

Oak Park School District



GUIDE TO HOMEBOUND EDUCATION

(Please read this information carefully to ensure complete understanding of the homebound education service.)

What homebound education is:

- Homebound education is a service for students who have a documented medical condition and are unable to participate in any activities outside the home beyond appointments, medical tests, and therapy. The student must be unable to participate in his/her current on-site traditional educational program for three weeks or more before being considered homebound eligible.
- Homebound education supports the four core subject areas: English, math, science and social studies.

What homebound education is not:

- Homebound does not support elective classes.
- Homebound is not a tutoring service for those students who attend school on a reduced schedule.
- Homebound is not home school.

Who determines eligibility?

When a parent, teacher, or administrator becomes aware of a student who will be, or has been, absent for two or more weeks because of a documented medical condition, he/she should contact the school.

A homebound form must be completed by the parent and attending physician, medical provider with prescriptive authority, or other appropriate agency. The completed homebound form should be returned to the administrator.

Do homebound students receive services year round?

Services will not be provided when the student's school is not in session. Students receive homebound services during their school calendar only.

What is the school's responsibility in initiating the process?

School personnel should advise parents of the availability of homebound education and provide appropriate forms.

What is expected of the homebound program?

Homebound instruction is designed to provide access to a learning program during confinement.

Who is responsible for providing and gathering the material for homebound education?

Once a student is accepted for homebound education, responsibility for that student rests with:

- The administrator
 - The teachers
 - The homebound instructor
 - The parent(s)
- The administrator or designee will coordinate gathering materials and interface between the school instructional staff and the homebound teacher(s).
 - The administrator or designee will facilitate communication between all parties.
 - If a student is receiving special education programming, it is the responsibility of the student's case manager to assist in coordinating homebound activities.

What are the responsibilities of those involved in homebound education?

- The parent will see that the completed application form and statement of physician form has been returned to the administrator or designee. Prior to the end of the confinement, the parent will contact the school to plan for the transition back to school.
- The student will complete the assigned work from the classroom teacher delivered by the homebound instructor, and will work independently between visits from the tutor, seeking assistance when needed.
- The school instructional staff will supply the student, administrator, or homebound instructor with assignments and necessary materials during the student's absence. Long range assignments may be given. The school instructional staff will evaluate the homework and determine the appropriate grade.
- The homebound instructor will ensure that assignments and books from the school are delivered to the student. The homebound instructor will provide a maximum of 2-3 hours per week and provide explanation and basic instruction, and will return completed work to the appropriate school instructional staff.

While receiving homebound services, will the student be counted absent or present?

Neither. While a student is receiving homebound services because of a documented medical condition, their attendance record is marked with "Homebound."

When the student returns to school, are homebound services terminated?

Yes. However, to assure a smooth, successful transition, the homebound instructor will make contact with the student and the school.

Who are the teachers for homebound education?

Homebound instructors are Oak Park educators. All efforts will be made to provide an educator suited to the level of the student. There is no guarantee of success in matching a homebound instructor with a student's specialized course work.

Who should I contact at the school to begin the homebound process?

The process of being placed on homebound begins with the administrator.

A responsible adult must always be present in the home at the time of instruction

Please work with the homebound instructor to set up a schedule so that a responsible adult is present.

Please discuss and consider the following:

- Discuss the frequency of assignment delivery
- Ensure that teachers know that they grade assignments and issue grades
- Provide guidance to teachers as to what students need to do to earn credit

Oak Park School District
Application for Approval of Homebound Instruction
STATEMENT OF PHYSICIAN

Please **print** all information. Attach additional pages as needed.

Name of Student: _____ DOB: _____

Home Address: _____ Phn: _____

Diagnosis: _____ Date of Diagnosis: _____

Probable length of time student will be unable to attend school: (required)

From: _____
(Date)

To: _____
(Date)

Prognosis: *(Why does this condition affect the student's ability to attend school? What treatment is being administered to help the student return to school?)*

The decision to assign a home instructor will be made after this form and any accompanying information is received and reviewed by Specialized Student Services. This information will be updated as needed.

Physician's Signature: _____ Date: _____

Physician's Name (print): _____

Physician's Address: _____

Phone: _____ Fax: _____

***Fax to 248.336.7678 Attention: Homebound Instruction**

(This form must be updated and resubmitted to Specialized Student Services for homebound services to continue.)

**OAK PARK SCHOOL DISTRICT
PARENT APPLICATION FOR APPROVAL OF
HOME INSTRUCTION**

Name of Student: _____ DOB: _____

School: _____ Grade: _____

Name of Parent: _____

Home Address: _____ Zip _____

Home Phone: _____ Work Number: _____

Cell: _____ Email: _____

Parent/Guardian Signature: _____ **Date:** _____

Note: A Physician's Statement form must be completed and returned to specialized student service office before home instruction can begin.

IEP

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Oak Park School District Review Team Approval Signatures

Principal or Designee: _____ Date: _____ Ext: _____

Email: _____

• Specified School Contact Person: _____ Ext: _____

(Contact person provides the instructor with books and assignments.)

Email: _____

• In what subjects will student need instruction? (Please list)

Instruction Start Date: _____ Estimated End Date: _____

Comments or restrictions: _____

Student Returned to School on: _____ Homebound Teacher Signature: _____

Comments: _____