



**Hampshire County Homebound Instruction
Application Packet and Guidelines**

**Return all pages completed to:
Hampshire County School Central Office
304-822-3528**

Homebound/Hospital Services

Home/hospital services are designed to provide the student adequate opportunity to continue learning toward mastery of grade level content standards while he or she is temporarily confined to home or hospital. These services may not replace full-time instruction on an ongoing basis. The expectation is that the student will return to the school setting. Students are not permitted to participate in any extracurricular activities or hold part-time or full-time employment while on homebound instruction.

Eligibility/Scope**A. Temporary Injury, Illness, Health Condition**

A student who, due to injury or illness as certified in writing by a licensed health care provider who specializes in the health condition, that may temporarily confine a student to home or hospital for a period that has lasted or will last more than three consecutive weeks will receive home/hospital services. The written statement from a licensed health care provider must include:

- the specific reasons and period of time that the student must remain at home or in the hospital; and
- the criteria or conditions under which the student will return to school, and the expected date of such return.

B. Prolonged Illness

A written statement by a licensed health care provider who specializes in the health condition must be resubmitted at least every three months if a student's temporary home/hospital instruction is prolonged. Hampshire County Schools may require that the parent/guardian obtain an opinion from a second licensed health care provider who specializes in the health condition at the expense of the county.

C. Pregnancy

Students who are pregnant are encouraged to attend school and participate in all aspects of education. A licensed health care provider may recommend homebound instruction if medical complications prevent school attendance before the expected delivery date. The student is eligible for eight weeks of homebound instruction after the delivery date to academically support the student in remaining on track for graduation. Extended homebound services must be certified as necessary by the student's health care provider. Homebound Instruction will not be provided for students to be caregivers. However, students will be provided excused absences for prenatal and antenatal care as recommended by their medical provider. Parenting students will be provided excused absences when their children are sick provided they submit a health care provider's excuse for their child's illness.

D. Exceptional Students

Home/hospital services provided for an exceptional student who is unable to attend school temporarily because of an injury, illness, or health condition require a change in the student's placement to Out-of-School Environment (OSE) as defined Policy 2419. The change of placement to OSE and any appropriate changes to services will be received in the OSE setting, must be addressed by the student's IEP Team and implemented in accordance with the requirements of Policy 2419. For students with Section 504 plans, adjustments to accommodations may be necessary during home/hospital services. Upon return from home/hospital services, both IEP and/or Section 504 documents must be reviewed to ensure appropriate services are in place for re-entry in the school environment.

E. Severe Mental Health Diagnosis

Students with a mental health diagnosis that prohibits them from functioning in the school setting may be eligible for homebound instruction. Diagnosis must be certified by a licensed psychiatrist or physician specializing in mental health conditions. Students receiving homebound instruction for mental health reasons must receive therapy under the direction of a licensed psychiatrist with a treatment plan that leads to the student returning to school. The treatment plan may be administered by a licensed counselor, psychologist, or therapist under the direct supervision of the psychiatrist. A treatment plan must include a kept appointment at a minimum of every two weeks or twice a month.

A written report of progress must be submitted to the homebound coordinator or designee at the end of three months for a student to continue to receive homebound instruction. The report must contain:

1. Psychological diagnosis of the student
2. Dates of kept appointments during initial homebound period
3. Progress being made for return to school

If these procedures are not followed, the student will no longer be eligible for homebound instruction.

F. Board Action

Students who have been expelled by the Hampshire County Board of Education or students who are temporarily removed from school while undergoing an evaluation due to Safe Schools violations will be provided academic support including virtual or homebound instruction.

F. Other

Home and/or hospital services may also be provided temporarily at the direction of the county superintendent for students who have not met the immunization requirements of W. Va. Code §16-3-4. The Superintendent, in collaboration with the Homebound Director, may review and make

determinations on requests for homebound services due to unusual circumstances not outlined in this policy.

Student Attendance

Attendance for homebound students will be monitored weekly by the homebound teacher and reported to the school for documentation in WVEIS. To be considered present for the instructional week, students must meet the following criteria:

- 1) Weekly communication or meeting with the homebound teacher.
- 2) Completed weekly work/ progress in instructional program.

If the student does not communicate/meet with the homebound teacher or participate in the educational process by completing assigned work, the student will be considered absent for the instructional week (5 instructional days). These absences shall be designated as unexcused absences. After ten days of unexcused absences due to failing to meet with/contact homebound teacher or failing to complete assigned instructional work for the week, the student may be considered truant and subject to attendance guidelines pursuant to West Virginia Code §18-8-2(a) and §18-8-4.

Instruction

Since homebound educational services are temporary in nature, the homebound teachers are responsible for facilitating instruction in courses with required content standards (i.e., English language arts, mathematics, science, and social studies). For cases in which homebound services may be necessary for a longer period of time, a process for renewal is required every three months. The home/hospital services are guided by the student's classroom teacher(s) therefore the home/hospital teacher must be in regular contact with the classroom teacher(s) to:

- secure and understand units/lessons, instructional plans, and instructional resources (including approved online and virtual options), and
- establish procedures for the collection, grading, and return of student work, as requested by the classroom teacher(s) for feedback and assessment.

Appendix A

Homebound Teacher Role and Tasks:

The homebound teacher is responsible for delivering instruction to students unable to participate in a regular school setting. The homebound teacher will provide instruction in the home of the student or other appropriate setting such as a school, public library, etc. Students are approved for homebound instruction to accommodate for temporary confinement to home or hospital. The homebound teacher is to keep the homebound student aware of what is presented in the regular classroom to allow for continuity of education and a smooth transition once the student is released to return to school. The homebound teacher and the student's classroom teacher(s) must work together to ensure a smooth transition.

- 1) Communicate regularly with classroom teacher(s) to secure units/lessons, instructional plans, and instructional resources (including textbooks and approved online/virtual options).
- 2) Communicate or meet with homebound student in designated location a minimum of once per week (up to authorized hours per week) to provide necessary instruction, direction, and monitoring of student academic progress.
- 3) Deliver instruction in the presence of another adult. Homebound instructors should never deliver instruction alone or in seclusion.
- 4) Monitor online/virtual instruction and student academic progress on online platforms (if applicable).
- 5) Document and communicate student attendance of homebound instruction weekly with designated attendance contact at the student's school.
- 6) Follow established school procedures for the collection, grading, returning of student work to the classroom teacher(s) for feedback and assessment. The regular classroom teacher is responsible for grading all assignments and recording all grades.
- 7) Contact the principal with any questions or concerns that may develop regarding any aspect of homebound instruction.

Note: The homebound teacher is paid at the hourly rate established by the Hampshire County Board of Education. Homebound teachers should submit a professional time sheet via Droplet on the Hampshire County Board of Education website, documenting student name and hours of homebound instruction worked and following established procedures.

Classroom Teacher Role and Tasks:

The classroom teacher's role in the delivery of homebound instruction is very important. A student who is unable to participate in a regular school setting is considered a member of the school and classes throughout the homebound instruction period until the student can be smoothly transitioned back into the regular school environment.

- 1) Consider the student placed on homebound instruction as a member of the class.

- 2) Provide the homebound teacher(s) copies of instructional plans, worksheets, handouts, tests, books, workbooks, and any other instructional aids or materials necessary to provide a full educational experience for the student.
- 3) Communicate with the homebound teacher(s) as needed regarding assignments, necessary due dates, and academic accommodations.
- 4) Receive from, grade, and return assignments completed by the homebound student with appropriate feedback to the homebound teacher(s) for review or reteach as necessary with the student.
- 5) Submit the grades of a student receiving homebound instruction regularly using the school's established procedures.
- 6) Report to the principal any concerns regarding the delivery of homebound instruction including obtaining of assignments and or returning of materials.

Student Role and Tasks:

Students approved for homebound instruction are provided instruction in the home or other appropriate location as arranged to accommodate temporary confinement to home or hospital. The student must cooperate with the homebound teacher and the parent/guardian to keep his/her education at a level that makes the transition back to school successful. Students must complete all assigned work by the due dates determined by the classroom teacher(s). *Students ARE NOT permitted to participate in any extracurricular activities or hold part-time or full-time employment while on homebound instruction.*

- 1) Be present and prepared for the homebound instruction at the designated time.
- 2) Cooperate and communicate with the homebound teacher weekly.
- 3) Complete assignments by the due dates determined by the classroom teacher(s). This may require students to complete assigned work outside the meeting time with the homebound teacher.
- 4) If the course work is on a virtual platform, communicate a minimum of once a week with the homebound case manager and complete assigned course work to make adequate progress in virtual course.

Parent/Guardian's Role and Tasks:

The parent/guardian must work with the school system to provide an uninterrupted, consistent education for the student during the temporary homebound period. Since only a portion of a student's studies are completed under the supervision of a homebound teacher, the parent/guardian is responsible for supervising additional instructional time necessary to complete assigned course work. Unless documented that the student cannot leave the home or hospital at all, services may be provided in a public location such as a school, library, fire hall, etc. Student transportation to meeting location is at the guardian's expense. Parent/guardian responsibilities include:

- 1) Submit all completed homebound paperwork, signed by a licensed health care provider specializing in health condition, to the child's school to begin the application process:

- a. *Homebound Instruction Request Application* signed by a licensed health care provider specializing in student's health condition
 - b. *Authorization Consent/Release of Information Form*
 - c. *Homebound Instruction Parental Agreement Form*
- 2) Ensure that student continues to report to school or has medical notes verifying reasons for absences while waiting on homebound approval to avoid truancy charges. Contact the school to request assignments to avoid delay in the student's education.
- 3) Meet with school homebound or SAT team to review homebound expectations and determine appropriate homebound educational plan.
- 4) Have the student at the assigned location prepared for instruction at the scheduled time of homebound services. Transportation to a meeting location is the responsibility and at the expense of the parent/guardian.
- 5) Be present when instruction is being provided.
- 6) In the event of an emergency, the homebound teacher should be notified as soon as possible to reschedule homebound instruction. If a session must be cancelled, the homebound teacher should be notified the day before or as early as possible.
- 7) Consult with the homebound teacher(s) regarding student's assignments to be completed between homebound instruction sessions.
- 8) Contact the principal with any questions or concerns that may develop regarding any aspect of homebound instruction.
- 9) Submit *Health Care Provider Release for Student's Return to School Form* to school when the student returns to the school setting and participate in re-entry meeting as necessary.

***In the event the student is unable to return to school at the conclusion of the original approved homebound instruction period, a *Homebound Instruction Extension Form* may be completed by a doctor or specialist in the reason for homebound and submitted to the school. A homebound follow-up meeting will be scheduled to review medical documentation and discuss any changes to educational plan. Parents must attend this meeting and bring all medical documentation for homebound services to continue. If *Homebound Instruction Extension Form* is not completed by health care provider, doctor, or specialist or if follow-up meeting is not attended, student will be expected to return to school at the end of the original homebound date to avoid truancy charges.**

Appendix B



HOMEBOUND INSTRUCTION REQUEST APPLICATION

Student's Full Name _____ WVEIS ID _____
DOB _____ Grade _____
School _____ Teacher(s) _____

Parent/Guardian Name _____
Address _____
Home Phone Number _____ Cell Phone _____

Health Care Provider's Name _____
Agency/ Provider Group: _____
Provider Address: _____
Phone: _____ Fax: _____

Reason for requesting temporary homebound educational services:

Principal Approved ☐ Yes ☐ No

All Paperwork Submitted and Complete with Signatures (circle one): YES NO
Initial Homebound Team/SAT Meeting Date: _____
Follow-up Meeting Date If Needed (No longer than 3 months): _____

Principal's Signature _____ Date _____

**Please submit completed Homebound Forms Appendix B, C, D, E, F, and J to the Hampshire County Homebound Coordinator for processing.*

COUNTY OFFICE

Approved ☐ Yes ☐ No

Homebound Coordinator Signature: _____ Date _____

Homebound Teacher Assigned _____ Date _____

Appendix C

Hampshire County Homebound Instruction Agreement

STUDENT NAME _____ **DATE** _____

WVEIS # _____ **DATE OF BIRTH** _____

SCHOOL _____ **GRADE** _____

PARENT/GUARDIAN NAME _____

Student

I understand that I am receiving temporary educational services for an illness, injury, or medical condition that prohibits me from coming to school for more than 3 consecutive weeks. I understand that I must meet or communicate with my homebound teacher weekly and complete all assigned work (paper or electronic) by assigned due dates. I understand that I may not be employed and may not participate in extracurricular activities during homebound instruction.

Student Signature _____ **Date** _____

Parent/Guardian

I have read the Hampshire County Schools Homebound Instruction Application and agree to the guidelines established by the county. I understand these guidelines must be followed for my student to receive homebound instruction. I understand homebound instruction does not excuse my student from completing all class assignments. I understand that my child must meet or communicate with the homebound instructor at least once a week electronically, in a public location, or in a location agreed upon by the homebound instructor in order for the student to receive instruction. I understand that my child may not be employed and may not participate in extracurricular activities during homebound instruction. If any of the guidelines are not followed, I understand that my student will be required to return to in person learning and/or truancy charges can be filed.

Student Name: _____ **WVEIS ID:** _____

Parent/Guardian Signature _____ **Date** _____

Principal/School Signature _____ **Date** _____

Appendix D



AUTHORIZATION CONSENT/ RELEASE OF INFORMATION

I grant permission to my child's below named physician/provider to release all pertinent information to Hampshire County Schools concerning certification of homebound services. I understand the purpose and intent of this release is to obtain and share information in order to provide coordinated services for my son/daughter. This information may be shared with any Hampshire County Schools employee involved in providing services for him/her. This request shall remain in effect for one full school year (200 days) from the date of my signature unless revoked in writing. A copy or fax of this release shall be as binding as the original.

Student _____ **Date of Birth** _____

WVEIS# _____

Parent Name _____ **Phone Number** _____

Address _____

Physician/Provider _____

Phone _____ **Fax** _____

Physician/Provider _____

Phone _____ **Fax** _____

Printed Parent/Guardian Name _____ **Date** _____

Signature Parent/ Guardian _____ **Date** _____

Appendix E



LICENSED HEALTH CARE PROVIDER WITH SPECIALTY IN IDENTIFIED HEALTH CONDITION

To the physician:

The parent/guardian of the child listed above has requested that Hampshire County School provide their child with temporary homebound services. A pupil's regular attendance in the classroom is crucial to optimum learning. Homebound Instruction is provided only when accommodations cannot be made in the school setting including a reduced-day schedule and/ or accommodations at the school level. ***A licensed health care provider who specializes in the health condition that may temporarily confine a student to home or hospital for a period that has lasted, or will last, more than three consecutive weeks, may certify in writing to the school district that the student may be recommended for Homebound Instruction.***

Students recommended for homebound instruction for mental health reasons must receive therapy under the direction of a licensed psychiatrist with a treatment plan that leads to the student returning to school. The treatment plan may be administered by a licensed counselor, psychologist, or therapist under the direct supervision of the psychiatrist. A treatment plan must include a kept appointment at a minimum of every two weeks or twice a month. A written report of progress must be submitted to the homebound coordinator or designee at the end of each grading term. The report must contain: psychological diagnosis of the student, dates of kept appointments, and progress being made for return to school. If these procedures are not followed, the student will no longer be eligible for homebound instruction. Physicians may be contacted by the review team for further information.

This form must be renewed every 3 months if homebound services are prolonged. Please be aware that Hampshire County Schools has the right to request and obtain an opinion from a second health care provider.

The Licensed Health Care Provider with Specialty in the Health Condition Task's Include:

- 1) Complete the *Homebound Instruction Request* Form recommending or denying the need for homebound instruction if the student is unable to attend school and accommodations cannot be made by providing a reduced day schedule and/or modification at the school level. The written treatment plan must be completed.
- 2) Monitor the student's progress by continuing medical care on a regular basis.
- 3) Complete a *Health Care Provider's Release* for the Student's Return to School form when releasing the student from care to return to school.

Printed Health Care Provider's Name _____

Provider's Signature _____ Date _____

Business Name _____

Phone Number _____ Fax _____

Address _____

Appendix F



HEALTH CARE PROVIDER'S DIAGNOSIS AND RECOMMENDATIONS

Patient Name: _____ Date of Birth _____

Parent/ Guardian Name _____

Specific medical diagnosis preventing the student from attending school more than three weeks: _____

Could the student remain at school on a reduced day schedule or a part time basis?

___ Yes Accommodations necessary:

___ No Explain why this condition prevents the student from attending school:

Treatment Plan

Is the child confined strictly to the home (they cannot leave the house or hospital)? Yes or No

Mental Health Diagnosis

Students recommended for homebound instruction for mental health reasons must receive therapy under the direction of a licensed psychiatrist with a treatment plan that leads to the student returning to school. The treatment plan may be administered by a licensed counselor, psychologist, or therapist under the direct supervision of the psychiatrist. A treatment plan is defined as a kept appointment at a minimum of every two weeks or twice a month. A written report of progress must be submitted to the homebound coordinator or designee at the end of each grading term. The report must contain: dates of kept appointments, progress being made for return to school, and the

psychological diagnosis of the student. If these procedures are not followed, the student will no longer be eligible for homebound instruction.

Pregnancy:

Pregnancy is not an approved reason to receive Homebound Instruction unless medical complications prevent the student from attending school. The student is encouraged to attend school and participate in all aspects of education with the support of the school nurse and under the supervision of the licensed health care provider. A licensed health care provider may recommend Homebound Instruction if medical complications prevent school attendance before the expected delivery date. The student is eligible for eight weeks of Homebound Instruction after the delivery date. Homebound Instruction will not be provided for students to be caregivers. However, students will be provided excused absences for prenatal and antenatal care as recommended by their medical provider. Parenting students will be provided excused absences when their children are sick provided they submit a health care provider's excuse for their child's illness.

If pregnancy, what is the delivery date?

Indicate dates of next scheduled appointments:

Expected date student will return to school (cannot be longer than 3 months without further written excuse):

Print Provider Name: _____ **Date** _____

Provider's Signature: _____ **Date** _____

Phone # _____ **Fax #** _____

Business Address _____

Appendix G



HOMEBOUND INSTRUCTION EXTENSION FORM

Patient Name: _____ DOB: _____

Parents/Guardian Name: _____

Health Care Provider's Diagnosis & Recommendations (to be completed by health care provider):

1. Extension needed for _____

2. Treatment Plan _____

3. Could the student transition back into school on a part-time/reduced day schedule?

____ Yes ____ No

If yes, what reasonable accommodations, if any, would be necessary for the student to attend school?

4. Indicate date of next scheduled appointment(s) _____

5. Expected date student will return to school (cannot be longer than 3 months):

Print Provider Name: _____ Date _____

Provider's Signature: _____ Date _____

Address: _____ Telephone # _____

For Hampshire County School's Homebound Review Use Only:

Homebound Extension Meeting Date: _____

____ **Extension Approved** **Date:** _____

Note Changes to Instructional Plan: _____

____ **Extension Denied** **Date:** _____

Reason: _____

Principal Signature: _____

Homebound Director Signature: _____

Appendix H



HEALTH CARE PROVIDER'S RELEASE FOR STUDENT'S RETURN TO SCHOOL

Patient Name: _____ **Date of Birth** _____

Parent/ Guardian Name _____

Before the first day the student returns to school, this form must be completed by the student's licensed prescriber to permit re-entry to school following any hospitalization, emergency treatment, homebound instruction, extended illness, and/or school nurse medical referral. Medication administration and procedures may be delegated to school personnel who have been trained by and remain under direct or indirect supervision of the school nurse.

The student has been under my care from: _____ to: _____.

This student may return to school on: _____.

Diagnosis: _____

Medication to be taken during school hours: _____

(Must submit health care provider's orders to school nurse)

The student may (check one):

____ Participate in all school activities with no restrictions (OR)

____ Participate in school activities with the restrictions listed below:

Activities Restricted: _____

Duration of Restrictions: _____

Other pertinent information/instructions for school personnel:

Provider's Signature: _____ **Date** _____

Printed Provider's Name: _____ **Date** _____

Address: _____

Telephone # _____

Appendix I



SCHOOL HOMEBOUND TEAM PROCEDURES

Home/hospital services are designed to provide the student adequate opportunity to continue learning toward mastery of grade level content standards while he or she is temporarily confined to home or hospital. When a licensed health care provider has certified that a student cannot attend school in the school setting, the school homebound/ SAT team will meet with the parent to establish a homebound educational plan and review homebound expectations.

Initial Homebound team meeting—School based

- Parent
 - Student's teacher(s)
 - Counselor
 - Nurse
 - Administrator
 - Student if possible
 - Homebound teacher if possible
 - Social worker if relevant
1. Establish educational plan for student
 - a. Does student have an IEP? If yes, the IEP must be changed to reflect OSE as defined by WV Board Policy 2419.
 - b. Determine dates of homebound instruction period and end date (no longer than 3 months)
 - c. Establish how and when classroom work will be picked up/ dropped off
 - d. Determine homebound teacher days/ time to support instruction
 - e. Offer after school tutoring if no homebound teacher available to support student instruction
 2. Discuss attendance expectations
 - a. Student must meet with or communicate with homebound/ tutoring teacher at agreed-upon time and location during each week
AND
 - b. Student must make educational progress in assigned course work each week
 - c. Student will be considered absent for the instructional week if either no communication or progress is made weekly.
 - d. Homebound teacher will report attendance to secretary for each week—present or absent for week
 - i. Student will be considered truant after two weeks of recorded absences during homebound
 - ii. Truancy process will be followed

3. Discuss expectations and responsibilities of student, parent, teacher, homebound teacher as established in the homebound application packet.
4. Discuss follow-up documentation needed for renewal after 3 months (see below).
5. Schedule date/time for follow-up Homebound team meeting if needed.
6. Obtain all necessary signatures from parent, teachers, student, team members.
7. If homebound teacher is not present for meeting, team representative will provide necessary information to homebound teacher determined at the homebound meeting.

Follow-up Meeting—Required for homebound renewal after 3 months

- a. Parent must bring to follow-up meeting the completed *Homebound Instruction Extension Form* from health care provider, doctor, or specialist in area of reason for homebound for student to remain on homebound instruction. Homebound team will review the extension request.
- b. If parent does not participate in follow-up meeting/communication with team or bring necessary documentation from specialist to meeting, the child will be expected to return to school after the original homebound period (no longer than 3 months)
- c. Discuss student academic progress made during homebound instruction
- d. Discuss any changes needed to educational plan and set follow-up date

High School only

- a. WV Learns or other online platform may be used at high school level for course instruction
- b. Homebound case manager will be assigned to students on homebound. Case manager will:
 - i. Monitor online learning platform and educational progress
 - ii. Set up establish day/time for weekly student meeting (in person or electronic)
 - iii. Meet with students on agreed upon date/time weekly (in person or electronically)
 - iv. Tutor students in content questions as needed or set up for student to attend after school tutoring as needed
 - v. Report student attendance to secretary/attendance director for documentation in WVEIS

Appendix J

SCHOOL HOMEBOUND TEAM MEETING FORM

Student: _____ **Grade:** _____ **WVEIS:** _____

Initial Meeting Date: _____ **Follow-up Date (if needed):** _____

Indicate academic subjects needed:

☐ **4 hours per week for K-5** ☐ **4-6 hours per week for 6-8** ☐ **6 hours per week for 9-12**

☐ English (specify) _____ ☐ Math (specify) _____

☐ Science (specify) _____ ☐ Social Studies (specify) _____

☐ Other (specify) _____

Does the student have an IEP? ☐ Yes ☐ No

If yes, the IEP must be changed to reflect OSE as defined by WV Board Policy 2419.

Instructional Plan (Describe how and when assignments will be distributed and collected, when and where homebound instruction will take place, etc.)

Notes: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Classroom Teacher Representative: _____ Date: _____

Homebound Teacher: _____ Date: _____

Other: _____ Date: _____

Principal Signature: _____ Date: _____

A copy of this meeting form shall be given to parent, kept on file at school, and sent to the Hampshire County Homebound Coordinator.

Homebound Coordinator: _____ Date: _____