

HOMEBOUND POLICY

1. Definition:

“Supportive instruction is an alternative educational program provided at home, in a hospital or at a related site for students temporarily at home or hospitalized for a sudden illness, injury, episodic flare up of a chronic condition or accident considered to be of temporary nature.”

Providence Creek Academy also permits students awaiting board hearing, or who have had a disciplinary infraction that requires the student to be out of school for more than 10 days, to be placed temporarily on homebound until the Board of Directors has made a decision regarding the student’s education.

2. Coordination of Services:

The following procedures are coordinated by the Director of Curriculum, homebound instructors, and classroom teachers. Homebound instructors are employees of Providence Creek Academy or employees of companies that have been awarded the contract for homebound instruction.

3. Eligibility Criteria:

Providence Creek Academy students are eligible for Homebound Instruction for either **MEDICAL** or **DISCIPLINARY** reasons.

- **Medical:** A student enrolled in a Providence Creek Academy is eligible for supportive instruction when the school receives the required certification that an accident, injury, sudden illness or episodic flare up of a chronic condition will prevent the student from attending school for at least ten (10) school days. **STUDENTS WHO ARE ON HOMEBOUND FOR MEDICAL REASONS ARE NOT TO BE IN ANY PROVIDENCE CREEK ACADEMY BUILDINGS FOR ANY REASON UNLESS THERE IS A DOCTOR'S RELEASE FROM HOMEBOUND.**
 - **Medical/Physical**
 - A physician (Medical Doctor, Physician Assistant or Nurse Practitioner) must certify the need for supportive instruction for all medical conditions and certify that they are aware homebound is only up to 3 hours per week for grades K-5; up to 5 hours per week for grades 6-8.
 - A physician (Medical Doctor, Physician Assistant or Nurse Practitioner) must certify the need for supportive instruction due to pregnancy complications or a postpartum period.
 - A student does not qualify for supportive instruction for normal pregnancies.
 - A student who remains enrolled in school is eligible for supportive instruction during a postpartum period not to exceed six weeks.
 - **Severe Adjustment and/or Medical Health**
 - A psychologist or psychiatrist must certify the need for supportive instruction for all severe adjustment problems and/or mental health. This must be confirmed through a school conference before homebound instruction can begin.

- Conferences with the family must include relevant individuals (e.g., guidance counselor, administrator, nurse, social worker, school psychologist, psychologist/psychiatrist) to discuss the circumstances, confirm that homebound instruction is appropriate and develop a plan for return to school.
 - Approval for severe adjustment problems and/or mental health issues will be for **no longer than a 6 week period** at which time there must be a re-evaluation by the psychologist or psychiatrist to continue with homebound instruction.
- **DISCIPLINARY:** all referrals must be a result of an expellable offense as defined under 14 Del. C. Section, §4112 offenses. This only includes students who have been suspended with a request for expulsion under 14 Del. C. Section, §4112 offenses and are awaiting their expulsion hearings/Board decision. Students referred by their building for alternative education are not eligible for homebound services.
- **Students with Disabilities:** all referrals for students with disabilities who will be placed on homebound due to a request for expulsion:
 - IEP team must hold a Manifestation Determination Meeting.
 - If the behavior is determined not to be a Manifestation of the student's disability, the IEP team needs to determine if Homebound placement is appropriate. The Application of Homebound Instruction form must include a complete copy of the Manifestation Determination form and the revised IEP.
- Homebound is not intended to take the place of a full class schedule and all subjects are not offered. Homebound services provide instruction in required courses such as English, Math, Social Studies and Sciences. Elective and specials courses will not be provided.

4a. Principal Responsibilities:

- Complete the Application for Homebound Instruction form and include all the necessary documentation. For Medical Homebound send parent/guardian form and physician form home to be completed. All discipline referrals for students with disabilities must include a revised IEP that reflects the results of an IEP meeting whereby the IEP Team determined that Homebound is a **CHANGE OF PLACEMENT** and a copy of the Manifestation Determination. Special education students suspended from school and waiting for an expulsion hearing must have attached to the Application of Homebound Instruction form a copy of the IEP with pages 6, 7 and 8 being revised as well as a copy of the Manifestation Minutes.
- Deliver the completed application with the appropriate documentation to the Director of Curriculum in a timely manner. Any delay in providing educational programming could result in non-compliance with State and Federal Regulations.

- Notify building teachers that the student will be recommended for homebound and to begin preparing assignments, textbooks, and other relevant materials. If teachers are notified at the time the form is being prepared, this will give them an extra day or two to have the materials ready.
- Communicate with Director of Curriculum any information about the student that would impact homebound services. (Student returning to school, change in address, etc.).

4b. Classroom Teacher(s) Responsibilities:

- Upon notification from building Principal or Director of Curriculum that a student is going on homebound, teacher will prepare work/assignments for said student and give to homebound instructor.
- Will have weekly work packets prepared for the homebound instructor(s) by the end of the day on Thursday of each week.
- Will review the weekly report and returned assignments submitted by the homebound instructor, grade assignments and report grades.
- Notify Director of Curriculum if work is not being returned so that there is no delay in servicing the student.
- Communicate with Director of Curriculum as needed for any questions or concerns.

4c. Director of Curriculum Responsibilities:

- Secure a homebound instructor or contact vendor when a completed homebound request is received and approved to arrange for instruction. Weekly instruction times are:
 - 3 hours for grades K-5
 - 5 hours for grades 6-8
- Notification will be by email, mail and/or phone and confirmed as received by the employee or contracted agency.
- Send notification to parent/guardian and teachers identifying the homebound instructor.
- Notify homebound instructor(s) of responsibilities.
- Every Friday collect from all homebound instructors:
 - Weekly Homebound Report Forms (must include attendance)
- Notify the Principal and Office Manager if student fails to attend homebound instruction.
- Terminate homebound instruction when appropriate.
- Assist homebound instructor if difficulties arise with either teachers or parent/guardian.

4d. Homebound Instructors Responsibilities:

- Arrange with the family a convenient time and place for instruction after Director of Curriculum has notified the family of homebound instruction. Homebound instruction will only take place in the presence of another adult (21 years or older).
- Notify Director of Curriculum of time and address instruction is to take place.
- Identify student's name on materials and name of courses being returned.
- Complete weekly Homebound Report form.
 - Completed assignments/materials must be dropped off by Friday afternoon of each week.

- Include comments on the above form to keep teacher informed of what the student is doing, how the student is doing, etc.
 - This form must be signed by parent/guardian and delivered to the Director of Curriculum on a weekly basis.
- Contact Director of Curriculum if a student fails to report for instruction. Contact the school and Director of Curriculum if extenuating circumstances change the status of the student. These may include, but are not limited to, hospitalization, incarceration, runaway or family problems.
- Ensure all materials and books are returned to school.
- If parents have any questions and/or concerns regarding the student's progress, services, and instruction, please direct them to the Director of Curriculum.