

IN-HOME/ HOMEBOUND INSTRUCTION MANUAL



**STEELTON-HIGHSPIRE
SCHOOL DISTRICT**

Contents

Contents	2
Overview of In-Home/Homebound Instruction Information	3
Program Eligibility	
Program Objective	
In-Home/Homebound Priorities	
Amount of Service	
SHSD In-Home/Homebound Coordinator	
In-Home/Homebound Request & Assignment Procedures	5
Discontinuation of In-Home/Homebound Instruction	6
In-Home/Homebound Instructor Responsibilities	6
School Responsibilities	7
In-Home/Homebound Instruction Forms	
In-Home/Homebound Instruction Request Form	9
Medical Form	11
Parent/Guardian and Student Consent Form	12
Student Guidelines Form	14
Student Assignment Sheet	15

Overview of In-Home/Homebound Instruction

In- Home/ Homebound instruction is designed to provide continuity of educational services between the classroom and home or health care facility, for students whose medical needs, both physical and psychiatric, do not allow school attendance for a limited period of time. Homebound instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). Students must be enrolled in a public school in Pennsylvania in order to receive homebound instruction.

In-Home /Homebound instruction is not intended to supplant school services and is by design temporary. While no specific number of days can be set due to the many complex situations that arise for students, instruction should take place in the school setting to the fullest extent possible. The student's inability to attend school for medical reasons, both physical and psychiatric, must be certified by a licensed physician or licensed clinical psychologist. Continuity between school-based instruction and homebound services for each student is essential.

Regular communication with appropriate school personnel, particularly the student's classroom teacher, should be maintained by the homebound teacher. The goals of In home/homebound services are to sustain continuity of instruction and to facilitate the student returning to school. For students expected to be out of school in excess of nine calendar weeks, a In home/homebound transition plan should be prepared by the physician or licensed clinical psychologist in collaboration with the parent/guardian and school personnel and recorded by the school division. The plan must include the student's need for extending homebound services, the anticipated duration of the absence, and proposals for the student's return to the classroom setting. The duration and extent of homebound services is a school division decision based upon the physician's or licensed clinical psychologist's certification of need.

Program Eligibility

Any student who is expected to be confined for four (4) weeks or longer at home for medical or psychological treatment, for a period of recuperation, or for temporary placement by an IEP Committee and with District administration approval.

Eligibility for homebound instruction is determined on the basis of medical evidence submitted by the licensed physician or the licensed clinical psychologist. The school division reviews all requests for completeness of information and appropriateness of the request. School divisions will request that the parent/guardian sign a release of information form allowing the physician or licensed clinical psychologist to share information or clarify the information provided for approval of homebound instruction. Approval is determined by school division personnel on the basis of the student's documented need for service. School divisions will take into consideration a student's participation in extracurricular activities or employment when determining eligibility for homebound instruction.

The Individualized Educational Program (IEP) team must amend the IEP to meet the special education student's temporary instructional needs based on the approved certification of need for homebound instruction. Parental consent must be obtained to amend the IEP, prior to initiation of homebound services.

Program Objective

The primary objective of In-Home/Homebound instruction is to provide instructional services so that the student can return to school with the knowledge and skills sufficient to resume previous academic programming. It is not intended to fully replace the regular education program.

In-Home/Homebound Priorities

Some of the many indications for In-Home/Homebound instruction include:

- accidents or injuries
- surgery
- extended illnesses
- pregnancy
- mental health

Amount of Service

The following are suggested guidelines for school divisions for the minimum hours of homebound instruction to be provided and may not be applicable in all instances. Every effort should be made to ensure academic progress; however, course credit must still be earned according to class requirements.

1. Elementary school students –five hours per week
2. Middle school students - eight hours per week
3. High school students –five hours per week for two subjects or ten hours per week for three or four subjects

In-Home/Homebound instruction typically lasts a minimum of four weeks. Approximately three

SHSD In-Home/Homebound Coordinator

Mr. Willie Slade

Director of Student Services

717-704-3800

In-Home/Homebound Request and Assignment Procedures

- Requests for In-Home/Homebound instruction are made by the parent/guardian(s) to the student's school of attendance or by an IEP Team for temporary Exceptional Children's placement.
- A school designee will submit a written referral for In-Home/Homebound instruction to the District In-Home/Homebound Coordinator that includes the following:
 - In-Home/Homebound Request Form
 - For IEP-related in-home/homebound, a copy of the IEP Prior Written Notice attached to the request form
 - For medical-related in-home/homebound, a In-Home/Homebound Instruction Medical Form or medical statement, signed by a physician, attached to the request form
- The medical statement should provide:
 - a specific description of the medical condition
 - confirmation that the absence will be a minimum of four weeks, or in some circumstances, intermittent and expected absence throughout the school year due to a medical condition
 - the anticipated length or time expected for school absence
 - any physical or psychological limitations
- Upon receipt of the written In-Home/Homebound referral, the In-Home/Homebound Coordinator will notify the school designee of the referral decision, informally and by return notice
- For approved referrals, the In-Home/Homebound Coordinator will, within 72 hours:
 - Select an In-Home/Homebound instructor
 - contact the student's parent/guardian with information about the instructor
 - provide the In-Home/Homebound instructor with a contract and student contact information
 - provide the school designee and student's teachers with
 - name and contact information of the In-Home/Homebound instructor
 - description of the school's responsibility for In-Home/Homebound instruction
- For denied referrals, the In-Home/Homebound Coordinator will notify the school Designee

Discontinuation of In-Home/Homebound

- The In-Home/Homebound instructor will notify the In-Home/Homebound Coordinator if a student misses two scheduled appointments without an appropriate excuse. The In-Home//Homebound Coordinator will contact the parent/guardian to notify them of possible discontinuation of services.
- In-Home/Homebound instruction will be terminated after a third student absence without an appropriate excuse.
- In-Home/Homebound services will be discontinued when the student returns to school. At that time the In-Home/Homebound Coordinator will be notified by the:
 - school designee that the student has returned to school
 - In-Home/Homebound instructor related to completion of the In-Home/Homebound contract and submission of final timesheets.

In-Home/Homebound Instructor's Responsibilities

Upon agreeing to provide In-Home/Homebound services, the In-Home/Homebound instructor will:

- Read the In-Home/Homebound Manual to understand the responsibilities of all parties
- Receive an In-Home/Homebound employment contract that includes:
 - student name, school, and grade
 - parent name and contact information
 - allocated hours per week for direct instruction
 - estimated start and end dates
 - amount of payment per hour
- Receive contact information with name of school designee, classroom or course teachers, and a listing of the student's assigned courses
- Within twenty-four (24) hours of the assignment, make initial contact with:
 - the student's parent/guardian(s) to explain the program, how instruction will occur, and to set the schedule that the student and parents will be expected to follow
 - the school designee to determine the areas of instruction and/or special needs
- Obtain appropriate signatures on two (2) forms:
 - Parent/Guardian and Student Consent
 - Student Guidelines

- Return forms to the In-Home/Homebound Coordinator:
 - In-Home/Homebound contract
 - Parent/Guardian and Student Consent
 - Student Guidelines

- Contact the In-Home/Homebound Coordinator when the student has missed two scheduled appointments without an appropriate excuse. If a third session is missed without advance notice, In-Home/Homebound will be terminated.

- Submit bi-weekly employee timesheets and student assignment sheets that are signed by the parent/guardian

- Notify the In-Home/Homebound Coordinator when the student returns to school.

- Return all school materials to the school designee

School Responsibilities for In-Home/Homebound Instruction

- In-Home/Homebound instruction may be provided for a student when or during:
 - the medical/surgical licensed healthcare provider requests the student be placed on In-Home/Homebound for physical or mental health problems
 - bed rest is required for pregnancy
 - postpartum recovery
 - temporary placement on in-home/homebound by an IEP Committee with District administrative approval

- The **school designee** will submit the following required forms to the District In-Home/Homebound Coordinator to request In-Home/Homebound:
 - Exceptional Children Student Services (ECSS) In-Home/Homebound Instruction Request Form
 - For IEP-related in-home/homebound, a copy of the IEP DEC 5 Written Prior Notice attached to the request form
 - For medical-related in-home/homebound, the In-Home/Homebound Instruction Medical Form, or a medical statement, signed by a licensed healthcare provider, attached to the request form

In the case or pregnancies, the In-Home/Homebound Coordinator should be notified at least one week prior to the student's departure.

- Upon approve of In-Home/Homebound, the **school designee** will:
 - Notify the student's teachers of In-Home/Homebound placement and their course work requirements and expectations.
 - Assist the In-Home/Homebound instructor by providing

- background information for appropriate continued instruction
 - description of courses being taught
 - books and materials to be used by the student and supplying the necessary textbooks and teacher editions or keys
 - special times for picking up weekly assignments which should be worked out between the school and In-Home/Homebound instructor
- **Classroom teachers** of the in-home/homebound student are responsible for all grading with verbal assistance from the in-home/homebound instructor.
- **End of Grade (EOG) and End of Course (EOC) Tests:**
Schools are responsible for administration of end-of-grade, end-of-course, and other accountability testing. At least one school staff member must be present during such test administration. An In-Home/Homebound instructor who is a District employee and is currently trained to administer or proctor tests may do so. Contract In-Home/Homebound instructors may only serve as proctors, with training.



In Home /Homebound Instruction Request Form

Name of Student _____ Grade _____ Age _____

School _____ Counselor _____ Ext. _____

School Homebound Designee _____ Ext. _____

Parent/ Guardian (s) Name _____

Address _____

Home Phone _____ Daytime Phone _____ Cell Phone _____

Email Address _____

Course	Teacher/ Ext.	Course	Teacher / Ext.

IEP _____ Section 504 _____ Gifted _____ ELL _____

** A copy of the IEP and/or Homebound Instruction Medical Form, signed by a licensed healthcare provider are attached to this request form.

School Administrator Signature Date

Designee Signature Date

<i>For Central Office Use</i>	
Date received by Counselor _____	This request has been approved _____ or denied _____

Assigned Homebound Instructor _____ Start Date _____ End Date _____

Reason for denial: _____

Director of Student Service's Signature

Date



In Home /Homebound Instruction Medical Form

AUTHORIZATION TO RELEASE HEALTHCARE INFORMATION

(To be completed by a licensed Healthcare provider)

Patient's Name: _____ Date of Birth: _____
Parent/Guardian's Name: _____ Grade/Age: _____

I request and authorize _____ to release healthcare information of the patient named above to:

Name: **Steelton-Highspire School District**

Address: 250 Reynders Avenue

City: Steelton State: PA Zip Code: 17113

This request and authorization applies to:

Healthcare information relating to the following treatment, condition, or dates: _____

Name of Licensed Healthcare Provider: _____

Address: _____ City: _____ Zip _____

Anticipated length of time away from school: _____

In Home /Homebound Start Date _____ **Estimated End Date** _____

Comments or restrictions:

Yes No I certify that the above named student is not medically able to attend school because of the medical condition detailed above.

Yes No I authorize the release of any records regarding drug, alcohol, or mental health treatment to the person(s) listed above.

Signature of Licensed Healthcare Provider

Date

RETURN THIS FORM

School Designee: Willie Slade
250 Reynders Avenue Steelton, PA 17113

717.704.3800
WSlade@shsd.k12.pa.us

THIS AUTHORIZATION EXPIRES NINETY DAYS AFTER IT IS SIGNED.



In Home /Homebound Instruction

Parent/Guardian and Student Consent Form

This form should be completed by the Parent /Guardian prior to the onset of the In Home/Homebound Instruction and submitted by the In Home/Homebound Instructor to the District's In Home/Homebound Coordinator with the first timesheet.

Student's name _____ Student's
Signature _____

Parent/Guardian(s): _____ Parent/Guardian's
Signature _____

Contact Information (home) _____ (cell) _____
(email) _____

In Home/Homebound
Instructor _____ (email) _____

1. A parent/guardian or other responsible adult, must always be present during In Home /Homebound sessions. If tutoring occurs in a public setting such as the public library, a parent./guardian need not be present as long as there are other adults within the vicinity. Please set up a schedule with the In Home/Homebound instructor when an adult will be present.
2. Your child should be home and ready to learn when the In Home/Homebound Instructor arrives at the agreed upon days and times.
3. Provide a quiet work place, free from distractions of television and phone calls, where the In Home/Homebound Instructor and student can work without interruption.
4. You will be required to sign the Student Assignment Sheet after each session.

5. Always notify the teacher in advance if there is any reason why it is not possible to have a lesson.
6. If you miss planned instruction two times, the In Home/Homebound Instructor will notify the In Home/Homebound Coordinator who will attempt to contact you to discuss the missed appointments.
7. If your child missed planned instruction the third time, In Home/Homebound services will be terminated. Resumption of services will be determined on a case by case basis.
8. Please cooperate with the In Home/Homebound Instructor by seeing that your child completes assignments daily.

If you have any questions or concerns, please contact your In Home/Homebound Instructor or the In Home/Homebound Coordinator, Willie Slade at 717.704.3800



In Home /Homebound Instruction Student Guideline

This form should be completed by the Parent /Guardian prior to the onset of the In Home/Homebound Instruction and submitted by the In Home/Homebound Instructor to the District's In Home/Homebound Coordinator with the first timesheet.

Student's name _____ Student's
Signature _____

Welcome to Steelton-Highspire School District's In Home/Homebound Instruction Program. To ensure your experience is a successful, certain guidelines must be followed. Please read the following information and sign the form.

1. The Student must log a minimum of 5 hrs per day on the system. Failure to log consecutive hours onto the system will be considered an unexcused absence.
2. When the teacher gives you a deadline for an assignment you must complete and submit the work on or before the deadline.
3. Failure to adhere to the In Home/Homebound instruction schedule, unless you have an excused absence and have notified the Homebound Instructor in advance, will be considered an unexcused absence.
4. If you miss planned instruction two times, the In Home/Homebound Instructor will notify the In Home/Homebound Coordinator who will attempt to contact your Parent or Guardian to discuss the missed appointments.
5. If your child missed planned instruction the third time, In Home/Homebound services will be terminated. Resumption of services will be determined on a case by case basis.
6. If you do not understand an assignment or material, it is your responsibility to ask your In Home/Homebound Instructor.

I have read and will follow the Instructional Guidelines.

Student's Signature

Date

