

HOMEBOUND PROCEDURES

Parent Responsibilities

This information contains a description of three types of services provided to students who are unable to attend regular school. Services include Homebound Instruction (Regular and Intermittent) and Home-Based Instruction.

HOMEBOUND INSTRUCTION

REGULAR HOMEBOUND DEFINITION

Regular Homebound Instruction is provided to students who, because of illness, accident or pregnancy, cannot, even with the aid of transportation, be assembled in a school. The application for approval of Medical Homebound Instruction (HB1) is designed for requesting approval to instruct non-handicapped pupils at home during periods of illness as well as approval to place a handicapped pupil in a program of instruction in the home because of an identified handicapping condition.

INTERMITTENT HOMEBOUND DEFINITION

Intermittent Homebound Instruction is provided to students who, because of medical reasons, cannot, even with the aid of transportation, be assembled in school **consistently**. The application for Medical Homebound Instruction (HB1) is designed for requesting approval to instruct non-handicapped at home during periods of physical or mental illness, as well as approval to place a handicapped pupil in a program of instruction in the home because of an identified physical or mental condition.

Examples of medical conditions include Asthma, Sickle Cell, and/or Diabetes, which might result in the student absent for **SHORT** periods of time. Intermittent Homebound is NOT intended for students who need long-term homebound services.

The parent is responsible for contacting the school EACH day the Intermittent Homebound applies. This is necessary so that the Homebound Teacher can be notified of services needed and make arrangements to provide instruction. Otherwise, the student's absence will be considered an "unexcused absence."

APPLICATION FOR HOMEBOUND INSTRUCTION

Students, who cannot attend school because of mental or physical illness, an accident, or pregnancy, should apply for Homebound Instruction. Absences will be excused if all academic requirements are met.

The student's parent/guardian must initiate the application process by contacting the school office, securing the application, and taking the application to a medical doctor for completion. The parent returns the application to the designated person at the school. The Homebound/Home-Based Services Committee, which includes the parent, determines if Homebound Instruction is appropriate. If the parent cannot attend the meeting, and the student is approved for Homebound, the parent will receive the Committee Form (HB2) to review, sign and return to the Homebound Coordinator. The parent will be contacted by the Homebound Coordinator at the school to make arrangements for Homebound Instruction.

The parent is responsible for the student available for the designated appointments. The parent is responsible for being present or arranging for another adult to be present for the entire appointment. If the student is not approved for Homebound, the School Homebound Coordinator will contact the parent to provide an explanation.

TRUANCY

The South Carolina School Attendance Law applies to Homebound Instruction. **Therefore, if a student has five (5) unexcused sessions or the equivalent of, the district's truancy procedures must be activated.** (Example: If a child receives five hours of instruction weekly which is provided in two, two and a half hour sessions, and he/she misses one session, he/she has missed the equivalent of two and a half sessions. If the student receives five hours of instruction per week, scheduled to be delivered in a two-session and a three-session block, and he/she misses the day for the three sessions, he/she has missed the equivalent of three sessions.) Attendance and truancy questions should be addressed to the school's Homebound Coordinator.

EXTENSION OF SERVICES

If the student is unable to return to school at the end of the approved Homebound, the parent is responsible for securing another application form, getting it completed by a medical doctor, and returning it to the Homebound Coordinator at the school for approval.

MAKEUP TIME

If the teacher is unable to provide instruction, the session(s) missed must be made up, even if the student has returned to school. If the student misses a session(s) due to his/her reason for being on homebound, the session(s) must be made up, even if he/she has returned to school.

EARLY RETURN TO SCHOOL

In order for a student to return to school before the "end" date on the Homebound Form, a "release statement" from the attending physician must be secured. Homebound services will be terminated on the date of release, provided that all instructional time requirements have been met.

DELIVERY OF INSTRUCTIONAL SERVICES

The Homebound Teacher must present the Teacher's Time Report Form (HB9) after each time instruction is delivered. The parent or the attending responsible adult must sign this form after each appointment. Do not sign in advance. Further, if you receive inconsistent services, please contact the School Homebound Coordinator, promptly.

HOMEBOUND PROCEDURES

Parent/Guardian Responsibilities

Signature Page

I certify that I have read and understand the guidelines for homebound instruction as outlined in the “Homebound Procedures - Parent Responsibilities” packet. I accept the homebound services as described in this packet. I have had an opportunity to ask questions for explanation.

Student’s Name	School
Parent/Guardian Signature	Date
Information Presented By	Date

I decline the homebound services as described in the “Homebound Procedures - Parent Responsibilities” packet. I understand that excessive medical absences may result in loss of credit.

Parent/Guardian Signature	Date
Information Presented By	Date