

# **NORTHWEST LOCAL SCHOOL DISTRICT HOME INSTRUCTION HANDBOOK**



**May 2021**

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## Introduction

State law requires students of compulsory school age to attend school. Students who are unable to attend school for extended periods of time due to illness, disability, or other medical condition can be eligible to receive home instruction. Northwest Local Schools identifies homebound or hospitalized status for students who have an acute or chronic medical condition that prevents him/her from attending classes at school for longer than 3 weeks (15 school days). Once a student has been absent for 15 consecutive school days, or the physician's report states the student will miss at least 15 school days, eligibility for Home Instruction (HI) can begin. A student may also receive home instruction as a service determined by an Individualized Education Program (IEP) team.

This service takes place in a public defined space and is conducted by an individual who holds an Ohio teacher's license, or in a supervised setting agreed upon by the parent and the instructor. Home Instruction is designed to provide continuity of educational services between the classroom and the homebound setting for students whose medical needs, both physical and psychiatric, prohibit consecutive school attendance over a period of time. The primary objective of the Home Instruction program is to provide instructional services so that the student can return to school with the knowledge and skills sufficient to resume her/his previous academic programming. Additionally, Home Instruction may be used to supplement the classroom program for health impaired children whose conditions may interfere with consistent attendance (e.g., students receiving dialysis, or radiation/chemotherapy). Cases of students, who are dangerous or have contagious conditions, will be reviewed by the Superintendent or his/her designee for determination of the appropriateness of Home Instruction services.

Students who cannot attend public school because of illness, accident, or pregnancy, even with the aid of transportation, are eligible for medical homebound or hospitalized instruction. **A licensed medical provider must certify that the student is unable to attend school but may profit from instruction given in the home, hospital or team designated location.**

A student unable to attend school due to an emotional disorder may be successfully taught at home by a licensed teacher. This service is considered to be of short-term duration. Home Instruction is not to be used in lieu of school programs. When Home Instruction is requested for such children, information given on the Physician Report-Certification of Need for Home Instruction (HI-6) must be furnished by a licensed physician and/or psychiatrist, a licensed psychologist working with the child in a clinical setting, or licensed medical provider. A plan for returning the child to school or placing him/her in a more appropriate setting should be on record.

If Home Instruction is requested due to pregnancy, the inability of this student to attend school shall be attested to by a licensed medical provider. It may be desirable and practical to provide instruction due to pregnancy in a small group setting.

Home Instruction service is to be a short-term service designed to maintain a student's progress in the curriculum. If, at the conclusion of the school year, a student has received a final grade and credit from the school based teacher of record, Home Instruction will cease.

Any student participating in a program of medical homebound instruction or hospitalized instruction must be approved by the district Superintendent or his/her designee.

Upon request of the student's parent or guardian, and provided such request is recommended by a physician, the Board shall furnish a home instructor to instruct the student at home. Any credits earned shall be considered a part of the cumulative record. Credit for the work shall be awarded when it is done under the supervision of a certified teacher, a person eligible to hold an Ohio certificate or other appropriately licensed professional employed by the School District. Applicants for Home Instruction shall be approved by the Superintendent or his/her designee. During such period of instruction the student shall be carried on the school

register as present. Classroom teachers of the homebound student are responsible for all grading with verbal assistance from the homebound instructor unless Superintendent or his/her designee deems differently.

## Program Parameters

A student receiving home instruction is carried in the daily register of the class in which she/he is enrolled provided she/he receives instruction for the allotted hours per week. Elementary (Grades PS-6) school pupils are provided one hour of instruction for each day that the student is not in attendance on a regular scheduled school day. Secondary (Grades 7-12) pupils are provided one hour of instruction for each core subject area (math, reading, writing, social studies and science) for a total of 5 hours per week (or determined by the IEP team for students with disabilities). Required hours of instruction may be delivered in person or virtual format and in multiple hour sessions.

Students who miss state or district tests may or may not be required to take the test during the time they are not in school. **If required to participate in state testing, special arrangements will be made to accommodate for testing participation on those days.** Home instruction personnel are permitted to give tests and quizzes to students and final exams if necessary.

Students often return gradually to school and the home instruction personnel may gradually reduce time but still be available to help with the transition. Again, this can be stressful but usually it is done gradually as the student gains strength and stamina. The building or IEP team makes this decision. Sometimes it is advisable for the home instructor to join the building team meetings for input and feedback.

Home Instruction service is a short-term service designed to maintain a student's progress in the curriculum. If, at the conclusion of the school year, a general education student has received a final grade and credit from the school based teacher of record, home instruction will cease. **Home Instruction is not to be used in lieu of school programs.** On occasion home instruction may be utilized to offer compensatory education for students who are out of school due to consequences related to discipline.

Intermittent home instruction service is defined as educational support intended for those students who miss school on a regular basis due to medical reasons. Examples of students who may require such a plan are, but not limited to, those individuals receiving treatment for cancer or sickle cell anemia. The home instruction action plan is developed at the initial referral and implemented periodically without repeating the process each time an absence occurs. If a student is in need of these services, the action plan and medical information should be reviewed and renewed annually so as to identify the appropriate strategy for the new courses.

## Home Instruction Request and Assignment Procedures

1. Once it is suspected that a student requires home instruction services, a team meeting is set up to construct a Request for Home Instruction (HI-1) including an Instruction Action Plan (HI-2) consisting of the student's teacher(s), parents, student (if appropriate), counselor, instructional coach, nurse (if appropriate) and an administrator (or IEP team as appropriate).
2. The team develops a plan based upon whether the student's absence will be short term or for an extended period of time. This plan will identify all of the courses/subjects in which the student is currently enrolled and the future status of those courses/subjects.
3. Provide copy to the Parents the Parent and Student Agreement of Responsibilities form (HI-3)
4. Certified medical documentation is required, and will be requested by the special education office upon receipt of the Request for Home Instruction (HI-1).
5. It must be determined and that he or she may profit from instruction given in the home, alternate location, or in a hospital (within district boundaries) and whether it will be provided in person or virtual format.
6. Once all documentation is received, the district Superintendent, or his/her designee, may or may not then approve the student's home instruction status.

## **General Education Student**

- Complete HI-1-Request for Home Instruction
- Complete HI-2- Instruction Action Plan
- Provide copy to Parent/Student of Parent and Student Responsibilities form HI-3
- Forward any certified medical documentation provided by the parent
- Forward all documents to the special education office for consideration to the attention of:
  - Sharon Feth: [sfeth@nwlsd.org](mailto:sfeth@nwlsd.org) fax (513) 522-0053

## **Student on Section 504 Plan**

- The 504 must reflect the need for home instruction and may need to be updated
  - Complete HI-1-Request for Home Instruction
  - Complete HI-2- Instruction Action Plan
  - Provide copy to Parent/Student of Parent and Student Responsibilities form HI-3
  - Forward any certified medical documentation provided by the parent
  - Forward all documents to the special education office for consideration to the attention of:
    - Sharon Feth [sfeth@nwlsd.org](mailto:sfeth@nwlsd.org) fax (513) 522-0053

## **Student on an IEP**

- A Student on an IEP may be placed on home instruction for one of several reasons:
  - Due to medical need-Intermittent
    - The IEP must reflect the need for intermittent home instruction due to chronic medical needs
    - Complete HI-1Request for Home Instruction (at least one time annually)
    - Complete HI-2 Instruction Action Plan
    - Provide copy to Parent/Student of Parent and Student Responsibilities form HI-3
    - All documents must be forwarded to the special education office before home instruction can begin.
  - As a change in placement as determined by IEP team
    - The IEP must be amended to reflect the change in LRE
    - PR-01 must also be completed summarizing the change
    - Complete HI-1-Request for Home Instruction
    - Complete HI-2 Instruction Action Plan
    - Provide copy to Parent/Student of Parent and Student Responsibilities form HI-3
    - All documents must be forwarded to the special education office before home instruction can begin.
  - As compensatory education due to disciplinary actions
    - PR-01 must be completed to document the reason for the service and the number of hours needed
    - Complete HI-1D-Request for Home Instruction
    - Complete HI-2 Home Instruction Action Plan (required form if student will be out for more than 10 consecutive school days unless the student is attending RAS then follow RAS procedures)
    - Provide copy to Parent/Student of Parent and Student Responsibilities form HI-3
    - All documents must be forwarded to the special education office before home instruction can begin

## School Responsibilities

The student's counselor or building administrator or designee will:

- Arrange initial team meeting to determine student needs for home instruction.
- Complete the Request for Home Instruction using the appropriate forms (HI-1, HI-1D, HI-2)
- Obtain appropriate signatures on the Action Plan and send to the Special Education Office
- Provide parent with the Parent and Student Responsibilities form (HI-3)
- Identify the primary contact for the assigned home instructor to collect and distribute assigned student work.
- Contact each of the student's teachers to let them know they will need to give the homework to the designated primary contact person who will notify the home instructor when the assignments and materials are ready for pickup.
- **Notify classroom teachers of the homebound student and inform them that they are fully responsible for all grading with verbal assistance from the home instructor.**
- Collaborate with the special education office and home instructor regarding attendance reporting and any discipline or truancy concerns.

## Home Instructor(s) Responsibilities

The home instructor(s) will:

- Contact the parent/guardian of the student within 24 hours of accepting the position.
- Complete the Home Instruction Log Sheet HI-4 and turn in with the payroll time sheet. Also include Home Instruction Absence Form HI-5 (as appropriate).
- Monitor home instruction hours that are **assigned, completed or forfeited** by the student.
- Make arrangements to obtain and promptly return work to the building for grading.
- Contact Special Education Office when the student has missed two scheduled appointments without an appropriate excuse. *The hours of instruction lost without an appropriate excuse will not be rescheduled.* Home Instruction services may be discontinued after the third absence. This discontinuation will be determined on a case-by-case basis after communication between parent, home instructor and the Office of Special Education Services. Attendance will be reported to Special Education Office on the HI-5 form. HI-5 will be turned in with the home instruction log sheet and payroll time sheet.
- Home Instructor will be compensated for ½ hour time for missed sessions canceled on the day of the scheduled appointment.
- Notify school officials and Special Education Office when student is cleared to attend school
- Return all materials
- Maintain Home Instruction Log Sheet. The following documents must be completed and submitted to Special Education Office: Certificated Time Sheets, Log Sheets (HI-4), Home Instruction Absence Form (HI-5).

**Time sheets are due to Sharon Feth: sfeth@nwlsd (513)522-0053 on the 10th and 25th of each month.**

## Office of Special Education Responsibilities

The representative from the Office of Special Education will:

- Review the Request for Home Instruction forms and determine student eligibility
- Will forward the Physician Report-Certification of Need for Home Instruction (HI-6) to the appropriate medical provider
- Will notify the school representative and the parent of the home instruction assignment
- Process home instructor time sheets for payment
- Communicate with the Board as to teachers approved to provide home instruction
- Notify the school of concerns related to attendance and or behavior of the student while receiving home instruction



HI-1A

## HOME INSTRUCTION REQUEST FORM

Complete Home Instruction Request Form and attach Home Instruction Action Plan (HI-2) and forward to Sharon Feth in the Office of Special Education, provide parent/student a copy of and Home Instruction Parent and Student Responsibilities (HI-3). All updated 504s and IEPs should be sent to Sherry Ross.

### Select School:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Colerain Elementary    | <input type="checkbox"/> Monfort Heights Elementary | <input type="checkbox"/> Pleasant Run Elementary       |
| <input type="checkbox"/> Struble Elementary     | <input type="checkbox"/> Taylor Elementary          | <input type="checkbox"/> Houston Early Learning Center |
| <input type="checkbox"/> Colerain Middle School | <input type="checkbox"/> Pleasant Run Middle School | <input type="checkbox"/> White Oak Middle School       |
| <input type="checkbox"/> Colerain High School   | <input type="checkbox"/> Northwest High School      | <input type="checkbox"/> Northwest Passage             |

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Primary School Contact: \_\_\_\_\_ Ext.: \_\_\_\_\_

Date student last attended school: \_\_\_\_\_

- Student is in regular education
- Student is on a 504 Date 504 updated to reflect need for home instruction: \_\_\_\_\_
- Student is on an IEP Date IEP updated to reflect need for home instruction: \_\_\_\_\_
- Medical Need\* Physician's Name: \_\_\_\_\_ Physician's Phone: \_\_\_\_\_  
\*Attach any medical documentation provided by the parent/guardian

Teacher willing to provide home instruction \_\_\_\_\_

### For Office Use:

Date Received _____	Reviewer _____
Approved/Denied _____	Home Instructor Assigned _____
Date Building Notified _____	Date Parent Letter Sent _____
Other _____	



HI-1D

## COMPENSATORY HOME INSTRUCTION REQUEST FORM

Complete Compensatory Home Instruction Request Form forward to Sharon Feth in the Office of Special Education.

### Select School:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Colerain Elementary    | <input type="checkbox"/> Monfort Heights Elementary | <input type="checkbox"/> Pleasant Run Elementary       |
| <input type="checkbox"/> Struble Elementary     | <input type="checkbox"/> Taylor Elementary          | <input type="checkbox"/> Houston Early Learning Center |
| <input type="checkbox"/> Colerain Middle School | <input type="checkbox"/> Pleasant Run Middle School | <input type="checkbox"/> White Oak Middle School       |
| <input type="checkbox"/> Colerain High School   | <input type="checkbox"/> Northwest High School      | <input type="checkbox"/> Northwest Passage             |

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Primary School Contact: \_\_\_\_\_ Ext.: \_\_\_\_\_

Dates of Suspension/ Expulsion: \_\_\_\_\_ Number of Compensatory Hours: \_\_\_\_\_

### Considerations

Parent declined compensatory hours Date PR-01 documents parents' choice: \_\_\_\_\_

Student is assigned to RAS Date RAS plan completed by administrator: \_\_\_\_\_

Student needs home instructor Date Sharon Feth notified: \_\_\_\_\_

Teacher willing to provide home instruction \_\_\_\_\_

It is the responsibility of the school/ classroom teachers to provide work to home instructor or RAS instructors by following building policy.

For Office Use:

Date Received \_\_\_\_\_

Home Instructor Assigned \_\_\_\_\_





HI-2

# Home Instruction Action Plan

Anticipated length of home instruction? From: \_\_\_\_\_ To: \_\_\_\_\_

In what courses will the student receive home instruction? Each core area (Math, Reading, Writing, Social Studies and Science) may qualify for 1 hour of home instruction per week.

Course	Maintain Course Credit Yes/No	How will instruction be delivered (ie: direct instruction, online course, virtually)?	Teacher responsible for grades

When and where will work be available? \_\_\_\_\_

When is work due back for grading? \_\_\_\_\_

The team has agreed it will be necessary for the student to receive \_\_\_\_\_ hours of weekly home instruction to achieve the action plan.

How will information be communicated to parents, staff, and home instructor if there is a question or concern? \_\_\_\_\_

Summary of meeting discussion:

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Signatures of team members present at meeting: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Student

\_\_\_\_\_  
Building Administrator

\_\_\_\_\_  
Primary School Contact

\_\_\_\_\_  
Case Manager (504/IEP)

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Nurse

\_\_\_\_\_  
Other

\_\_\_\_\_  
Other



HI-3

## HOME INSTRUCTION PARENT AND STUDENT RESPONSIBILITIES

### PARENTS' RESPONSIBILITIES

- Provide general care and non-educational needs of the student
- Realize that before instruction can begin, all necessary paperwork must be completed
- Ensure that the child is prepared for the arrival of the home instructor
- Understand that during the course of home instruction, adult supervision is required in order to ensure a healthy and safe environment for both the student and the teacher
- Make certain that the student is available for all scheduled instruction
- Contact the home instructor to cancel the scheduled period of instruction in cases of emergency
- Inform the home instructor of the child's future medical appointments as early as possible if such appointments will interfere with instruction time
- Understand that if the student is absent for his or her scheduled period of instruction, he or she is considered absent from school on that day
- **Understand that if the home instructor arrives at the scheduled appointment and no one is home or the session is canceled within a one hour time frame, the missed session will be deducted from the total hours allotted**
- Understand that the state's compulsory attendance laws fully apply to homebound students
- communicate with the school's contact person about changes in the child's health and return-to-school plans
- Understand that although home instruction may take place at home, an alternative site may be designated if circumstances warrant
- Understand that permission must be granted to obtain medical documentation for home instruction that is deemed to be needed due to medical issues (see below)

### STUDENT'S RESPONSIBILITIES

- Be available for all scheduled instruction
- Complete all homework assignments
- Remain courteous, comply with teacher requests, and use appropriate language; and dedicate instruction time to instruction only (no phone calls, visiting, radio, television, and so on)
- **The student must realize that home instruction is an extension of regular school and all classroom rules and regulations, as well as school district policies including attendance, apply. Failure to fulfill these responsibilities could result in the early termination of a student's home instruction period and/or loss of credit.**



HI-5

## HOME INSTRUCTION ABSENCE FORM

*(This form will be processed through the Special Education Office)*

Today's Date \_\_\_\_\_ Home Instructor: \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Bldg: \_\_\_\_\_

Student was scheduled for a homebound instruction class on \_\_\_\_\_ for the time frame of \_\_\_\_\_.

Student/family

Did not show for scheduled session

Did not call to cancel session

Did not respond to instructors:       Phone Call       Email/text

Other: \_\_\_\_\_

Student will be considered absent for the date above, and home instruction hours for scheduled for the session documented above are forfeited.

This absentee will be reflected on student's attendance schedule through the student's home school.

Home Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Home instructor will return this form to Sharon Feth in the Special Education Office whenever an absence occurs**

OFFICE USE ONLY:

Building Primary Contact Notified \_\_\_\_\_

Attendance Changed \_\_\_\_\_

Referred to Truancy Officer



# Physician's Report Certification for Need of Home Instruction

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

**Please complete all sections of this form:**

Date of this examination: \_\_\_\_\_ Date 1<sup>st</sup> seen \_\_\_\_\_

1. Has this patient been seen regularly in your office? \_\_\_\_\_

2. Diagnosis/ Describe the patient's current condition: \_\_\_\_\_  
\_\_\_\_\_

3. Probable period student is unable to attend school: \_\_\_\_\_

4. In the case of prolonged illness/required absence where attendance at school is not possible, home instruction may be available for one hour per day for each day of excused absence.

Why do you recommend home instruction as an alternative to the day class in a regular school program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Prognosis? (Extent of disability/time needed for recovery, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Physician's Name *(Please print or use stamp)* \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please return this information to:

**ATTENTION: Sharon Feth**

3242 Banning Road, Cincinnati, Ohio 45239

Phone: 522-6700 ext 4919, FAX: 522-0053 e-mail [sfeth@nwlsd.org](mailto:sfeth@nwlsd.org)



