick-up and drop-off homework.
- C. The designee will forward the Homebound Instruction Services Request Form and the Homebound Instruction Medical Form to the Special Education Office at the Education Center: Attention: Christy Welch, Assistant Special Education Director.
- D. The Homebound Teacher will be assigned to work with the student when:
  - The medical doctor places student on homebound for physical or emotional problems
  - The doctor orders bed rest during pregnancy
  - The doctor recommends postpartum recovery
  - Temporary placement on homebound by an IEP Committee with LEA approval
- E. In the case of pregnancies, the school designee is to notify the Special Education Office 2-3 days prior to the student's departure.
- F. The designee or appropriate teach will assist the Homebound Teacher by providing:
  - Background information for appropriate continued instruction
  - Description of courses being taught (see attached sheet)
  - Books and materials to be used by the student and supplying the necessary textbooks and teacher editions or keys
  - Weekly assignments for the student
  - Specific times for picking up weekly assignments which should be worked out between the school and the Homebound Teacher.

**Classroom teachers of the homebound student are responsible for all grading with verbal assistance from the Homebound Teacher.**

31 CR 401  
Corinth, MS 38834  
Phone: 662-286-1272/Fax: 662-284-4950

**HOMEBOUND INSTRUCTION MEDICAL FORM**

**To Be Completed By Physician:**

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_

Student's School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

***To be completed by student's physician:***

In order to receive homebound services, a student must be medically unable to attend school for a minimum of four weeks. Thank you for assisting us in meeting the needs of this student.

Anticipated length of time away from school: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

\_\_\_\_\_

Comments or restrictions: \_\_\_\_\_

\_\_\_\_\_

I certify that the above named student is not medically able to attend school for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Doctor's Name (Please Print)

\_\_\_\_\_  
Doctor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doctor's Telephone Number

\_\_\_\_\_  
Doctor's Address

**RETURN THIS FORM TO:**

School Designee: \_\_\_\_\_

School: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**AICORN SCHOOL DISTRICT**  
**Homebound Services**

31 CR 401  
Corinth, MS 38834  
Homebound Instruction Services Request Form

Date: \_\_\_\_\_

To: Parent/Student

Alcorn School District is please to provide homebound instruction for your child, \_\_\_\_\_.

1. **A responsible adult must always be present in the home at the time of instruction.** (If services are provided in the home). Please work with the Homebound Teacher to set up a schedule so that a responsible adult is present in your home. You will also be required to sign the ***Student Assignment Sheet***, after each session.
2. Please provide a quiet work place, free from distractions of television and phone calls, where the teacher and student can work without interruption.
3. Your child should be home and ready to learn when the teacher arrives at the agreed upon days and times. **Always notify the teacher in advance if there is any reason why it is not possible to have a lesson.**
  - A. **If your child misses planned instruction two times**, the Homebound Teacher will notify the Special Education Office.
  - B. The Special Education Office will attempt to contact you to discuss the missed appointments.
  - C. **If your child misses planned instruction a third time**, instruction may be discontinued. The Special Education Office will contact you and resumption of services will be determined on a case-by-case basis.
4. Please cooperate with the Homebound Teacher by seeing that your child does the daily assignments. This will help your child make progress.
5. In order for your child to receive homebound instruction, we must have a signed physician's statement, the school's recommendation, and a signed parental consent.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone-Mom: \_\_\_\_\_

Work Phone-Dad: \_\_\_\_\_

Cell Phone-Mom: \_\_\_\_\_

Cell Phone-Dad: \_\_\_\_\_

Date and time services are to begin: \_\_\_\_\_

Anticipated date and time services are to end: \_\_\_\_\_

If you have any questions or concerns, please contact your Homebound Teacher or Christy Welch at 662-286-286-7734.

## HOMEBOUND INSTRUCTION GUIDELINES FOR STUDENTS

Dear \_\_\_\_\_,

Welcome to Alcorn School District Homebound Instruction program. To make sure that your experience is a successful one, certain guidelines must be followed. Please read the following information and sign the form.

1. Each assignment must have the date, the course, and your classroom teacher's name written on it.
2. When your teachers give you a deadline for an assignment, you must complete and submit the work on or before the deadline.
3. Failure to be available for homebound instruction unless you have an excused absence and have notified the Homebound Teacher **in advance** will be considered an unexcused absence.
4. Being on homebound instruction does not excuse you from completing the work that is assigned to you during this time. You must decide that you will keep up with your assignments so you will not fall behind.
5. If you do not understand an assignment or material, ask your Homebound Teacher for help. Ask for help when you need it.

I have read and will follow the Homebound Instruction Guidelines.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date