

# **Guide for Parents and Students: Homebound Instruction**

## **Belle Vernon Area School District**



Summary of information from the Handbook for Homebound/Home Study Services.

## Key Belle Vernon Area Personnel

Homebound Program Manager: John E. Grice IV

Phone: 724-808-2500 x3500 Fax: 724-930-7909

School Homebound Coordinator: (School Counselor named by Program Manager)

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## Overview of Homebound Instructional Services

Students are expected to attend school to the fullest extent possible, but homebound instruction may be provided to students who have a medical condition preventing them from participating in classroom instruction because they are confined to home or a health care facility.

The Homebound Program Manager or educational specialist determines eligibility for homebound instruction based on the Pennsylvania Department of Education Guidelines. Eligibility for Homebound Instruction is determined on the basis of medical evidence submitted by a licensed physician or a licensed clinical psychologist. Approval is determined on the basis of the documented need for service, taking into consideration less restrictive educational options and a student's participation in extracurricular or employment activities.

For students expected to be out of school in excess of nine weeks, a homebound transition plan specifying steps planned to return the student to classroom instruction is needed.

The goal of homebound services is to keep the student current with classroom instruction and facilitate the student's return to the current classroom setting.

Homebound instruction is not intended to replace school services and is, by design, temporary. It is not a remediation program and is not designed to provide students with time to make up previously missed assignments.

The goal of homebound instruction is to keep the student as current as possible with classroom instruction. It is expected that the family and school will minimize academic work missed due to absences prior to the initiation of homebound services.

## Levels of Homebound Instruction

- ☐ Students who will miss 20 consecutive days or more of classroom instruction may be considered for full homebound instruction.
- ☐ Partial or intermittent homebound instruction may be appropriate for some students.

## Courses Supported and Teachers

- ☐ Instructional support is provided for core academic classes: English, science, social studies, and mathematics. For secondary students, foreign language may also be supported if required for the diploma being pursued.
- ☐ Homebound Teachers do not provide instruction in physical education (P.E.), fine arts and practical arts, and elective courses.
- ☐ Homebound Teachers must hold a current Pennsylvania license and are assigned by the Homebound Program Manager. They may be current Belle Vernon Area School District (BVASD) teachers or may work hourly for BVASD to provide this service.
- ☐ Assignments and materials provided by the classroom teacher must be used by the Homebound Teacher.

## Hours and Location of Homebound Services

- ☐ Based on a regular five-day school week, secondary students are generally provided with five (5) hours per week for each class. Elementary students are generally provided with five (5) hours of instructional services per regular five-day school week. Students who do not normally attend a full day of school (early childhood and kindergarten) have a proportionally fewer number of hours.
- ☐ Homebound instruction is delivered during regular school hours, late afternoon, or early evening, and only on those days when school is in session.
- ☐ When scheduling sessions, Homebound Teachers will take into consideration parent or guardian requests, but not all requests can be accommodated.
- ☐ The location of services will be designated by the Homebound Program Manager and may be the student's home or a health care facility. If services are to be provided in the home, a home visit must be completed prior to the initiation of services, an adult must be present at all times, and all pets must be confined prior to the arrival of the Homebound Teacher.

## Student Rights and Responsibilities

- ☐ The Student Rights and Responsibilities (SR&R) applies to all students in BVASD at school or during school-sponsored activities. Homebound instruction is considered a school-sponsored activity regardless of the venue.

## Missed sessions

- ☐ Make-up sessions will only be allowed for sessions missed due to illness or family emergencies and when cancellations are made 24 hours prior to a scheduled session.
- ☐ Unless a session can be made up during the same week it was missed, it cannot be made up without permission from the Program Manager.
- ☐ Sessions missed due to cancellation by the Homebound Teacher will be made up.
- ☐ Sessions missed due to cancellation of BVASD school activities will not be made up.

## Special Education

- ☐ If a student is eligible for Special Education services, after the referral for homebound instruction has been approved by the homebound educational specialist, the individualized education program (IEP) must be amended to meet the student's temporary instructional needs.

## Technology

- ☐ The use of available technology for the student to participate in some classroom activities from home and to support instruction will be considered when appropriate.

## Grading

- ☐ Frequent communication is required between the classroom and Homebound Teachers, and all work completed by the student is turned in to the classroom teacher.
- ☐ The classroom teacher is the teacher of record and is responsible for assigning the quarter, semester, and final grades to the student.
- ☐ Every effort will be made to ensure academic progress; however, course credit must still be earned according to class requirements.

## Standardized Tests and Other Required Testing

- ☐ The School Homebound Coordinator, the school testing coordinator, classroom teachers, and Homebound Teachers will collaborate to arrange for the administration of required testing.

## Extension or Early Termination of Homebound Services

- ☐ In order to continue homebound instruction beyond the termination date, the parent must submit a completed Request for Extension of Homebound Instruction form to the Homebound Program Manager five school days prior to the termination of services.
- ☐ If the student is able to return to school before scheduled to do so, the parent must obtain a medical release statement.
- ☐ Special Education students must have an IEP which returns them to school-based services before homebound services can be terminated.

## End-of-Year Termination of Homebound Services

- ☐ Homebound instruction for general education students ends one week before the end of the school year.
- ☐ Homebound instruction for Special Education students follows the schedule delineated by the student's IEP.

## Responsibilities

Successful homebound instruction depends on the cooperation of a number of individuals. The responsibilities of each of these individuals are summarized below:

- ☐ Program manager or educational specialist:
  - ✓ Approves referrals for homebound instruction.
  - ✓ Assigns teachers and provides oversight of instruction.
  - ✓ Works with the School Homebound Coordinator to ensure there is appropriate collaboration between classroom teachers and Homebound Teachers.
- ☐ School Homebound Coordinator:
  - ✓ Coordinates school efforts regarding homebound instruction.
  - ✓ Encourages active engagement with the homebound student.
  - ✓ Works to ensure there is appropriate collaboration between classroom teachers and Homebound Teachers.
- ☐ Special Education department chair:
  - ✓ If the student receives Special Education services, ensures the student receives appropriate services and accommodations while receiving homebound instruction.
  - ✓ Works with the School Homebound Coordinator and the Homebound Program Manager to ensure appropriate collaboration between the classroom teachers and the Homebound Teachers.

☐ School Social Worker:

- ✓ Conducts home visit.
- ✓ Supports school staff members in working with the student and family.

☐ School counselor:

- ✓ Works with the School Homebound Coordinator and the family to ensure academic and elective requirements are met.

☐ Classroom teacher:

- ✓ Collaborates with the Homebound Teacher to exchange information, strategies, materials, assignments, assessment tools, etc., needed to provide instruction.
- ✓ As the teacher of record determines the quarter, semester, and final grades.

☐ Homebound Teacher:

- ✓ Contacts the family to schedule homebound instruction on regular school days.
- ✓ Works with the classroom teacher as described above.
- ✓ Using materials and assignments provided by the classroom teacher provides instruction to the student with the goal of keeping the student as current as possible with classroom instruction.
- ✓ Returns all completed work to the classroom teacher.

□ Parents or guardians:

- ✓ Provide the medical documentation needed to support the homebound referral.
- ✓ Obtain assignments from the classroom teachers until Homebound Teachers are assigned.
- ✓ Work with the school staff to obtain assignments for courses not supported by homebound instruction.
- ✓ Once Homebound Teachers are assigned, schedules instructional sessions (note that not all scheduling requests can be accommodated).
- ✓ Make sure the student is ready for instruction.
- ✓ Provide an appropriate learning environment.
- ✓ Confine all pets prior to the arrival of the Homebound Teachers.
- ✓ Ensure that an adult is in the home at all times.
- ✓ Supervise daily homework.
- ✓ Keep all appointments with the Homebound Teacher or notify the teacher at least 24 hours in advance if the student is unavailable.
- ✓ Sign paperwork necessary to verify homebound instruction was provided.
- ✓ Inform the School Homebound Coordinator if the student's medical situation changes.
- ✓ Work to return the student to school-based instruction as soon as possible.
- ✓ Understand that the Student Rights and Responsibilities (SR&R) applies to all students during school-sponsored activities regardless of venue. Homebound instruction is considered a school-sponsored activity.

□ Student

- ✓ Be ready to meet with the Homebound Teachers at the scheduled times.
- ✓ Participate actively in instruction.
- ✓ Complete all assignments, including homework assigned.
- ✓ Work to return to school-based instruction as soon as possible.
- ✓ Maintain an organizational system for assignments, as necessary.
- ✓ Understand that the SR&R applies to all students during school-sponsored activities regardless of venue. Homebound instruction is considered a school sponsored activity. Contact the Homebound Program Manager or the School Homebound Coordinator if there are concerns.