

SUMMERS COUNTY BOARD OF EDUCATION POLICY

**Adopted: 8/27/81, Revised: 9/3/98, 8/1/01, 9/26/02, 1/26/05, 10/25/06,9/21/07, Code: VI-D-2
7/30/08, 07/24/13, 9/23/15**

**Reference: WVDE Policy 2510, WV State Code 18.20.1, Page 1 of 2
WVDE Attendance Policy**

HOMEBOUND INSTRUCTION

Homebound instruction is to be provided when a student has an injury, communicable illness, or health condition that has been diagnosed by a licensed physician who specializes in the health condition that may temporarily confine a student to home or hospital for a period that has lasted or will last more than three weeks. The approval/signature must be from a psychiatrist or licensed physician. Physician's assistants, psychologist, therapist, counselors, nurses or clerical staff are **not** permitted to make recommendations or sign the application. No student shall be granted Homebound Services based on the scheduling of future appointments.

In case of mental or emotional illness, documentation that the student is currently in regular counseling sessions more than once per month is required by a psychiatrist. A treatment plan and timelines developed by psychiatrist for the return to school must accompany the application. Failure to remit this plan will result in rejection of homebound services. The Director of Student Services reserves the right to confer with the acting physician or psychiatrist regarding the treatment plan and progress of the applying student.

In accordance to WVDE Policy 2510, the Homebound Application will only be approved for 3 months. It must be resubmitted for a continuance of services. The student will be required to attend school until the full application is resubmitted by the parent or guardian. Time that may lapse between submissions may result in unexcused absences.

Summers County Schools will provide certified teachers to serve homebound students. All requests should be directed to the Director of Student Services located at the Summers County Board of Education, 116 Main Street, Hinton, WV.

All homebound students must be enrolled in a Summers County School. The county board may require that the parents obtain a second physician's opinion at the expense of the county board. **Students receiving homebound services will not be permitted to work.** Students receiving homebound services will be required to receive prior approval from the school's principal before attending school functions. Approval will not be granted until all parts of the application are received correctly.

The procedure for getting a homebound teacher is as follows:

1. Student/Parent provides the information necessary to complete an application form available from the office of Summers County Director of Student Services.
2. Student/Parent takes the application form to a doctor for completion of his/her report.
3. Application form must be signed by a licensed physician or psychiatrist.
4. A complete application form is returned to the Summers County Director of Student Services.
5. If approved, homebound teacher(s) will be assigned by the Director of Student Services.
6. The application and services will only be approved for 3 months and reapplication is the responsibility of the parent.

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Scheduling and Instruction of Homebound Students

1. Instruction is to start as soon as possible following determination of student's eligibility for instruction.
2. Instruction time to be provided is **four hours per week for grades K-8** and **thirty minutes of instruction per week for each class for grades 9-12**. Instruction time may be altered to meet the needs of individual students. After a full grading period, students 9-12 participating in the Career and Technical Education Program may forfeit their grade and/or class credit as modifications to the curriculum may not be possible for extended time in settings such as clinical, labs, and/or work-based learning. Hence, students on extended Homebound may need to repeat those classes in order to graduate. Alterations to schedules will be made following consultation with the doctor, parent, homebound teacher, the regular teacher, and school administration. All alternative schedules must be approved by the Director of Student Services.
3. Homebound instruction is provided at a time when a responsible adult is in the home.
4. The student's teacher(s) shall provide the homebound teacher with copies of daily lesson plans, including homework assignments, when requested.

Parent/Student Responsibility

1. Once the parent and teacher agree on a schedule, it is the responsibility of the parent and student to abide by that schedule unless prior arrangements have been made with the teacher to change the schedule.
2. All appointments are to be scheduled at a time when it **will not interfere** with homebound instruction.
3. Students receiving homebound services will not be permitted to work.
4. It is the parent's responsibility to see that a responsible adult is home when instruction is scheduled.
5. It is the responsibility of the student to complete his/her assignments.
6. When instruction is missed due to inability to reschedule the session or no one is home, the student will be counted absent in regards to Summers County's Attendance Policy VII-B-3.

Assignments and Grading:

The homebound teacher will be responsible for the assignments and the grading of the assignment. There are certain situations where the regular classroom teacher will gather and send the assignments to the homebound instructor and the grades will be maintained by the regular classroom teacher. Group or class assignments that cannot be fulfilled at home will be replaced with an alternative assignment without grade penalty to the student. This will be determined by the Director of Student Services and the school Principal. Regardless of the individual status and circumstances lesson plans and materials will be provided by the regular classroom for the homebound teacher on a weekly basis.