



Hornet
Country

Chillicothe R-II School District

1020 Old Highway 36 West www.chillicotheschools.org

• P.O. Box 530 • Chillicothe, MO 64601

Phone: 660.646.4566 • Fax: 660.646.6508

Dr. Roger A. Barnes
Superintendent of Schools

James L. Ruse
Assistant Superintendent

Karie Black
Director of Special Services

To Whom It May Concern
Re: Homebound Instruction Program

The Chillicothe R-2 School District offers Homebound Instruction in accordance with Board Of Education Policy IGBG and adopted guidelines found in the attached packet. Please read the District/Parent Agreement form carefully. This agreement outlines the responsibility of the district, student and parent for homebound instruction. It is the district's intention to provide an appropriate educational experience for students when they face medical issues so that they are able to return to school as soon as possible.

If you have any questions, please feel free to contact me.

A handwritten signature in cursive script that reads "Karie Black".

Karie Black
Director of Special Programs
Homebound Coordinator

Chillicothe R-2 School District
District/Parent Agreement
Homebound Instruction Guidelines
Adopted by the Chillicothe R-2 Board of Education December 19, 2017

The purpose of Homebound Instruction is to provide education instruction to students who because of a medical condition cannot physically attend school (Board Policy IGBG). The decision to place a student on homebound instruction is based on a medical diagnosis provided by a physician, who determines the appropriate length of homebound instruction needed.

The school district will provide a homebound instructor who will meet with the student to **proctor tests/exams, provide instruction, and serve as a liaison between the student and the regular classroom teacher(s)**. The homebound student is responsible for all work assigned by teachers. The student will need to **work on the assignments independently** and be prepared to turn in work when the instructor arrives. The time the homebound instructor is with the student is to be used to **answer questions, explain new assignments, and complete tests/exams**. It is important for the student to meet all deadlines in order for the student to be successful in the homebound program.

For students to be accepted and participate in the Homebound Program the following criteria **MUST** be met and agreed to:

1. A physician must confirm the medical need for homebound services. No student will be granted homebound services until a physician has approved and the District receives the application.
2. The District shall assign all homebound instructors.
3. Students approved for homebound services will not be allowed to continue employment, participate in extracurricular activities, perform volunteer work, and/or other out-of-the-home activities that are recreational in nature. Students approved for the homebound program may be afforded consideration of outside activities when specifically provided under the doctor's care plan.
4. The District Homebound Program Committee* will review student applications for those who have a contagious medical condition or who are a danger to others and make a determination for services.
5. All requests for homebound services require a signed authorization for mutual exchange of information by the parents. If the physician feels that the homebound services should be extended beyond the initial service period, a physician letter of verification of extension will be required. The verification shall be completed and returned to the Homebound Coordinator prior to the conclusion of the initial service period. The extension will be granted only after the attending physician has returned the extension verification letter. If the homebound service period has elapsed prior to receipt of the extension verification, the student shall be expected to promptly return to school. If the student fails to return to school, he/she shall be counted absent and subject to the school's attendance policy.
6. The physician of record shall confirm the medical need for homebound services every four weeks. It shall be the responsibility of the student/parent to submit this information to the district.

7. Students on the Homebound Program may have equivalency courses substituted for existing course work depending on the length of time the student is receiving services.
8. Students demonstrating excessive absences or lack of progress with homebound instruction may have services terminated upon recommendation of the District Homebound Program Committee*.
9. Should the student desire to return to school prior to the elapse of the assigned homebound service period, the school shall be provided with written physician approval releasing the student from the homebound program. These documents must be provided to the District prior to the student's attendance of classes.
10. All work completed for the homebound program must be turned in to teachers no later than **two calendar weeks** after returning from homebound instruction unless otherwise determined by the Homebound Program Committee.

*The Homebound Program Committee shall be appointed by the Superintendent and shall be comprised of the Director of Special Programs or their designee, Building Administrator, Nurse, Counselor, and other appropriate individuals as determined by the District.

I/we have read the above and hereby agree to abide by the established rules and procedures of the Chillicothe Homebound Instructional Program. These guidelines were reviewed and approved by the Chillicothe R-II Board of Education, December, 2017.

Student

Date

Parent

Date

Building Level Procedures/Responsibilities for Homebound Services

1. The building principal should appoint a homebound contact person for their building. The person will usually be the guidance counselor and/or assistant principal.
2. Principals, teachers, counselors, and nurses are responsible for informing parents of the availability of homebound services as the need arises. Homebound application packets are available in all offices including the Central Office. Parents should be informed of the eligibility requirements for homebound instruction.
3. Building Administrators and/or the homebound contact person for the building will locate an appropriate homebound instructor for the student.
4. The homebound instructor should contact the building administrator and Director of Special Programs if the homebound instruction is not proceeding satisfactorily.
5. Regular classroom teachers are responsible for preparing assignments for the homebound instructor unless other arrangements are made (i.e. online curriculum platform (APlus), etc).
6. The homebound instructor is responsible for notifying the building contact and Director of special Programs when homebound services have been initiated and terminated.

Responsibilities/Procedures of Homebound Teacher

The following responsibilities/procedures are intended to assist the Homebound Instructor in providing assistance to students and teachers.

1. Receive notification to provide homebound instruction.
2. Meet with the student's counselor and/or building administrator to discuss the education needs of the assigned student.
3. The Homebound Instructor is responsible for contacting parents to arrange a mutually agreeable time schedule for instructional sessions.
4. Assignments are provided by the classroom teacher and will be turned in to the classroom teacher by the Homebound Instructor when received from the student.
5. Students approved for homebound instruction are expected to attend scheduled homebound instruction periods. After a homebound student misses four (4) homebound sessions, the homebound instructor of IEP team will conduct a review of the homebound instruction program. Consideration will be given to dropping the homebound services or changing placement for students with educational disabilities when a pattern of non-attendance is determined.
6. If a Homebound Instructor has a scheduled appointment and the parent/student is not there and no prior notice was given, the homebound instructor can claim ½ hour on their time sheet. This session will not be rescheduled. If a parent calls prior to the scheduled appointment, then the homebound instructor may reschedule the appointment and no time is recorded for the canceled appointment. Homebound instructors should wait no longer than ½ hour if the student is expected at one of our school sites.
7. All assignments must be completed within two (2) calendar weeks of returning to school unless another deadline for completion of work has been established in the homebound staffing.
8. The Homebound Instructor is responsible for turning in the time card form which has been properly completed with information i.e., homebound student's name and dates of instruction to the District Homebound Coordinator (Director of Special Programs) by the payroll cut-off date provided by the Central Office.
9. One to one contact time with the student is limited to no more than 5 hours per week. **Unusual circumstances requiring more than 5 hours of instruction per week should be referred to the District Homebound Coordinator (Director of Special Programs).** Up to one (1) additional hour per week will be accepted as teacher planning for homebound instruction.
10. Homebound teachers will be paid mileage at the district rate of \$0.485 per mile.

The Board of Education authorizes the use of homebound instruction when appropriate. Application for homebound instruction must be made through the school principal and approved by the superintendent or designee. Homebound instruction will be provided to:

1. Any student with a medical condition who district personnel have determined would benefit from homebound instruction. Such determination will be made in consultation with the student's medical provider. The special education director or compliance officer will be notified if appropriate.
2. Any student whose educational needs, as determined by district staff, are most appropriately and effectively met by homebound instruction.
3. Any student with disabilities when the individualized education program (IEP) team or 504 team determines that homebound placement is appropriate.

The amount of instruction or supportive service provided through the homebound program shall be determined in relation to each student's educational needs and health. It will be necessary for the parents/guardians of the student to arrange a suitable place in the home or another location for homebound instruction.

At the time the student is placed on homebound services, the school principal will work with the parents/guardians and district personnel to create an appropriate plan for transition back to onsite services.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

HOMEBOUND INSTRUCTION – Documentation Form

DESE no longer requires districts to submit this application. For District use only.

I. STUDENT INFORMATION Student with an IEP Nondisabled

Date of Application: Initial Extension (Circle One) 1 2 3 ✓

Type of Application: Medical Reevaluation Suspension/Expulsion Other:

Name of Student: DOB: Grade:

Name of Parent/Guardian:

Home Address:

II. SCHOOL DISTRICT INFORMATION

1. Teaching completed by: Phone Home teaching Other:

2. Estimated total length of homebound services:

Name of Teacher	Social Security Number,	Area(s) of Certification
-----------------	-------------------------	--------------------------

Legal Name of Educational Agency	District Contact Person	Telephone	Fax
----------------------------------	-------------------------	-----------	-----

Address	City	State	Zip Code
---------	------	-------	----------

III. EDUCATIONAL INFORMATION (To be completed by Director/Coordinator of Special Services)

1. Are you requesting a reevaluation? Yes No (If yes, enclose copy of Notice of Reevaluation)

2. Has the IEP Team met? Yes No (If yes, date: _____)

3. Has this student been suspended or expelled? Yes No (If yes, enclose copy of Change of Placement and Manifestation Determination)

4. Is this student not attending due to a court injunction? Yes No (If yes, attach copy of court order)

IV. MEDICAL INFORMATION (To be completed by Physician)

1. Does condition prevent student from maintaining school schedule? Yes No

2. Medical or Psychological Diagnosis:
If pregnant, please indicate due date: _____

3. Number of weeks student will require homebound: Date of hospitalization:

4. Recommendations and explanations of diagnosis: (NOTE: In the case of emotional disorders, a treatment plan should be designed to encourage the re-entry of the student into regular school environment as soon as possible.)

Signature of Physician	Date	Print Physician's Name
------------------------	------	------------------------

Address of Physician	State	Zip	Phone
----------------------	-------	-----	-------

Indicate Area of Licensed Specialty: M.D. D.O. Psychiatrist Psychologist

V. CERTIFICATION (To be completed by the School District)

I certify that a need for homebound service exists and the provision of homebound instruction is the most appropriate educational alternative at this time.

Superintendent or Authorized Representative	County/ District Code	Date
---	-----------------------	------