

Homebound Instruction Manual

2018-2019

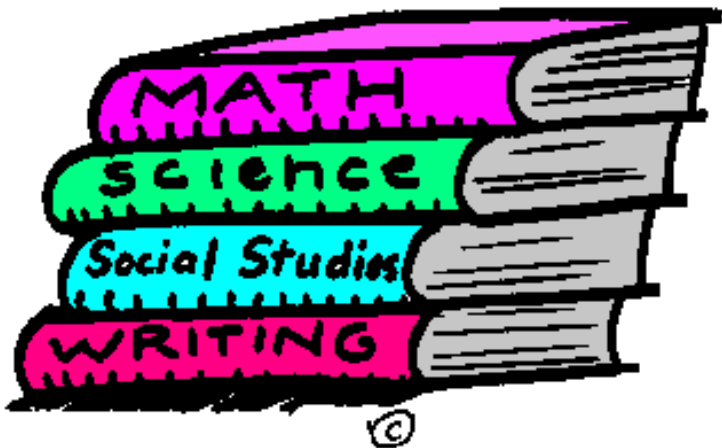


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HOMEBOUND INSTRUCTION

GENERAL INFORMATION

The Board of Trustees of the Uinta County School District Number One shall offer homebound instruction **during the school year, while school is in session** for each pupil in the district who is unable to attend school for more than five (5) consecutive school days, because of injury or illness. It may not be possible to provide a full-scale instructional program under these circumstances; therefore, subject's essential to a student's general progress will be the basis of the homebound instruction program. If the injury or illness will require the student to be absent from school more than 30 days, an alternative program (online instruction) will be assigned.

Homebound instruction is a support to a student during a period of illness to allow the student to continue with the requirements of their course of study. Homebound instruction does not exempt the student from completing course work/curriculum required at the grade level.

Steps to Request Homebound Instruction

1. Obtain physician's statement of need for homebound instruction:
A statement from the student's physician must be completed indicating the reason homebound instruction is required, the dates instruction should begin and end, and the doctor's signature. A form the physician may use – "**Physician's Statement**" – is included in the Homebound Instruction Manual.
2. If the injury or illness will require the student to be absent from school more than 30 days, an alternative program (online instruction) will be assigned.
3. Complete a release of information:
A release of information is required to allow the Human Resources Department to coordinate with the student's physician. The "**Release of Confidential Information**" form is included in the Homebound Instruction Manual.
4. Complete an application for homebound instruction with the building principal:
A homebound application must be completed jointly between the principal and parent/guardian. The "**Homebound Application**" is included in the Homebound Instruction Manual.
5. Submit "Homebound Application" to the Human Resources Department:
Send the application, physician's statement and release of information forms to Human Resources at P.O. Box 6002, Evanston, WY 82931, or deliver to Human Resources at 537 10th Street.
6. Homebound instructor is assigned by Human Resources:
The Human Resources Department will assign a homebound instructor and notify parent/guardian and building staff of the instructor's name and telephone number.
7. Homebound Instruction is provided:
The Homebound instructor contacts the parent/guardian to schedule up to ten (10) hours per week of instruction on school days.

PARENTAL RESPONSIBILITIES

1. The parent/guardian is responsible for informing the school of the medical condition that precludes the child from attending school for more than five (5) consecutive days.
2. An application for homebound instruction must be complete and signed by the parent/guardian and building principal before submitting it to the district's Human Resources Department.
3. A ***Physician's Statement*** declaring the child medically unable to attend school is required before homebound instruction can begin. A ***Physician's Statement*** attesting to the medical condition and the anticipated length of absence must accompany the application for homebound instruction. Homebound instruction or online program will cease on the date the physician indicates the student is physically/medically able to return to school.
4. A release of Confidential Information between Uinta County School District #1 and the physician is required.
5. The parent and building principal will determine the curriculum/courses to be provided through homebound instruction and **will determine the parameters for which credit will be provided**. Homebound instruction may not be provided for courses requiring specialized equipment or activities which cannot be provided in the home environment.
6. Each homebound student is marked absent until the homebound instruction actually begins if the student is not in attendance at school. Absences do not accrue during homebound instruction.
7. The parent will cooperate in planning a schedule with the homebound teacher **for a maximum of 10 hours per week** of homebound instruction. The parent or guardian will be in the home when the homebound teacher is present. The parent or guardian will provide a safe, quiet, and clean area free from interruptions for the homebound teacher to instruct the student. If an appropriate area is not available in the home, an alternate location will be considered.
8. If there is any concern about the homebound program, the parent will notify the Human Resources Department immediately.
9. When the student is ready to return to school the parent shall notify the Human Resources Department. Textbooks and other school materials must be returned to the appropriate teacher(s).
10. If the student requires homebound instruction beyond the original ending date given by the physician, a new physician's statement indicating the need for additional time needed is required.

STUDENT RESPONSIBILITIES

1. The student will cooperate in planning a schedule for a maximum of 10 hours per week of homebound instruction, while a parent or guardian is in the home.
2. The student **must** be available to the homebound teacher, be on time for scheduled appointments, return phone calls, and notify the teacher in a timely manner if an appointment needs rescheduling.
3. The student is responsible for putting forth their best effort at all times when working with the homebound teacher.
4. The student is responsible for completing assignments made by the homebound teacher in the timelines given.

BUILDING ADMINISTRATOR'S RESPONSIBILITIES

1. Provides the parent or guardian a copy of the current school year edition of the Homebound Instruction Manual.
2. Initiates the application form for homebound instruction. A **completed application** indicating the curriculum/classes to be provided in homebound instruction, signed by the parent and school official must be submitted to the district Human Resources Department with a signed and completed **Physician's Statement**. Homebound instruction cannot begin prior to both documents being submitted to the Human Resources Department.
3. The building principal will notify all appropriate staff (i.e., building secretary, teacher(s) and counselor(s)) in their building of the placement of a student in the homebound program.

BUILDING SECRETARY'S RESPONSIBILITIES

1. The building secretary will notify the appropriate teacher(s) and give them a Homebound Instruction Manual along with a "Homebound Student Assignment Form".
2. The building secretary will assist the building administrator with their responsibilities.

HUMAN RESOURCES RESPONSIBILITIES

1. When the completed homebound application and completed Physician's Statement are received in the Human Resources office a homebound teacher or appropriate online program will be assigned as available. The Human Resources secretary will then notify the building secretary of the homebound teacher's name.
2. The Human Resources secretary gives the Homebound Instructor a copy of the current school year edition of the Homebound Instruction Manual and any other necessary forms or information.
3. If there are any questions, problems or concerns with the homebound instruction on any level, the Human Resources Director needs to be notified immediately.
4. The Human Resources Department will process time cards and mileage logs for payment. Final payment will be made upon receipt of last time card, mileage log and end of services report.

CLASSROOM TEACHER'S RESPONSIBILITIES

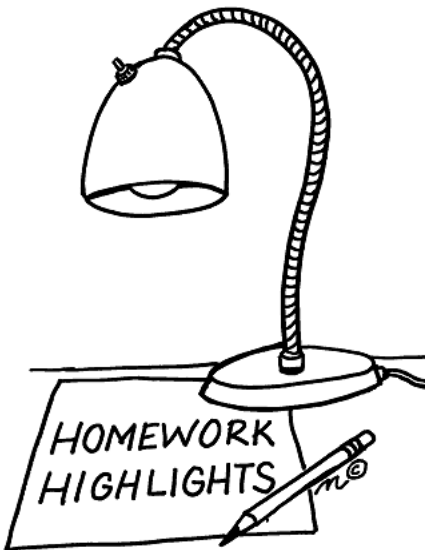
1. Classroom teacher will complete the **Homebound Student Assignment Form** as soon as it is received, so the Homebound Teacher can begin instruction.
2. Classroom teacher will provide work to the homebound student, even if the homebound student has a failing grade in the class.
3. The classroom teacher(s) will provide instructional materials, assignments, tests, etc. for the homebound teacher to use with the homebound student in a **timely manner**. Initial materials are to be available to the homebound teacher by the end of the next school day following the notice of need for homebound services. Provide assignments for no less than one week at a time on a weekly basis. The classroom teacher(s) shall be responsible for all lesson plans and grading of all assignments and tests. *Be sure to return graded assignments to the homebound student and give feedback.*
4. Any required adaptation of curriculum/coursework is the responsibility of the classroom teacher. The homebound student's illness must be considered when curriculum/coursework is provided to the homebound teacher.
5. Classroom and homebound teacher will maintain a confidential and professional relationship regarding the homebound situation at all times.

HOMEBOUND TEACHER'S GUIDLINES AND RESPONSIBILITIES

1. Have a copy of and know the information in the current school year edition of the Homebound Instruction Manual.
2. The homebound teacher (who meets Wyoming State Department of Education requirements) will provide instruction on an hourly basis, with a **maximum of 10 hours per week**, per homebound student. This includes time with the student's teacher(s) and the time spent with the student.
3. Homebound teaching takes place only when school is in session. There is no homebound instruction provided during holidays or over school breaks.
4. The homebound teacher will contact the building secretary and teacher(s) on a weekly basis to get the **Homebound Student Assignment form** and instructional materials. The homebound teacher is responsible for taking all materials and assignments to the homebound student, instructing, and assisting him/her, but not doing the work for the homebound student.
5. The homebound teacher will contact the parent and/or student the day homebound teaching is assigned to arrange a mutually agreed upon schedule for homebound instruction. It is important to remember that **a parent or guardian must be in the home while the homebound teacher is working with the student**, unless the student is 18 years old or older. The homebound teacher may not take family members to the homebound assignment.
6. The homebound teacher will return all completed assignments to the classroom teacher in a timely fashion, after logging return date on Homebound Student Assignment form. **DO NOT PUT RETURNED, COMPLETED ASSIGNMENTS IN THE HOMEBOUND BOX IN THE SCHOOL OFFICE. RETURN THEM DIRECTLY TO THE CLASSROOM TEACHER.**
7. If the student is not progressing or putting forth adequate effort the homebound teacher must notify the Human Resources Department immediately.
8. The homebound teacher will **complete and turn in an End of Services Report**. The report will address the level of work the student has demonstrated, whether the student was prepared, whether the student has progressed academically and all completed **Homebound Student Assignment forms**.
9. The homebound teacher and the classroom teacher will maintain a confidential and professional relationship regarding the homebound situation at all times. The homebound teacher will maintain a professional demeanor with parents and students at all times.
10. The homebound teacher will notify the parent, student, and Dr. Joseph Ingalls or Doug Rigby (789-7571 ext. 1023) if scheduled services are missed due to the teacher's illness or other absence.

SUGGESTIONS FOR EFFECTIVE HOMEBOUND INSTRUCTION

- 1) Set a weekly schedule with the homebound student and stick to it. Don't let the student make excuses.
- 2) Set due dates for homework to be checked and returned, even if the classroom teacher doesn't expect work weekly.
- 3) If the classroom teacher(s) give more than a week's work at one time, the homebound teacher should help divide the work into manageable segments for the student.
- 4) Previous homebound students really stress how important it is for the homebound teacher be **strict and firm** on scheduling and deadlines so things don't pile up.
- 5) If the classroom teacher(s) are not cooperative, the homebound teacher needs to see the principal to ask for assistance.



2018-2019

August 2018						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2018

14-17 New Teacher Training
 20 Teacher Work Day
 21-23 In-Service
 24 Teacher Work Day
 27 First Day of School

September 2018

3 Labor Day Holiday

September 2018						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2018

9 PM P/T Conf. EHS
 10 PM P/T Conf DMS/EMS
 15-16 Autumn Break
 26 ½ Day Work Day K-8
 End 1st Term (42 days)

November 2018

5-8 P/T Conf. Elem
 21 Thanksgiving Vacation
 22 Thanksgiving
 23 Thanksgiving Holiday

November 2018						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2018

7 ½ Day Work Day EHS
 18 PM P/T Conf. EHS
 19 PM P/T Conf DMS/EMS
 24 Christmas Holiday
 25 Christmas
 31 New Year's Holiday

December 2018						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

1 New Years Day
 2-4 Christmas Break
 7 School Resumes
 18 ½ Day Work Day
 End of Semester (46/88)
 21 MLK – No School
 ½ Day PD ½ In-service

January 2019						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

February 2019

18 President's Day Vacation

March 2019

5 PM P/T Conf EHS
 6 PM P/T Conf DMS/EMS
 8 No School Comp Day
 22 End 3rd Term (43/131)
 1/2 Day Work Day
 25-28 P/T Conf Elem.

March 2019						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2019

1-5 Spring Break

May 2019

14 PM P/T Conf EHS
 15 PM P/T Conf DMS/EMS
 27 Memorial Day Holiday
 31 ½ Day Work Day
 End of Semester (44/175)
 31 HHS Graduation

April 2019						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2019						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2019

1 EHS Graduation
 3-4 Inclement Weather

July 2019

4 Independence Day

8/14/18

June 2019						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

HOMEBOUND STUDENT ASSIGNMENT FORM

(School secretary completes top portion of this form after notification by Human Resources Secretary, classroom teacher completes the remaining portion.)

Date Homebound Application completed by principal and sent to Human Resources _____

Date Physician's Statement received and sent to Human Resources _____

Homebound Student Name _____ Grade _____

School of Enrollment _____ School Secretary Name _____

Homebound Instruction to begin _____ Anticipated date to end _____

Homebound Teacher's Name _____ Phone # _____

Date Classroom Teacher notified of student's Homebound Status _____

Classroom Teacher's Name _____ Subject _____

(Please place one weeks assignments for one week on each form.)

DATE ASSIGNED	ASSIGNMENT	DATE DUE	DATE RETURNED TO TEACHER	DATE RETURNED TO STUDENT

Classroom Teacher to complete this form and return it and any needed materials to the Homebound Teacher no later than the day after this form was received.

Any questions concerning Homebound Instruction may be addressed by reading the most recent edition of the "Homebound Manual" which is available in each school office or by calling Kristine Hayduk in Human Resources, ext. 1023.

Updated 2/28/2017

HOMEBOUND APPLICATION

(To be completed by Parent & Principal then sent with completed Physician's Statement to Human Resources Dept.)

Student Name: _____ DOB: _____

School: _____ Teacher: _____

Grade: _____

Is student age 18 or older? YES NO Parent/Guardian or Spouse: _____

Current

Address: _____

(Address where Homebound Instruction will take place.)

Home Phone: _____ Work/Cell Phone: _____

(ATTACH A COPY OF PHYSICIAN'S STATEMENT TO THIS FORM.)

Date "Physician's Authorization" received:

CURRENT INSTRUCTION PROGRAM

(Secondary Schools please attach a copy of schedule.)

HOMEBOUND INSTRUCTION PROGRAM

TO BE PROVIDED

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Comments: _____

PARENT SIGNATURE: _____ Date: _____

PRINCIPAL SIGNATURE: _____ Date: _____

To be completed by Human Resources Department:

Date Homebound Instruction To Begin: _____	Ending Date: _____
Homebound Instructor's Name: _____	Phone: _____

**Homebound Instruction
PHYSICIAN'S STATEMENT**

(Please type or print legibly.)

Student's Name: _____ Student's School: _____

Nature of illness or injury confining student to hospital or home:

Anticipated length of time student must be confined to hospital or home. (Homebound instruction will cease on the date indicated unless a new **Physician's Statement** is received.):

Date hospital or home confinement to begin: _____

Date hospital or home confinement anticipated to end: _____
(This date is mandatory.)

Do you feel homebound instruction would be appropriate? YES NO

If yes, please explain:

Physician's Name - **TYPED OR PRINTED**

Physician's Phone Number

Physician's Signature - **NO STAMPS PLEASE**

Date

Please mail, FAX or deliver this form to:

Student's School

OR

**Human Resources Department
Uinta County School District Number One
P.O. Box 6002
Evanston, WY. 82931-6002
(307) 789-7571 ext. 1023
FAX# (307) 789-6225**

Updated: 2017

Uinta County School District #1

Human Resources
P.O. Box 6002
Evanston, WY 82931-6002
307-789-7571 x1023

Permission to Obtain & Release Information

Student Information

Name of Student:	
Date of Birth:	

I, the undersigned, hereby request and authorize:

School District:	Uinta County School District #1
Address:	P.O. Box 6002, Evanston, WY 82931-6002
Contact Phone/Fax number:	307-789-7571 x1023 / Fax - 307-789-6225
School District Contact Person:	Human Resources Records Clerk

To release to and/or obtain from:

Agency:	
Address:	
Contact Phone/Fax Number:	
Agency Contact Person:	

Information Requested on student indicated above:

<input type="checkbox"/> Official student academic/administrative records (identifying information, grade level completed, grades, class rank, attendance records, and group aptitude and achievement assessment results)
<input type="checkbox"/> Medical and/or related health records, including:
<input type="checkbox"/> Special Education confidential file (Evaluation, Eligibility & IEPs)
<input type="checkbox"/> Participation, development or implementation of the IEP and exchange of applicable agency documents.
<input type="checkbox"/> Other (specify):

Purpose of disclosure

EDUCATIONAL PLANNING

*** This permission is valid for one year from the date signed. A copy of this form is as effective as the original.**

I understand that I may revoke this authorization at any time by submitting written notice of the withdrawal of my consent and that the written revocation must be given to the agency/organization I authorized to release information. I recognize that health records, once received by the school district or public agency, may not be protected by the HIPPA Privacy Act and may become education records protected by the Family Educational Rights and Privacy Act (FERPA). I also understand that if I refuse to sign, such refusal will not interfere with my child's ability to obtain homebound services.

Signature	Relationship	Date

WDE Form M-4
Rev. 8/2008