

Regulation IHBF-R

Las Cruces Public Schools

Related Entries: Policies IA, IGA, IHB, JBB
Responsible Office: Associate Superintendent for Instruction

HOMEBOUND SERVICES FOR STUDENTS

I. PURPOSE

To establish procedures for the implementation of LCPS Board of Education Policy IHBF: Homebound Services for Students.

II. BACKGROUND

Homebound services shall be available to enrolled students who have not graduated from high school. The placement of a student to receive homebound services will not be used for a disciplinary placement or as a program for students to make up missed assignments. Homebound instruction, although correlated with what the student is missing in the classroom, shall be focused on the student's needs and what the student is capable of doing during the period away from school.

III. DEFINITIONS

1. *Homebound Services* means temporary academic instruction provided to students in the home.
2. *Homebound Instruction Services Healthcare Provider Referral Form (LCPS Form IHBF-E2)* means the required form for applying for homebound services. This form must be signed by a healthcare provider, which may include but is not limited to, a medical doctor (MD), doctor of osteopathy (DO), physician's assistant (PA), nurse practitioner (NP) or level-three psychologist, licensed in the United States.
3. *Homebound Instruction Application (LCPS Form IHBF-E1)* means the form required in conjunction with the Homebound Instruction Program Healthcare Provider Referral Form (LCPS Form IHBF-E1) for determination of student services.
4. *Individual Education Program (IEP)* means the plan required for students requiring homebound services who meet eligibility for special education services as determined by the IDEA.
5. *IEP Team* means group members selected to support each LCPS student who is identified with a disability and who receives services through special education. Team members include the child's parent/guardian and appropriate school district personnel. The team's function is to make decisions with regard to the student's IEP. (See LCPS Policy and Regulation IHB: Special Education and Related Services for Eligible Students.)
6. *504 Plan* means the plan required for students who meet eligibility for Section 504 of the Rehabilitation Act of 1973. (For more information on 504 plans, including student 504 teams, see LCPS Policy and Regulation IHB: Special Education and Related Services for Eligible Students.)
7. *504 Team* means group members selected to support each LCPS student who requires accommodation but who does not qualify for Special Education

Department services. Team members include the child's parent/guardian and appropriate school district personnel. The team's function is to make decisions with regard to the student's 504 plan. (See LCPS Policy and Regulation IHB: Special Education and Related Services for Eligible Students.)

8. *Acute illness/injury* means an illness or injury with an anticipated or predictable end and duration of less than a nine-week grading period.
9. *Chronic illness/injury* means an illness or injury constant or recurring without an anticipated or predictable end and duration of greater than a nine-week grading period.
10. *Homebound Instructor* means a certified teacher providing instruction to a homebound student. This staff member is responsible for collecting assignments from the classroom teacher(s) and returning student's completed assignments to the classroom teacher(s), and giving feedback to the student.
11. *Teacher of Record* means a highly qualified teacher who will provide assignments, assign grades and award credit to the homebound student.
12. *Related Services* means a highly qualified provider who provides services to homebound students meeting eligibility requirements as determined by an IEP committee.

IV. PROCESS AND ELIGIBILITY

- A. To be eligible for homebound services:
 1. An elementary or middle school student must be unable to attend school for a minimum of four consecutive weeks during the school year;
 2. A high school student must be unable to attend school for two consecutive weeks during the school year.
- B. A parent/guardian requesting homebound services should contact the nurse at the home school of the student to obtain: 1) the Healthcare Provider Referral Form (IHBF-E2) for Homebound Services, and the Homebound Instruction Application Form (IHBF-E1). These forms must be completed in their entirety and signed by a licensed healthcare provider before they are sent to the director of the LCPS Health Services Department. If approval is granted by the director of the Health Services Department, said director shall forward the signed forms to the either the LCPS director of Elementary Instruction or Secondary Instruction, as appropriate.
- C. In the case of a student on an Individual Education Plan (IEP) or a 504 Plan, the placement of the student to receive homebound services shall be determined by the IEP team or 504 team through processes and procedures applicable for determining special education services under the Individuals with Disabilities Education Act of 2004, and those services necessary for the student to have access to his or her education under Section 504 of the Rehabilitation Act of 1973. A parent or guardian may request homebound services for a student through an IEP or 504 Plan process, with such services coordinated through either the LCPS director of Elementary Instruction or Secondary Instruction, as appropriate.
- D. Either the LCPS director of Elementary Instruction or Secondary Instruction, as appropriate, shall be responsible for scheduling meeting(s) with appropriate school

district staff to begin the implementation of homebound services. In the case of a student receiving special education services, the student's case manager shall continue to guide the student's instruction during the implementation of homebound services, with a representative from the Department of Special Education attending team meetings. Students with a 504 plan will be reviewed by a committee designated by either the LCPS director of Elementary Instruction or Secondary Instruction, as appropriate. In all instances, the school nurse shall participate in the determination meeting. The committee must convene within five days of receiving the completed homebound services documentation. If the student is receiving special education services or has a 504 plan and the meeting is delayed, compensatory services shall be offered to parent/guardian for his/her consideration.

- E. Once services are determined, the Department of Instruction shall arrange for services that may include distance learning, technology and individual instruction. In instances where the student is receiving special education, the Department of Instruction shall consult with the Director of the LCPS Special Education Department and the student's IEP team to ensure that appropriate services are delivered to the student.
- F. The Department of Instruction shall schedule the service time with the parent/guardian of the student receiving homebound services, and, if necessary, shall be responsible for hiring an instructor, implementing technology, distance learning and/or any other service that is determined to be necessary and beneficial to the student by the homebound committee or the IEP team.
- G. The parent/guardian and student shall be responsible for the student attending scheduled online or instruction sessions. The parent/guardian or the student should notify the student's teacher/instructor prior to the day of service if the parent/guardian or student needs to cancel a session.
- H. The teacher of record shall be responsible for awarding grades and providing assignments, whether through distance learning, web-based instruction or on-site instruction in the student's home or health care facility.
- I. An assigned homebound instructor, when delivering services, shall be required to have both parent/guardian and student sign a log sheet at the time of service. If the instructor cancels a session, it must be made up as soon as possible.
- J. Homebound instructors shall be responsible for submitting their time logs, reimbursement for mileage requests and lesson plans to the Department of Instruction by the last day of each month during the period when homebound services are provided.
- K. Once the student's healthcare provider has determined that the student can return to school, a review of services shall be conducted by either the LCPS director of Elementary Instruction or Secondary Instruction, as appropriate and the director of Health Services. If the student is eligible under IDEA, the review of services shall be conducted by the IEP team.
- L. A parent/guardian of a student receiving homebound services who does not agree with the determination of the IEP team as to when the student is ready to return to school, may appeal that determination by submitting relevant documentation from

a duly licensed medical doctor, psychologist or psychiatrist to the IEP team in writing within five working days of the team's determination. If the homebound services a student is receiving are determined by an IEP team, and the parent/guardian disagrees with the team's determination as to when a student is ready to return to school, the parent/guardian's appeal rights shall be governed by IDEA (See LCPS Policy and Regulation IHB: Special Education and Related Services for Eligible Students) rather than this regulation.



Associate Superintendent for Instruction

November 6, 2012

Date Approved

History: Revised 09.22.08, 08.11.09, 05.14.12, 11.06.12

Legal Reference: *Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act 2004 and New Mexico Public Education Department Regulations*