

# Homebound Services

School \_\_\_\_\_

## Homebound Packet

For students requiring homebound services, the School Building Level Committee (SBLC) will need to convene. The forms in the homebound packet need to be reviewed and completed. If the parent is unable to attend the meeting, the principal or designee will need to schedule a meeting with the parent. At this meeting, the information in the homebound packet will be reviewed and parent signatures obtained. The hospital/homebound form will be given to the parent. The parent will return the form to the school after completion by the physician. The entire completed packet will be immediately sent to the Richland Parish School Board Office to the attention of Cheryl Crawford. A copy of the packet will also be maintained at the school. A homebound teacher will be assigned and the school notified as to who will be providing services.

*Thanks for working together as a team to support our  
hospital/homebound students.*

OFFICE OF  
**RICHLAND PARISH SCHOOL BOARD**  
SHELDON JONES, Superintendent  
P. O. BOX 599  
RAYVILLE, LOUISIANA 71269

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Dear Parents/Guardians:

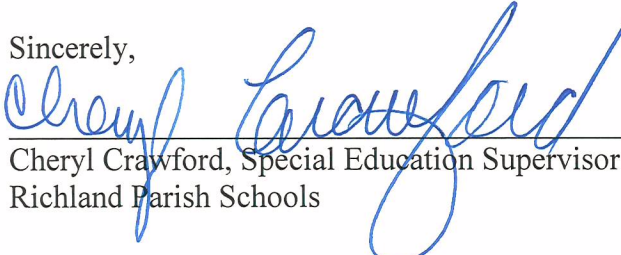
Your child has been referred for Hospital/Homebound services. Before services can be provided, we must have a physician's statement on file stating that services are necessary for a specified period of time. The doctor must also specify the disability is not due to communicable disease or normal pregnancy. A student must be out of school a minimum of ten (10) school days due to illness to be eligible for homebound services. It is your responsibility to have the physician's form signed by your child's physician, complete the parent information and return it to the school counselor or School Building Level Committee Chairperson. The completed packet will be sent to central office. Once the packet is received, a homebound teacher will be assigned for qualifying students.

If your child qualifies, services will be arranged and the hospital/homebound teacher will issue credit for school attendance. However, if an instructional period is scheduled and the child is not prepared to work or does not keep the appointment, attendance credit will not be given for that day. We have a right to suspend and/or terminate services if a student withdraws from school, consistently does not keep appointment with the hospital/homebound teacher, or does not assume responsibility for completion of assignments. If you cannot keep an appointment with the homebound teacher, it is your responsibility to call the teacher and cancel the appointment. If the homebound teacher does not keep appointments and services are not being rendered, please contact Cheryl Crawford, Special Education Supervisor, immediately at the number listed below.

Hospital/homebound services will be terminated on the date specified by the physician. If your child's condition has not improved and services are to be extended, it is the parent's responsibility to have the physician complete another form to extend services. Also, acceptance as a homebound student does not guarantee credit for courses taken or passing grades for classes in which the student is enrolled. All requirements of classes and courses taken must be met.

Attached you will find an outline of the Hospital/Homebound guidelines for your referral. If you have any questions, please contact Cheryl Crawford, Special Education Supervisor, at (318) 728-5964, Extension 235.

Sincerely,

  
Cheryl Crawford, Special Education Supervisor  
Richland Parish Schools

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Richland Parish School Board**

P.O. Box 599

Rayville, LA 71269

Phone: 318-728-5964

Fax: 318-728-7975

**Homebound / Hospital Referral for Temporary Placement Due to Physical Illness, Injury or Pregnancy**

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender: M F (circle)

**Medical Certification: (To be completed by a properly certified physician)**

The undersigned certifies that the above named student is unable to attend school for the following reason:

**(Specific Medical Diagnosis)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*SPECIAL NOTE FOR PREGNANCIES:\*\*\*\*\*

**The OB/GYN/Physician who is the primary provider of prenatal care to the expectant mother must submit verification of complications that will prevent the student from attending school.**

Expected date of delivery: \_\_\_\_\_

Could the student attend the regular school program with a shortened schedule? Yes \_\_\_ No \_\_\_

Could the student attend the regular school program until the expected date of delivery? Yes \_\_\_ No \_\_\_

If no is checked, complications must be listed below:

\_\_\_\_\_  
\_\_\_\_\_

**The expected duration of the condition which prevents school attendance is:**

3 weeks \_\_\_ 4 weeks \_\_\_ 5 weeks \_\_\_ 6 weeks \_\_\_ 7 weeks

8 weeks \_\_\_ 9 weeks \_\_\_ 10 weeks \_\_\_ 11 weeks \_\_\_ 12 weeks

Date homebound services should begin: \_\_\_\_\_ Date services should end: \_\_\_\_\_

**\*The nature and extend of the injury or illness must be temporary (three months maximum) and must necessitate an absence from school for more than 10 consecutive days.**

The student is free of infectious and / or communicable disease: Yes \_\_\_ No \_\_\_

The student is able to benefit from hospital / homebound instruction: Yes \_\_\_ No \_\_\_

List any modifications or limitations required: \_\_\_\_\_

\_\_\_\_\_

Physician's Name (Type or Print): \_\_\_\_\_ Date: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

**\*\*Note: This form must be retained in the school system file for monitoring purposes.\*\***

**Richland Parish School Board**

P.O. Box 599  
Rayville, LA 71269  
318-728-5964

Homebound / Hospital Services

To: Principal  
Regular Education Teacher  
Special Education Teacher  
Homebound / Hospital Instructor

**The responsibilities of the homebound instructor are:**

1. Contact the school instructors for assignments and instructions.
2. Deliver and explain the school assignments to the student
3. Receive finished assignments from the student and deliver to the school.
4. Advise SPED Teacher of progress towards IEP goal.
5. Conference with the school instructors and parent / guardian on progress and / or problems (*face to face, letter, or phone call*).
6. Turn in assignments to assigned school contact.

**The responsibilities of the classroom teacher are:**

1. Prepare instructions and assignments for the student in a timely manner.
2. Receive finished assignments.
3. Score assignments.
4. Issue grades on report cards.
5. Monitor IEP progress, update goals and conduct IEP meeting.

***For Special Education students, IEP must be reconvened to reflect homebound services. Services must be provided in accordance with the IEP.***

**The Principal will designate a location for exchange of homebound assignments.**

\_\_\_\_\_  
Social Studies Teacher

\_\_\_\_\_  
English Teacher

\_\_\_\_\_  
Math Teacher

\_\_\_\_\_  
Science Teacher

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Homebound / Hospital Teacher

**The Principal will designate a contact person to provide oversight of homebound services for students receiving homebound instruction and to facilitate communication between the school and the homebound instructor.**

## Homebound Services Coding Procedure

A copy of the doctor's order for assignment to homebound services should be kept in the student's cumulative file at the school and a copy at the central office.

HS should be coded on the student master (special codes) for regular education students on hospital/sick homebound. HB should be used for sped homebound. The dates of assignment should be entered on the Program Codes tab using Program code 17.

When the student is coded their name will be highlighted on the attendance list for each school day during their assignment to homebound.

Homebound students should not be posted absent during the time of homebound assignment.

The homebound teacher should give the school the student's grades so they can be posted.

**Richland Parish School Board**

P.O. Box 599  
Rayville, LA 71269  
Phone: 318-728-5964  
Fax: 318-728-7975

**RICHLAND PARISH GUIDELINES FOR HOMEBOUND STUDENTS**

1. Parent, guardian, or responsible adult must be present in homebound services are delivered in the home setting.
2. It is the parent or guardian's responsibility to have the student present and ready for homebound instruction.
3. Parent, guardian, or responsible adult should contact a homebound teacher before hand if the student is ill or will not be attending homebound instruction.
4. No pets will be allowed in the room when student is being instructed.
5. The student shall not be eating or drinking during the teaching session.
6. The television or radio should not be on during the teaching session.
7. The student should not be smoking or chewing tobacco during the teaching session.
8. The student should not have the responsibility for the care of other small children during the teaching session.
9. The student is not allowed phone calls during teaching sessions unless it is an emergency.
10. Frequent interruptions due to visitors, phone calls, etc. interfere with instruction and should be limited.
11. The undersigned certifies that everyone in the household where the student will be taught is free from infectious (contagious) disease(s).
12. If the homebound teacher feels that the environment is unsafe, a committee will convene to consider an alternative setting for instruction.
13. If an instructional period is scheduled and the student is not prepared to work or does not keep the appointment, attendance credit will not be given for that day.
14. Termination of services may occur if a student consistently does not keep appointments with the homebound teacher or does not assume responsibility for completion of assignments.
15. All assignments should be completed prior to the teacher's visit.

I have read the Homebound Guidelines and have been made aware of the program developed for my child. My decision to accept or refuse these services is attested to below.

\_\_\_\_\_ I accept the proposed Homebound Program for my child and assume full compliance with established guidelines.

\_\_\_\_\_ I wish to decline Homebound Services for my child.

Comments: \_\_\_\_\_

Parent (s) Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Homebound Instruction*

Chapter 11. Student Services

§1103. Compulsory Attendance

- E. A student who is enrolled in regular or special education and who, as a result of health care treatment, physical illness, accident, or the treatment thereof, is temporarily unable to attend school, shall be provided instructional services in the home or hospital environment. (Homebound Instruction).
  - 1. Homebound instruction shall be provided by, a properly certified teacher, on the eleventh school day following an absence of more than 10 consecutive school days for a qualifying illness.
    - a. After a student has been absent for 10 days, for one of the above identified reasons, the student shall be referred for review by the SBLC, to determine need for referral for Section 504 services if the student has not previously been identified as a student with a disability.
  - 2. Homebound instruction, at a minimum, shall be provided in the core academic subjects: English, Mathematics, Science and Social Studies.
  - 3. A minimum of four hours of homebound instruction shall be provided per week, unless the student's health as determined by a physician requires less.
    - a. Consideration shall be given to the individual need for services beyond the core academic subjects for students with disabilities.
  - 4. Homebound services may be provided via a consultative model (properly certified regular or special education teacher when appropriate, consults with the homebound teacher delivering instruction) for students needing such services less than 20 days during a school year.