

West Baton Rouge Parish School Board

HOMEBOUND

Procedures

2/06

WEST BATON ROUGE PARISH SCHOOL BOARD
Department of Special Education

HOSPITAL/HOMEBOUND POLICY AND PROCEDURES

According to Bulletin 1706 and West Baton Rouge Parish School Board Policy, Hospital/Homebound (H/H) is an alternative educational setting for the provision of special education services according to an Individual Education Program (IEP). In order to receive H/H services, the following conditions must exist:

1. The student is enrolled in West Baton Rouge Parish Schools.
2. The student is not able to be moved from the hospital or home environment to a full-time educational program as a result of physical illness, accident, emotional crisis, or treatment. Students who are enrolled in public school may qualify for Hospital/Homebound services by obtaining medical documentation of need **and upon a review IEP.**

CRITERIA FOR ELIGIBILITY

The criterion for eligibility includes:

1. Certification by a physician (Form HH-1) that the student is expected to be at home or hospitalized for at least 10 school days for special education students, or 20 school days for regular education students (physician must be specialist in the area for which student is being placed on homebound) and will be able to benefit from an instructional program;
2. The student is under constant medical care for illness or injury which is acute or catastrophic in nature, a chronic physical condition, or an acute emotional crisis or chronic emotional condition. If the student is pregnant, a medical evaluation must verify that there are complications in the pregnancy which could be detrimental to the health of the student or fetus; or
3. The student is post-partum and will require services for at least 20 school days after the date of birth; or
4. The student is under constant medical care for a medical condition that could be worsened by school attendance or predispose the child to injury and/or illness; or
5. The child is determined to be emotionally compromised and a board certified psychiatrist has certified in a Physician's Information Form (Form HH-1) that:
 - a. The child is currently admitted to a full time inpatient program of care and treatment in a hospital certified or licensed by the State of Louisiana; or
 - b. The child is being provided a program of continuous care and treatment which would be seriously disrupted by movement to a full time general educational environment; and
 - 1) The child meets with the psychiatrist at least monthly;
 - 2) The child is receiving weekly therapy;

- 3) The program of care and treatment in combination with the proposed homebound placement should permit the return of the child to the general education environment at a specified date;
 - 4) The physician will notify the Hospital/Homebound coordinator if there are any significant changes to the treatment plan, or if the plan is discontinued; or
6. A child who is awaiting placement in a residential facility and for whom a school-based interim program has been unsuccessfully implemented because of the severity of the handicap or threat of danger to self or others; or
 7. An exceptional child is detained by court order in a juvenile detention facility; and
 8. The parent and guardian signs parental agreement concerning Hospital/Homebound policies and parental cooperation.

INITIATION OF SERVICES

1. Within five days of receipt of Physician's Information Form (HH-1) or immediately (the same day) after the conclusion of a disciplinary hearing, a meeting at the school will be convened to discuss the needs of the student.
2. The following participants must be included in the meeting to place the student on homebound:
 - a. Principal or designee
 - b. Hospital/Homebound representative
 - c. If necessary, all members of an IEP Committee including teacher(s) of core subjects(s).
3. Students who upon physician's recommendation attend school for a partial day are to meet the Hospital/Homebound teacher at a neutral site unless approved by the principal and/or the Assistant Superintendent.
4. Secondary students whose physician(s) have stated that they will be unable to attend school for the entirety of a semester will only be eligible for Carnegie Unit credits in the courses taught by Hospital/Homebound.
5. Students who are unable to return to school in the prescribed time and have remained current in their work in the classes not directly taught by H/H will be allowed to continue those classes.
6. Hospital/Homebound students who have been diagnosed by a physician with a long-term illness will be referred to the SAT to assess the need for 504 or special education services.
7. Students enrolled in H/H for a short period of time may be considered for participation in extracurricular events at the discretion of the referring physician, approval by the principal, and the Superintendent. Students enrolled in H/H for extended periods must have approval of the Superintendent for participation in extra curricular events.

HOSPITAL/HOMEBOUND
SERVICE MODEL RESPONSIBILITIES

I. School-Based Teachers will:

A. Write the initial or review IEP and submit it to the Central Office and Pupil Appraisal inclusive of:

1. Hospital/Homebound Student Information (Form HH-2)
2. Physician's Information Form if necessary (Form HH-1)
3. IEP (when appropriate)
 - a. Notification and/or parental consent (10 Day Notice waived)
 - b. Transition Services page if needed
 - c. IEP Placement page
 - d. Sign in/General Student Information
 - e. Objective page(s)
 - f. Modifications/Accommodations page
 - g. Service page
 - h. Placement/Lease Restrictive Environment page
 - i. Site Determination form
 - j. Behavior Intervention Plan when appropriate
4. Hospital/Homebound Parental Agreement (Form HH-4)

B. Meet with the Hospital/Homebound teacher to provide information and the essential assignments in the core subjects which may include notes, lesson plans, books, teacher manuals, tests, answer keys, adaptive equipment, learning aides, manipulatives, and any other materials necessary to accomplish instruction.

1. Instruction for elementary students is provided in the core subjects of Language Arts and Math. Instruction for secondary students is provided in English, Math, Science and/or Social Studies.

2. In the event that a student is projected to be unable to attend his regular classes for an entire grading period, the school based teacher and the H/H teacher will formulate a curriculum plan that is compatible with the school based program. In such a plan, the H/H teacher may develop the assignments, test the student, and issue the grade at the end of the grading period.

3. School-based teachers will grade all assignments/tests provided to the Hospital/Homebound teachers. (Hospital/Homebound teachers will grade all work exclusively developed by the H/H teachers.)

- C. Provide make-up work, assignments, and tests in subjects not taught by the H/H teachers during the period the student is unable to attend school (refer to the Pupil Progression Plan to assure students are provided assignments necessary for successful completion of class requirements).
 - 1. Formulate a plan with parent(s)/student to facilitate completion of necessary assignments/tests.
 - 2. Provide assignments, tests or alternate evaluation tools, notes, worksheets, study guides, audio taped lectures, video tapes, books or any acceptable substitute modification, and any other necessary materials to accomplish the regular classroom objectives within three (3) days of request. Directions/explanations for successful completion of the assignments able to be clearly understood by both parents and students are to be included. Note: All materials, both school-owned and teacher-owned on loan from a school to student, will be subject to rules maintained by the school for their return.
 - 3. Students who are unable to complete all assignments/evaluations provided by the school-based teachers will follow the West Baton Rouge Parish policy to make up missing assignments/evaluations.
 - 4. School-based teachers are not required to provide additional assignments in classes not taught by H/H until they have received previously assigned work. Students will be graded accordingly.
 - 5. School-based teachers will complete a log documenting outgoing and incoming assignments and tests, all of which will be located in a designated area in the school.
- D. Consider the student “present” and on excused medical leave from regular school attendance upon written notification (Form HH-6).
- E. Post grades submitted by the Hospital/Homebound teacher (Forms HH-9 & HH-10) on the West Baton Rouge Parish Report Card.
- F. With the ODR facilitate the IEP meeting when the student returns to school. If the student was placed on homebound for disciplinary reasons, a new Behavior Plan must be formulated and attached to the IEP.

II. Hospital/Homebound Teachers will:

- A. Formulate a plan with the school-based teacher for implementation of the educational objectives including:
 - 1. Material to be covered while student is on Hospital/Homebound to include both current work and work not completed while absent prior to the student being placed on Hospital/Homebound.
 - 2. Tests to be taken.

3. System for exchange of assignments and completed work.
 4. Protocols for grading.
- C. Designate one H/H teacher to pick up assignments/tests for subjects not taught by Hospital/Homebound teachers. This H/H teacher will administer any tests provided by the school-based teachers.
1. H/H teachers will complete the assignment log at each school, documenting pick-up of outgoing and return of incoming work. (School-based personnel are responsible for returning completed assignments/tests to the school-based teachers)
 2. Assignments/tests that have not been placed in the designated area by the agreed-upon time will be documented on Form HH-15 which then will be submitted to the principal or designee, and the Supervisor of Special Education. These assignments will be mailed to the student by the school.
- D. Contact parent(s) of new student(s) on the day the coordinator provides information.
- E. Implement agreed upon program within three school days.
- F. Provide 1-4 hours of instruction per week based on individual needs consisting of:
1. Elementary/K-8 (language arts and math)
 2. Secondary/9-12 (three core subjects i.e. English, Math, Science or Social Studies to be determined by the IEP committee)
- G. Contact related service providers to insure continuation of related services.
- H. Complete a timeline for the implementation of IEP, IPP or H/HEP objectives.
- I. Determine the time and place with the parent(s)/guardian(s) to instruct the student. Students who are receiving Hospital/Homebound services due to psychiatric reasons are to meet at the student's school or a neutral location, i.e., public library.
- J. Administer grade appropriate LEAP or ITBS if a student is receiving homebound services at the time these tests are scheduled for school-based students. All test security measures will be followed and tests returned to the appropriate place at the end of each day.
- K. Complete and sign attendance log weekly (Form HH-8) documenting instructional time and dates when scheduled services were/were not delivered.
- L. Complete Progress Reports when appropriate and submit the student grades (Forms HH-9, HH-10) for all students by the last day of the grading period and/or the day the student returns to school/class.
- M. Complete ESYF documentation and forms for special education students.

- N. Participate in the evaluation/re-evaluation process as appropriate.
- O. Complete Student Information Form (Form HH-2) upon termination of instruction.
- Q. When appropriate, refer regular education students to the SBLC committee.
- R. Attend departmental meetings and appropriate inservices.
- S. Update teaching schedule weekly or as necessary.
- T. Complete travel forms monthly.

III. Principal/ODR and/or SBLC Chairperson

- A. Refer students eligible for Hospital/Homebound services to the Hospital/Homebound coordinator. Any student who is expected to, or cumulatively has missed 20 or more school days due to medical reasons, excused or unexcused, should be considered potentially eligible for Hospital/Homebound services.
- B. Ensure that the homebound IEP is written within 1 school day of a disciplinary decision.

C. Assure availability of necessary materials/assignments/evaluation tools necessary for the student to successfully complete the educational objectives (Form HH-7).

- 1. Maintain an assignment log for outgoing/incoming assignment/tests in a designated area.
- 2. Ensure that ALL assignments are submitted to the homebound teacher and that completed assignments are returned to the sending teacher.

- D. Inform appropriate school personnel of all decisions made at the IEP.
- E. Facilitate the transition from regular school as well as re-entry to the regular program.

F. With the special education teacher facilitate the IEP meeting when the student returns to school. If the student was placed on homebound for disciplinary reasons, a new Behavior Plan must be formulated and attached to the IEP.

IV. Parent/Student

- A. Attend meeting to implement services for student.
- B. Sign the IEP and related documents.
- C. Contact school to negotiate a plan for completion of assignments/tests in subjects not taught by the Hospital/Homebound teacher(s).
- D. Be present in the home or designated teaching site during instruction. Another responsible adult may substitute for the parent.

- E. Return all materials in a timely manner or reimburse the school for misplaced items.
- F. Assure completion of assigned work.
- G. Sign attendance log (Form HH-8) each week documenting instructional time.

V. Hospital/Homebound Coordinator

- A. Contact physician concerning referred student.
- B. Mail or fax Physician's Information Form (Form HH-1) to appropriate physician.
- C. Assign eligible students to appropriate teachers.
- D. Monitor and process IEPs.
- E. Submit completed Hospital/Homebound packet to the Hospital/Homebound secretary.
- F. Complete monthly reminders (Form HH-12) to Hospital/Homebound teachers of termination dates or review IEPs.
- G. Submit Student Information/Duration of Services form (Form HH-2) to Hospital/Homebound secretary upon termination of services.
- H. Monitor and document travel forms and submit them to the Supervisor of Special Education for approval.

VI. 504 Coordinator

- A. Assist school personnel as appropriate.