

**Pemiscot County Special School District**  
**Homebound Instruction Guidelines**

**For:**

\_\_\_\_\_

**IEP Casemanager:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Homebound Instructor:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **Hours of Homebound Instruction**

Homebound instruction is designed so the student does not fall significantly behind during the period of homebound instruction. It is necessary for the student to participate in the instructional process and complete assignments. Homework should be expected. Not all work will be completed in the presence of the homebound teacher. Every effort will be made to ensure academic progress; however, course credit must still be earned according to class requirements. Priority will be given to core academic subjects. Specialty classes (i.e., those requiring labs, special facilities or equipment) may not be comparable. Elective courses are not guaranteed.

Each student's IEP team will determine the amount of homebound instruction provided to each individual student.

### **Homebound Instruction IS:**

- Designed so that the student does not fall significantly behind during the period of homebound placement.
- Interactive; the student is expected to participate in the instructional process and complete assignment.
- Expected to include homework
- Intended to make every effort to ensure academic progress.
- Intended to provide priority to core academic subjects.

### **Homebound Instruction IS NOT:**

- Intended to supplant school services.
- Expected to have all work completed in the presence of the homebound teacher.
- A Substitute for course credit that must be earned according to class requirements.
- A guarantee that specialty classes (i.e., requiring labs, special facilities or equipment) will be comparable.
- Automatically inclusive of elective courses.
- A guarantee of on-time graduation; all diploma requirements must be met for graduation.

## **Responsibility for Provision of Services**

### **The School Division**

Local school division responsibilities in the provision of homebound instructional services include:

1. Developing policies and procedures for providing homebound services.
2. Designation as individual to coordinate the services for the school division, including supervision of instruction provided.
3. Employing teachers licensed to teach in Missouri.
4. Facilitating the return of the student to school.
5. Providing services in a timely manner.
6. Ensuring the continuity of instructional services to the student.
7. Ensuring that students who receive homebound services are included in Missouri's State Assessment program.

### **The Program Coordinator**

The individual designated to coordinate homebound services for a school division is a vital link in the appropriate provision of services. The School division shall include processes for the following activities in its local procedures:

1. Documenting the receipt of requests for homebound instruction.
2. Validation requests for homebound instruction for students with IEP's, submitting such requests to the IEP team for determination of a change in placement.
3. Communicating the status of the request to appropriate school personnel.
4. Coordination the overall provision of services in a timely manner.
5. Considering the possibility of available technology (distance broadcasting, robotics, etc.) for the student to participate in certain classroom activities from home.
6. Verifying ongoing treatment and/or therapy and monitoring progress towards transition back to the school setting.
7. Facilitating the student's return to instruction in the classroom.
8. Providing oversight of instruction.
9. Documenting that students who receive homebound services are included in Missouri's State Assessment program.

## The Student's Casemanager and Regular Education Teachers

1. Provide the homebound teacher with appropriate instructional materials and information.
2. Be responsible for grading procedures in collaboration with the homebound teacher.
3. Maintain close contact with the homebound teacher to monitor the instructional progress of the student.
4. Collaborate with the homebound teacher about the curriculum and appropriate instructional strategies.

## The Student/Parent/Guardian

1. Having the student ready for instruction at the time designated by the homebound teacher.
2. Supervising daily homework.
3. Keeping all appointments with the homebound teacher (excessively missed appointments will result in reporting of absences to the Pemiscot County Juvenile Office and Division of Family Services if determined necessary by the homebound coordinator).
4. Making every effort to complete school assignments.
5. Advising the homebound teacher of any changes in the student's status such as incarceration or enrollment in a facility for some type of treatment.
6. Notifying the school division coordinator of missed appointments or tardiness by the homebound teacher. Please call Ms. Shera Crawford, 573-359-0021.

## **The Homebound Teacher**

### Professional Qualifications

An individual employed as a homebound teacher must hold a teacher's license issued by the Missouri Department of Elementary and Secondary Education. Homebound teacher must be supervised by designated officials of the school division. A homebound teacher should have a broad background of professional training and experience to adapt instruction to each student's needs. Teachers engaging in academic instruction in the home should also be able to adjust to variety of home situations and be knowledgeable of cultural uniqueness.

## Teacher Qualifications for Teaching Homebound Instruction for Students with Disabilities

In determining the appropriate teacher to provide homebound instruction for students with disabilities, the same requirement that must be met for “in school” instruction must be met for those students receiving instruction at home. Matching teacher credentials/qualifications to students needs will need to be done on a case-by-case basis.

Guidance may be found in the Regulations Governing Special Education Programs for Children with Disabilities in Missouri. Special Education requirements be designated as a Highly Qualified Teacher may be obtained from the licensing division at the Missouri Department of Education.

### Responsibilities of the Homebound Teacher

Persons serving as homebound teacher must:

1. Maintain close contact with the student’s teachers, counselor, or the program coordinator to receive and implement appropriate educational programs.
2. Use assignments and materials provided by the classroom teacher or supervisor of instruction.
3. Submit the student’s completed work to the designated school representative prior to the end of the grading period and maintain written documentation of work completed with the homebound records, or in cases where online where online instruction is used, provide a written record.
4. Document any instructional time that is interrupted because of the child not being available for the instruction period.
5. The homebound teacher shall contact the family within on business day of accepting the assignment. The homebound teacher must contact the designated coordinator if unable to contact the family. Homebound/home-based instruction shall begin within 5 business days of receiving the initial request.
6. Homebound teachers are required to submit their intended schedule for each homebound student within one week of being assigned a student.
7. Maintain an accurate record of the hours of instruction provided for each assigned student. Reports are turned in weekly to Ms. Crawford. (See attached documentation form)

8. Timesheets shall be submitted weekly. Late paperwork will be processed during the next payment period. Timesheets cannot be submitted for sessions not completed. (See attached Homebound Timesheet form)

The homebound teacher is an essential part of the team of persons who provide materials and instruction to enable the homebound student to maintain academic progress while not attending the regular school program. Homebound instruction is a modification of the general education program. School division policy should address whose responsibility it is to grade academic assignments during the time the student is receiving homebound services. If work is returned to the classroom teacher for grading, prompt feedback to the homebound teacher and student is expected and necessary, in order to ensure progress in the academic program.

#### Hours and location of Homebound Services

- Homebound instruction is delivered during regular school hours, late afternoon, or early evening, and only on those days when school is in session.
- When scheduling sessions, homebound teachers will take into consideration parent or guardian requests, but not all requests can be accommodated.
- The location of services will be determined between the homebound teacher and student parent/guardian. Frequently instruction occurs in a public place such as the library. If services are to be provided in the home, a home visit must be completed prior to the initiation of services, an adult must be present at all times, and all pets must be confined prior to the arrival of the homebound teacher. If there is a question or concern regarding the site location, the teacher or parent should contact Ms. Shera Crawford, Director of Special Education for PCSSD, 573-359-0021.

#### Missed sessions

- Make-up sessions will only be allowed for sessions missed due to illness or family emergencies and when cancellations are made 24 hours prior to scheduled sessions.
- Unless a session can be made up during the same week it was missed, it cannot be made up without permission from Ms. Crawford.
- Sessions missed due to cancellation by the homebound teacher will be made up.
- Sessions missed due to cancellation of PCSSD/Component District school days will **not** be made up.

## Grading

- Frequent communication is required between the classroom and homebound teachers, and all work completed by the student is turned in to the classroom teacher.
- The classroom teacher is the teacher of record and is responsible for assigning the quarter, semester, and final grades to the student.
- Every effort will be made to ensure academic progress; however course credit must still be earned according to class requirements.

## District and State Assessments

- Students on homebound must participate in the same testing as all students in their grade levels. They cannot be excluded from any assessment based on their homebound status
- The homebound teacher will make arrangements with the casemanager and testing coordinator to ensure testing is completed.

## Review and Termination of Service

- Students receiving homebound instruction should return to school-based instruction as soon as possible.
- The homebound teacher will assist the student, family, and school personnel with the student's transition back to the classroom setting. However, other support staff, such as the school nurse, school counselor, IEP case manager, or school psychologist, may be more appropriately assigned to the student for transition purposes depending on the nature of the student's needs.
- Student's with IEPs will only receive homebound services in the area(s) of his/her disability from Pemiscot County Special School District. Each component district will determine what services will be provided on their non-disability areas.
- If a student has an IEP, the IEP team must meet and amend the IEP upon the ending period of homebound services in order to either return the student to the school setting or continue the homebound placement.

Contact the office of Shera Crawford (573-359-0021) or the student's IEP casemanager if there are concerns.