

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name: Homebound Instruction	
Procedure No. 2412-00-01	Eff. Date: <u>03/2011</u>
Implements Board Policy(ies) <u>2412: Homebound Instruction Program</u>	Last Reviewed: <u>03/2011</u>

1. Background

<p><i>Background to the implementation of the policy</i></p> <ul style="list-style-type: none"> • Department of Student Services Procedural Manual • Homebound Instruction assigned by building teams <p><i>This procedure explains the process for providing the Homebound instruction program.</i></p>
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2. Responsibilities

Title: Building Principal and/or DSS Mangers	
Address:	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i></p> <p><i>Ensure that the school staff involved with student cases being considered for placement on home instruction, follow the action steps described below</i></p>	

3. Action Steps

<p><i>Describe the action steps relevant to the implementation of the policy.</i></p> <p>A. Planning and Implementing Home Instruction</p> <p>1. Whenever a principal is notified that a student will be absent from school for more than 10 instructional days for health reasons, s/he should contact the Department of Student Services Manager, student's teacher(s) and counselor(s) so that a written plan for home instruction can be developed. For students with disabilities, the instructional plan will include a revised IEP or Section 504 Plan.</p> <p>2. The principal shall submit the plan for home instruction, including the assignment of home instructor(s) to the Director of the Department of Student Services. The plan must be accompanied by the revised IEP or Section 504 Plan of students with disabilities.</p>
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3. Students will receive instruction only on days that school is in session. Non-disabled students will receive one (1) hour of instruction per instructional day. If the student has a disability, the IEP Team or Section 504 Team will determine the amount of home instruction time needed to ensure free, appropriate public education (FAPE). This will be no less than one (1) hour per instructional day and may be increased with approval from a Student Services Manager or Student Services Specialist. For students without disabilities, the plan for home instruction will specify the duration of services (in days) requested for approval by the Principal.

4. The staff member assigned to provide the home instruction shall forward assignment grades to the principal of the school the student attends by the end of each marking period. Quarterly grades should be determined collaboratively between the home instructor(s) and the school-based teacher unless the student has been with one teacher for 34 days (75%) of the marking period.

5. One staff member in the school the child attends will be designated as liaison between the home instructor and the student's classroom teacher(s). This teacher will secure the textbooks and any supplies necessary for the instructional plan, IEP or Section 504 Plan to be implemented. The liaison will forward these materials and the instructional plan, IEP, or Section 504 Plan to the staff member who will provide home instruction. The liaison will coordinate services with the student's classroom teacher(s), parents, and the staff member providing home instruction to facilitate the successful transition of the student back to school at the end of the term of home instruction.

6. IEP Teams and Section 504 Teams considering home instruction in response to disciplinary actions, for a term that will exceed a total of 10 instructional days in that school year, will follow CPS Board Policy and Administrative Guidelines 2465 and 5610.

7. Prior to considering home instruction to address behavioral or safety concerns for a student with a disability, IEP teams and Section 504 teams will conduct a Functional Behavioral Assessment. Teams will submit the resultant Behavior Intervention Plan, including data regarding the implementation of the plan, with the revised IEP or Section 504 Plan.

8. When a student's IEP or Section 504 Plan is revised to deliver educational services through home instruction in response to behavioral or safety concerns, the term of the IEP or Section 504 Plan is limited to 45 instructional days. An application for waiver of this limit may be submitted to the Director of Department of Student Services.

9. Prior to the conclusion of the home instruction, the IEP team should reconvene in order to plan for the student's return to school-based services. The IEP should be revised to indicate the date on which the student will return to school and should include a description of the supports and services that the student will need in order to be successful at school. A copy of this IEP should be forwarded to the Department of Student Services.

B. Assignment and Compensation of Home Instructors

1. Licensed personnel providing home instruction shall be paid as approved by the Board.

2. All assignments of personnel to provide homebound instruction for any student are made through the office of the principal. Whenever possible, home instruction should be completed by staff members from the student's school of attendance.

3. Home instructors may submit mileage reimbursement for travel between work sites. Mileage compensation will **not** be provided for travel to or from home.

4. Accurate time confirmation sheets must be kept of all cases. The time confirmation sheet is to be signed by the parent and attached to the completed payroll sheet. In the event that a student does not attend a home instruction session, the home instructor should wait 20 minutes for the student. If, after 20 minutes, the student does not come to the scheduled home instruction session, the home instructor may leave. The home instructor will be compensated for one hour in the case of a failed appointment. If a student fails to attend three home instruction sessions, the student should be referred to the school social worker, with consideration given to the filing of truancy charges.

5. All payroll sheets must be signed by an administrator from the student's assigned school. These forms should be submitted to the administrator initiating the request for home instruction no later than 5 business days after the close of the pay period in which the services were provided. Payroll sheets should be attached to signed copies of corresponding Home Instruction Confirmation Reports. The Home Instruction Confirmation Reports should be signed by the student's parent/guardian. However, if the student is age 18 or older, he/she should sign the section entitled "Parent's/Guardian's Verification." If all documentation is accurate and complete, payment to cover the costs associated with providing home instruction to students with disabilities will be processed.

6. If there are any questions pertaining to payment for home instruction or mileage, the administrator initiating the request for home instruction should be contacted.

7. It is recommended that no home instructor accept more than three assignments at a given time.

8. If home instruction is provided in a small group setting, the amount of service provided should be equivalent to one hour of individual instruction per student. Time and compensation may be adjusted according to a student's IEP or Section 504 Plan.

9. Random audits regarding the authorization and provision of home instruction may be conducted by building administrators or administrators from the Department of Student Services. In cases of suspected fraud, disciplinary procedures will be initiated through the Department of Human Resources.

C. Highlights of Home Instruction Guidelines

1. Home instruction will be overseen by the administrator initiating the request for home instruction.

2. There is no longer a separate medical form for home instruction. The need for home instruction as a result of illness or injury can be documented on *Medical Diagnostic Evaluation Form (CPS-7)*.

3. One staff member in the school the child attends should be designated as the liaison between the home instructor and the student's classroom teacher(s).

4. Prior to beginning home instruction, a Home Instruction Plan must be completed. For students with disabilities, this plan should be attached to the revised IEP that indicates services to be provided through home instruction.

5. When home instruction is being provided in response to illness or injury, the term of home instruction is consistent with medical recommendations. When home instruction is being provided in response to behavioral concerns, the term of home instruction is limited to 45 instructional days. School teams may apply for an extension of this time by completing a *Home Instruction – Request for Extension* form and submitting this form to the Department of Student Services.

6. All home instruction payroll sheets must be submitted to the administrator who initiated the request for home instruction. Payment for home instruction services provided to students with disabilities will be processed when all paperwork is found to be in compliance. Teams may consult with their assigned Department of Student Services Manager.

7. If home instruction is provided in a small group setting, the amount of service provided should be equivalent to one hour of home instruction per student. Compensation will reflect the amount of service provided to each student.

8. Random audits may be conducted by building administrators or administrators from the Department of Student Services.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

If a student is being considered for placement on home instruction as an IEP placement for the student's least restrictive environment, and there are behavior concerns. The school team must have completed a functional behavior assessment and behavior intervention plan as measures towards addressing the behavioral concern.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
Home Instruction/Compliance and Reimbursement Checklist	<i>Checklist to ensure paperwork completion</i>	<i>6/2010</i>
Documentation of Need for Home Instruction	<i>Justification for home instruction</i>	<i>6/2010</i>
Home Instruction Confirmation Report	<i>Verification of by parent, home instructor and DSS manager signature</i>	<i>6/2010</i>
Home Instruction Grade Report	<i>Quarterly grade reports for students placed on home instruction</i>	<i>6/2010</i>
Home Instruction – Request for Extension	<i>Completed when there is a need to extend home instruction time.</i>	<i>6/2010</i>

6. Additional Information

Describe any additional information relevant to the implementation of the policy.