



Pupil Support Services
Brian Jaramillo
Director of Pupil Support Services

LUSD HOMEBOUND **INSTRUCTION**

Reference Manual **2017-2018**

The purpose of Homebound Instruction is to help students maintain continuity of instruction during a temporary, short-term disability. Any student with a temporary, short-term disability that makes attendance in regular school or an alternative education program impossible or inadvisable may receive individual instruction provided by the student's school district.

A temporary disability is a temporary physical, mental or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program. The student will be expected to return to regular day classes or an alternative education program without special intervention pursuant to Education Code 56026 (Education Code 48206.3).

**If you have any questions please contact the District Attendance Technician.
District Attendance Technician (Homebound): Trish Warfield**

Phone: (805) 742-3244

Fax: (805) 742-2079

Table of Contents

HOMEBOUND INSTRUCTION (EDUCATION CODE 48026)	3
RESIDENCY REQUIREMENTS.....	3
ENROLLMENT CRITERIA	4
SPECIAL EDUCATION STUDENTS.....	4
APPROVAL SCREENING PROCESS	5
UPON FINAL APPROVAL	5
RETURN TO SCHOOL.....	6
STUDENT RESPONSIBILITIES.....	6
PARENT/GUARDIAN RESPONSIBILITIES	6
SCHOOL NURSE RESPONSIBILITIES.....	7
SITE ADMINISTRATOR OR COUNSELING DEPARTMENT RESPONSIBILITIES.....	7
PUPIL SUPPORT SERVICES DEPARTMENT RESPONSIBILITIES.....	8
HOMEBOUND TEACHER RESPONSIBILITIES.....	8
CLASSROOM TEACHER RESPONSIBILITIES	9
HOMEBOUND INSTRUCTION FORMS.....	9
Appendix A: Service of students with disabilities through Homebound Instruction.....	14

HOMEBOUND INSTRUCTION (EDUCATION CODE 48026)

- Temporarily disabled students are entitled to instruction in their homes or in hospitals.
- Temporary disability is defined as a physical, mental, or emotional disability whereby the pupil can reasonably be expected to return to regular day or alternative classes without special intervention.
- Students must be referred by a licensed physician.
- Students with permanent illness or disability should have an Individualized Education Plan (IEP) assessment.
- For students with chronic health problems, consider offering independent study, by itself or combined with split site instruction, to accommodate a modified educational setting that meets the needs of the student. A 504 plan may be needed if the student does not qualify for special education services.
- Homebound is not an alternative education program for your student. The purpose of Homebound is to minimize the loss of instruction while a student is recovering from a temporary disability. The severity of disability is determined through a physician diagnosis and educational alternatives are considered before Homebound instruction is authorized. The student will return to regular school or an alternative education program as soon as the student is healthy enough to do so as determined by a physician.
- Instruction in the Homebound program is not the same as instruction at the regular school. The Homebound teacher may not have the academic background to teach all subjects. Therefore a student may be behind schedule in completing assignments and tests when the student returns to regular school.
- Students enrolled in Advanced Placement Courses, Foreign Language or Lab Classes may be behind in their studies upon return to the regular program.
- A physician does not authorize Homebound instruction. Only the Lompoc Unified Pupil Support Services Office can authorize Homebound instruction. In completing the application, a physician must provide medical information so a valid and proper student placement can be considered.

RESIDENCY REQUIREMENTS

- For home instruction, a student must be a Lompoc Unified School District resident or inter-district permitted student and be enrolled in grade TK-12. For permitted students, instruction must occur within the Lompoc Unified School District.
- For hospital instruction, residency is determined as the school district in which the hospital or other licensed facility is located where the student is receiving medical services.
- Admission to the hospital/facility automatically makes the student a resident of the school district in which the hospital is located, as of the day admitted.

- Instruction by the previous school district (that of the child's actual residence) may occur only if an inter-district transfer agreement is obtained.

ENROLLMENT CRITERIA

- Official documentation from the student's physician must verify that a student requires homebound instruction for a minimum of three weeks (15 school days). The physician must complete the referral and indicate the anticipated number of weeks. The licensed physician verification includes a written report of medical restrictions and/or needs, the student's diagnosis, and the need for Homebound services. The referring physician must be responsible for continuing treatment and service while the student is in Homebound instruction.
- The maximum return date will be eight weeks from the date of the start of service regardless of the physician's referral. If Homebound instruction is required for additional time, a new application will need to be completed.
- Student is hospitalized or medically home bound and unable to participate in any education setting (comprehensive and/or alternative programs). This includes both ROP and/or Work Experience program involvement, as well as attending any school function or extra-curricular activity. If the student is capable of attending a shortened day then the parent/guardian should contact the school site administrator/counselor to explore making modifications to the student's schedule.
- Student must not suffer from a condition that could expose the teacher to a contagious disease that can be transmitted through casual contact. Homebound shall not be denied to students with Hepatitis B, herpes, or HIV/AIDS as long as the home or hospital practices current preventive protocol as determined by the U.S. Centers for Disease Control.
- Homebound instruction is only available during the regular school year and **does not** have a summer school program.

SPECIAL EDUCATION STUDENTS

(see Appendix A for more information)

- If the student has an IEP, the nurse will consult with the Director of Special Education. Generally, students on an IEP should not be placed on Homebound instruction unless they need to be out of school due to a temporary disabling condition. Homebound is a short-term instructional delivery model for hospitalization, injury or short-term illness. Students on an IEP will be assigned a special education teacher to deliver instruction if they qualify and their needs can be met on Homebound instruction.
- The IEP team shall document its rationale for placement in other than the pupil's school and classroom in which the pupil would otherwise attend if the pupil did not have a disability. The documentation shall indicate why the pupil's disability prevents his or her needs from being met in a less restrictive environment even with the use of supplementary aids and services (Title V CCR 3042).

- The IEP team shall review, and revise, if appropriate, IEP services related to home instruction whenever there is a significant change in the pupil's current medical condition (Title V CCR 3051.4).
- When recommending placement for home instruction, the IEP team shall have in the assessment information a medical report from the attending physician and surgeon or the report of the psychologist, as appropriate, stating the diagnosed condition and certifying the severity of the condition that prevents the pupil from attending a less restrictive placement. The report shall include a projected calendar date for the pupil's return. A transition plan to return the student to school will be developed at the IEP team meeting when Homebound instruction is considered. The IEP team shall meet to reconsider home instruction prior to the projected calendar date for the pupil's return to school. (Title V CCR 3051.4).

APPROVAL SCREENING PROCESS

- Parent/guardian initiates request at the school site by having a conference with school nurse regarding Homebound instruction. Ideally the parent should provide sufficient advance notification to allow time to complete the application paperwork, locate a teacher and prepare educational materials.
- School nurse provides parent/guardian with Homebound information and appropriate forms.
- Parent/guardian brings the referral form to the physician for completion and returns it to the school nurse.
- School nurse obtains the approval of the site administrator, notifies the student's counselor (secondary students) and forwards all forms to Central Attendance for district office processing.
- In consultation with the site administrator and classroom teacher(s), the counselor evaluates transcripts, credits and current grades to determine which of the student's courses can be managed in the home setting. They will evaluate the student's academic needs and will develop a tentative academic schedule which sometimes includes dropping classes without penalty.
- If a 504 Plan is in place the counselor will evaluate the need for academic accommodations and will relay this information to the Homebound teacher.
- The district has a maximum of **10 working days** from the date the parent requests Homebound before instruction must begin.

UPON FINAL APPROVAL

- Pupil Support Services locates a Homebound teacher. A Homebound teacher may be a substitute teacher or existing staff member and should be credentialed for the grade levels taught.
- Homebound teacher contacts parent/guardian to set-up appointment times/days (**parent/guardian or other responsible adult is required to be present during instruction**).
- The Counseling Staff Secretary will collect outlines of the class curriculum and current course grades

from the teacher(s) to give to the Homebound teacher. The Homebound teacher develops lessons and assessments, grades the work, and assigns course grades.

- The student is allowed to have a maximum of 5 hours of instruction per week (weeks with less than 5 school days will reduce the number of hours of instruction accordingly). Each hour of instruction translates to 1 day of attendance. The hours can be delivered in any combination of days and length of time each day.
- District Office will notify the school site when Homebound teacher is assigned.

RETURN TO SCHOOL

- The parent/guardian **MUST** notify the school site counselor or administrator a minimum of one day, prior to the student returning to school.
- The Homebound teacher and school site administrator or counselor will notify the school nurse and the Pupil Support Services office of the date the student returns to regular classes.
- At the end of each term, the Homebound teacher provides the earned letter grades to the site administrator or counselor, who will direct the Counseling secretary to input grades of completed courses. If the student returns during a grading period, the Homebound teacher will inform the Counseling secretary of the grade in progress and the Counseling secretary will inform the teachers. Any concerns regarding grades/credits should be directed to the school site administrator.

STUDENT RESPONSIBILITIES

- Attend all scheduled meetings with the Homebound teacher (maximum of 5 hours per week).
- Complete all assignments with quality work as assigned by the Homebound teacher. Failure to successfully complete assignments will reflect on student's grades.
- **WILL NOT** be on any District property or campus during regular school hours or attend school events that occur after hours or on weekends or occur off-site.
- Must follow the Discipline Code and Behavior Guidelines of the Lompoc Unified School District.
- Students on Homebound instruction may not attend school-sponsored internship or community programs while on Homebound, unless otherwise agreed upon by the IEP or 504 team.

PARENT/GUARDIAN RESPONSIBILITIES

- Arrange to be in the home during the Homebound instruction appointment.
- See that all assignments are completed prior to the next scheduled home visit.

- Review student's completed work DAILY.
- See that student remains at home during regular school hours.
- Notify the Homebound teacher directly to cancel or reschedule appointments. Missed appointments may be the basis for the student's participation in the program to be re-evaluated by the Pupil Support Services Department.
- Notify the site administrator or counselor a minimum of one day prior to the student returning to school. The counselor will notify the school nurse, teachers, and attendance secretary and may arrange for a re-entry meeting with the student and parent.
- Incomplete or poor quality work will reflect on the student's grades.
- Stay in contact with school counselor periodically throughout Homebound period to develop a plan for the student's return.
- If the doctor recommends an extension of the Homebound instruction beyond the original time period, the parent must submit a new Application for Home Instruction form for approval at least five days before the end of the current Homebound instruction period.

SCHOOL NURSE RESPONSIBILITIES

- Meet with parent to discuss Homebound eligibility and explain the Homebound procedures.
- Provide parent with Parent Agreement, Parent Authorization, and Medical and/or Psychiatric Referral for parent and physician to complete.
- Follow up with student's physician as necessary for additional information.
- Collect Parent Agreement, Parent Authorization, and Medical and/or Psychiatric Referral, sign the checklist, obtain principal's signature, and forward to District Attendance Technician.
- Facilitate re-entry meeting with student, parent, administrator, and counselor prior to student returning to class.

SITE ADMINISTRATOR OR COUNSELING DEPARTMENT RESPONSIBILITIES

- The Counseling department will collect outlines of curriculum (pacing guides) and current course grades from teachers and make available to Homebound teacher.
- Modify student's schedule if needed (i.e. drop class without penalty).
- Provide Homebound teacher with list of accommodations in 504 plan or IEP.
- Provide Homebound teacher with calendar of due dates for grades for each marking period.

- Stay in contact with parent periodically throughout Homebound period to identify plan for student's return.
- Facilitate a re-entry meeting with student, parent, administrator, and counselor prior to student returning to classroom.
- Notify attendance secretary when student returns to class.

PUPIL SUPPORT SERVICES DEPARTMENT RESPONSIBILITIES

- Final approval for Homebound instruction.
- Coordinate with special education department if student is in on an IEP.
- Assign Homebound teacher. If student is on an IEP then the Homebound teacher must be a special education teacher.
- Enroll student in Homebound instruction and communicate with the school site (counseling department and registrar) about change in enrollment.
- Support Homebound teachers to facilitate quality instruction and appropriate assessment.

HOMEBOUND TEACHER RESPONSIBILITIES

- Coordinate with site administrator, counselor, or student's teacher(s) to collect outlines of class curriculum.
- Develop lessons and assignments for each individual student.
- If the student has an IEP, work closely with student's case manager to verify that student's educational needs are being met.
- Email or speak with student's teachers regarding any questions about the curriculum.
- Contact the parent/guardian and/or student prior to the appointment to ensure parent and student are home. If they are not available, document the reason for absence and re-schedule appointment for later that week.
- Report all absences/missed appointments to the Pupil Services Department through the Monthly Progress Report.
- Conclude each instructional session by collecting the student's completed work for each subject and providing new assignments as needed.
- Keep record of visits and length of time on the district's Certificated Time Sheet, Monthly Progress Report, student attendance log. Return forms to the Student Support Services Department by the 10th of the following month. The teacher can log 5 hours of student visits plus one hour of prep

time each week (weeks with less than 5 school days reduces the number of hours accordingly).

- Submit grades to the Counseling Secretary during the grading period window, at the end of each semester, or upon completion of Homebound instruction.

CLASSROOM TEACHER RESPONSIBILITIES

- Provide the Homebound teacher with an outline of classroom curriculum that the student can complete at home to maintain his/her former level of learning while recovering from a temporary disability.

HOMEBOUND INSTRUCTION FORMS

- Parent Agreement
- Parent Authorization for Exchange of Information
- Medical and/or Psychiatric Referral

Homebound Instruction

Parent Agreement

Student Name: _____ Date of Birth: _____

School: _____ Teacher: _____ Grade: _____
(if elementary or special education student)

Parent or Guardian's Name: _____

Address: _____

Phone: _____
Home Parent's Work Parent's Cell Student's Cell

Before Homebound Instruction can begin, the student's parent or guardian must review and agree to the following requirements:

1. Student will be prepared for instruction at the specified time, with materials, books and his/her physical needs met.
2. A parent, guardian or another responsible adult must will be present and accessible at all times during the instructional period.
3. A quiet place will be provided with a suitable working surface where the teacher and student can work without interruptions.
4. A parent or guardian will monitor the student's progress and ensure completion of the required daily assignments. Questions or concerns about the instruction should be discussed with the Homebound teacher.
5. The parent or guardian will notify the Homebound teacher in advance should the student be unable to receive Homebound Instruction on a scheduled day. School attendance policies will remain in place while the student is receiving Homebound services.
6. The parent or guardian agrees to return all books and materials to the school in good condition, upon return to school site or at the end of the year if student is on Homebound at the end of the year.

I have read and understand that these requirements must be met for Homebound Instruction services. Failure to adhere to the above requirements could result in the termination of Homebound Instruction and a possible referral to the School Attendance Review Board (SARB).

 Parent Signature

 Date

Lompoc Unified School District
Pupil Support Services
1301 North A St., Lompoc, CA 93436
(805) 742-3244, FAX (805) 742-2079

Homebound Instruction

Parent Authorization for Exchange of Information

Student's Name: _____ Date of Birth: _____

I hereby request and authorize the exchange of information and release of records pertaining to my child between the student's physician and staff of the Lompoc Unified School District.

Signature of Parent or Guardian

Date

Physician Authorization

To the Physician:

The above mentioned student is anticipated to be absent from school for three weeks or longer due to serious injury or illness. In order to qualify for Homebound Instruction, the student's physician must request such services and submit the attached form (or your letterhead) indicating diagnosis and estimated length of school absence (physician must work in the state of California).

The request will be approved based upon the district's determination that the diagnosis of physical, mental or emotional condition meets recommended guidelines for educational placement. Homebound Instruction is limited to eight weeks unless extended time is medically warranted, requested by you, and approved by the district.

**Please complete the form on the following page.*

Homebound Instruction

Medical and/or Psychiatric Referral

Important Please Note: *Students who are unable to attend school for psychological or emotional reasons must provide information from an MD, DO or clinical psychologist indicating the clinical diagnosis and detailing the therapeutic plan to remediate the condition, including a plan for school reentry.*

Student's Name: _____ Date of Birth: _____

Parent or Guardian's Name: _____ Phone: _____

Physician's Name Phone

Address

Student's Diagnosis: _____

Treatment Plan: _____

Prognosis: _____

Medical Restrictions: _____

The student's illness is / is not communicable, infectious, or contagious to others.

Date Patient was last seen: _____

It is recommended that _____ be placed in the Homebound Instruction

Program for _____ weeks. *(Services are limited to eight weeks, and a new physician's authorization is required at the end of each eight-week period.)*

Physician's Printed Name

Physician's Signature

Date

Appendix A: Service of students with disabilities through Homebound Instruction

(Reference: California Code of Regulations - Title 5)

CCR 3042 Placement.

(a) Specific educational placement means that unique combination for facilities, personnel, location or equipment necessary to provide instructional services to an individual with exceptional needs, as specified in the individualized education program, in any one or a combination of public, private, home and hospital, or residential setting.

(b) The individualized education program team shall document its rationale for placement in other than the pupil's school and classroom in which the pupil would otherwise attend if the pupil were not handicapped. The documentation shall indicate why the pupil's handicap prevents his or her needs from being met in a less restrictive environment even with the use supplementary aids and services.

CCR 3051.4 Instruction in the Home or Hospital

(a) Special education and related services provided in the home or hospital for school age pupils is limited to those pupils who have been identified as individuals with exceptional needs in accordance with Section 3030 and for whom the individualized education program team recommends such instruction or services.

(b) Instruction may be delivered individual, in small groups or by teleclass.

(c) For those individuals with exceptional needs with a medical condition such as those related to surgery, accidents, short – term illness or medical treatment for a chronic illness, the individualized education program team shall review, and revise, if appropriate, the individualized education program whenever there is a significant change in the pupils' current medical condition.

(d) When recommending placement for home instruction, the individualized education program team shall have in the assessment information a medical report from the attending physician and surgeon or the report of the psychologist, as appropriate, stating the diagnosed condition and certifying the severity of the condition prevents the pupil from attending a less restrictive placement. The report shall include a projected calendar date for the pupil's return to school. The individualized education program team shall meet to reconsider the individualized education program prior to the projected calendar date for the pupil's return to school.

(e) Instruction in the home or hospital shall be provided by a regular class teacher, the special class teacher or the resource specialist teacher, if the teacher or specialist is competent to provide such instruction and services and if the provision of such instruction and services by the teacher or specialist is feasible. If not, the appropriate designated instruction and services specialist shall provide such instruction.

(f) The teacher providing the home instruction shall contact the pupil's previous school and teacher to determine:

1. the course work to be covered;
2. the books and materials to be used;
3. who is responsible for issuing grades and promoting the pupil when appropriate;
4. for pupils in grades 7 – 12, the teacher shall confer with the school guidance counselor to determine:
 - A. the hours the pupil has earned toward semester course credit in each subject included in the individualized education program and the grade as of the last day of attendance;
 - B. Who is responsible for issuing credits when the course work is completed;
 - C. Who will issue the diploma if the pupil is to graduate.

[Authority cited: Section 56100(a) and (i), Education Code.] [Reference Section 56001, 56363(b)(4), Education Code.]

CCR 3051.17 Services for Pupils with Chronic Illnesses or Acute Health Problems.

(a) Specialized services may be provided to pupils determined eligible pursuant to Section 303(f). Such services include but are not limited to:

- (1) individual consultation;
- (2) home or hospital instruction; and
- (3) Other instructional methods using advance communication technology.

(b) For pupils whose medical condition is in remission or in a passive state, the individualized education program team shall specify the frequency for monitoring the pupil's educational progress to assure that the illness does not interfere with the pupil's educational progress.

(c) When a pupil identified pursuant to Section 303(f) experiences an acute health problem which results in his or her non-attendance at school for more than five consecutive days, upon notification of the classroom teacher or the parents, the school principal or designee shall assure that an individualized education program team is convened to determine the appropriate educational services.

(d) If there is a pattern of sporadic illness, the individualized education program team shall convene to consider alternative means for the pupil to demonstrate competencies in the required course of study so that the cumulative number of absences do not prevent educational progress.

[Authority cited: Section 56100(a), (i) Education Code.] [Reference: Section 56363(a), Education Code; 34 CFR 300.14(a) (1).]