

Homebound Guidelines

Eligibility

The district must, within (3) three days after being notified by a parent or legal guardian, make arrangements to provide these services if the following conditions are met: (Must check all to qualify)

- The pupil is enrolled in the public school district (RCS) and assigned to an appropriate general or special education program.
- The pupil is unable to attend school because of a medical condition. Pupils who are able to attend school part-time are expected to do so and do not qualify for homebound service.
- The pupil's attending physician certifies a medical condition that requires that the pupil be confined to the home or hospitalized during regular school hours. This includes pupils in psychiatric hospitals, substance abuse centers, or pupils placed in other medical facilities by the parent or medical practitioners. This should include an anticipated end date.
- The pupil is physically able to participate in instructional activities while at home or in the hospital.
- It is anticipated that the pupil will be homebound or hospitalized for at least (5) five consecutive days.

Delivery of Service

Homebound or Hospitalized services are designed to:

- Assist the classroom teacher(s) in communicating with the pupil during the pupil's absence from the classroom.

The enrolling district is responsible for:

- The content of the instruction
- Providing the textbooks and other materials related to the instruction
- Providing assignments and grade the pupil's performance.

To provide these services, a district may:

- Assign the pupil's teacher(s) or other teacher(s) employed by the district.
- Employ a substitute teacher to provide the services.
- Contract with another district for the provisions of services.
- Contract with a hospital, treatment center, or other health care facility which employs certificated teachers.
- Use a telecommunication link with the school or computer programming.
- Use electronic equipment such as video, recording equipment, talking books and equipment from the Library of Michigan, or voice activated tape recorders.

Teacher Responsibility

- The homebound and hospitalized teacher is responsible to do the following:
- Identify any physical limitation or any learning impairment on the pupil's ability to study.
- List any study limitations imposed by the treatment program.
- Identify any extraneous factors that should be taken into consideration to help maximize the pupil's instructional experience while away from school.
- Determine what precautions must be used, if any, when the pupil has a communicable disease.
- Contact the pupil's classroom teacher(s) to identify specific subject areas and content that the pupil should study while away from school.
- Meet with the pupil a minimum of:
 - Regular Ed: Minimum 2 - 45 minute periods per week
 - Special Ed: Minimum 2 - nonconsecutive one hour periods per week

Please complete the following paperwork and **return to the home school office for principal approval.**

- Homebound Time Log
- RSC Timecard

Homebound Scheduling and Approval

If you require a homebound teacher ***please notify via email, Human Resources***, with the following information:

- Name of student
- General Education or Special Education
 - All special education students must be approved by the Special Education Department, please include your special education department contact.
- Home School
- Approximate dates of homebound teaching assignment
- Name of teacher accepting the assignment
- If you do not have a teacher willing to accept this assignment please include this in your email.
 - *As a reminder, all homebound teachers must be grade level certified.*

After approval

General Education Paperwork

RCS Employees

- Time Card should be sent to the Payroll department.
- Log Sheet should be stored at the building with all other authorization paperwork.

Contract Employees

- Time Card should be sent to the HR Department.
- Log Sheet should be stored at the building with all other authorization paperwork.

Special Education

RCS Employees

- Log Sheet and Time Card should be sent to the Special Education Department for approval and then to the Payroll Department.

Contract Employees

- Log Sheet and Time Card should be sent to the Special Education Department for approval and then to the HR Department.

All timecards should be signed by the building administrator

