

District Homebound Tutoring Manual



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HOMEBOUND SERVICES DEFINED

Section 14-13.01(a) of the School Code provides that home or hospital services be delivered to students unable to attend school due to medical conditions. To qualify, a parent must submit a statement by a licensed Physician, Advance Practice Nurse, or Physician Assistant stating the student's medical condition, its impact on the student's ability to attend school, and the anticipated duration of or nature of the student's absence from school. If a Physician, Advanced Practice Nurse, or Physician Assistant anticipates that a student will be out of school for two consecutive weeks (ten school days) or more, or on an "ongoing intermittent basis," due to a medical condition, the student is eligible for home or hospital instruction. An "ongoing intermittent basis" means that a student's medical condition will cause them, or it is anticipated that it will cause them, to be absent from school for periods of at least two days at a time, two or more times during the school year, for a total of ten or more absences. A student does not have to be absent from school for a minimum number of days before qualifying for home or hospital instruction.

School District 308 believes that, to the greatest extent possible, students should attend school on a full-time basis. However, there are situations where a student is unable to attend school due to a medical, mental health, or disciplinary circumstance, at which point homebound tutoring services may become necessary.

Homebound tutoring services cannot replicate all of the educational experiences a student would receive if they were to attend school full time. Instead, homebound is designed to provide educational services to students while unable to attend school so they may return to the classroom as seamlessly as possible when they are able.

OVERVIEW OF SERVICES

Homebound instruction is designed to provide continuity of educational services for students whose physical and psychiatric medical needs do not allow them to attend school for a period of time. Homebound instruction may also be used to supplement classroom instruction for students with conditions that interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy treatments). Students must be enrolled in an Oswego Community Unit SD 308 school in order to receive homebound instruction.

Homebound instruction is not intended to replace school attendance and is designed to be temporary. Although no maximum number of homebound days can be set due to the complex nature of its necessity, students should continue to attend school to the fullest extent possible. A student's inability to attend school for medical reasons, be they physical or psychiatric, must be certified by a licensed medical Physician, Advanced Practice Nurse, or Physician Assistant.

QUALIFICATIONS FOR HOMEBOUND INSTRUCTION

- ❖ In order to be eligible for homebound instruction provided by SD 308, the student must be registered as a full-time student in the district.
- ❖ Parents should notify their child's school as soon as they know that their student will need homebound services.
- ❖ The district must have a medical certification from a licensed Physician, Advanced Practice Nurse, or Physician Assistant on file that states the student will, due to a medical condition, be out of school for a minimum of two consecutive weeks (ten school days) or on an ongoing intermittent basis.
- ❖ If the licensed Physician, Advanced Practice Nurse, or Physician Assistant states in the initial homebound certification that absence from school is to last for more than nine weeks, the district requires that the Physician completes another medical certification at least one week prior to the end of the nine weeks in order for tutoring to continue.
- ❖ If a student has been absent for five or more consecutive days, or has had three or more absences of at least two days, and the parents have not requested homebound tutoring services, the school may contact the parents and discuss the potential need for homebound services.
- ❖ The homebound services coordinator, or program designer, is required to contact parents when a student is absent for ten consecutive days, when a student has a total of ten non-consecutive absences in a short period of time, or when the school is informed that it is anticipated the student will be absent for ten or more days.

TUTORING INFORMATION

- ❖ Students who are hospitalized or at home full-time will receive five hours of instruction per week.
- ❖ Students receiving intermittent homebound services will receive one hour of instruction for each day the student is unable to attend school.
- ❖ Tutoring will take place in the student's home with an adult present or at a public facility such as a library or the student's school.

- ❖ Homebound tutoring sessions will be scheduled at a time mutually agreed upon by the tutor and the student's parent or guardian. If unable to mutually agree on a time or day, a range of times and days will be provided to the student's parent or guardian
- ❖ Tutoring should be scheduled in advance during the day at times when school would normally be in session. Exceptions to this rule must first be approved by a District Student Services Director.
- ❖ If a tutor needs to cancel a session, it will be made up at a later date.
- ❖ A student must complete all tutoring hours within two weeks of their return to school, unless additional time has been previously approved by school administration.
- ❖ When the referral to homebound services is made with less than two weeks left in the school year, the district is not required to initiate tutoring services.
- ❖ If a student is pregnant, homebound tutoring services will be provided if a medical certificate states the student is unable to attend school. Once the child is born, or following a miscarriage, the district is to ensure homebound tutoring services for the mother. In order to do so, a medical certificate must be provided by a Physician, Advanced Practice Nurse, or Physician Assistant that states the needed duration of the post-partum homebound services, which may be no longer than three months.

TUTOR REQUIREMENTS

- ❖ A tutor must hold a current, professional teaching license in order to be eligible to provide homebound tutoring services.
- ❖ In order to provide homebound tutoring services to a student with an IEP, a tutor is required to have an LBS1 endorsement.

HOMEBOUND WORK, GRADES, AND ASSESSMENTS

- ❖ All homework, projects, and tests must be completed by the student within two weeks of the conclusion of tutoring unless additional time has been approved by school administration, or is granted as part of the student's IEP or 504 plan.
- ❖ Incomplete work may be counted as a zero, pending the grading policy of the student's regular teacher.
- ❖ Students receiving homebound services will be assessed based on the course curriculum. They may not be required to take district assessments unless agreed upon by the educational team.
- ❖ High school students in classes with labs or performance elements (such as language or art classes) may need to adjust their schedules. Should this be the case, the issue will be discussed with the student and their family before any action is taken.
- ❖ High school students enrolled in AP courses follow curriculum and assessments controlled by the College Board. Therefore, students in AP courses who are on homebound will be required to take finals.

- ❖ Students who are on homebound for four consecutive weeks prior to finals will not be required to take district finals. Other students who are on homebound may also be considered for this exemption by the educational team.
- ❖ Homebound students are required to take state assessments, unless their medical needs prohibit them from doing so. The decision as to whether or not a student is able to take state assessments will be determined by the student's educational team in cooperation with their family, and the student's Physician, Advanced Practice Nurse, or Physician Assistant.

SCHOOL SPORTS, EXTRA CURRICULARS, AND SCHOOL EVENTS

- ❖ Students who participate in sports or clubs with an eligibility requirement cannot do so while on homebound.
- ❖ Homebound students may participate in clubs and school events that are not eligibility-based if medically able.

SPECIAL EDUCATION

- ❖ If the district receives a Physician, Advanced Practice Nurse, or Physician Assistant's statement indicating the need for homebound services for a student with an IEP, the IEP team must consider if an IEP meeting is needed.
- ❖ A student with an IEP, depending on the nature and severity of their disability, may require permanent homebound instruction. In this case, homebound would be the actual special education placement. If this type of homebound instruction is being considered, the educational team must convene an IEP meeting as soon as possible to discuss the need for this placement. However, services must start within five days of the homebound order, even if the IEP meeting is scheduled for a later date.

A student with an IEP who has an injury or temporary medical condition may not require an IEP meeting or permanent homebound instruction. But, the IEP team may still need to revise the IEP to reflect the services the student will receive from homebound while recovering. The process is very similar to the way homebound is used for students without an IEP.

- ❖ The IEP team will review the Physician, Advanced Practice Nurse, or Physician Assistant's statement about the student's medical and educational needs, and revise the student's IEP to make sure all their needs are met while receiving homebound tutoring
- ❖ When the student returns to school, the IEP team should reconsider the student's needs and revise the IEP accordingly.

Students with an IEP may also receive homebound tutoring, in limited circumstances, during a disciplinary consequence. This must first be approved by the district Student Services Department. Contact a District Student Services Director with questions or for additional information.

HOMEBOUND TUTORING INDIVIDUAL RESPONSIBILITIES

HOMEBOUND COORDINATOR

Each school is required to identify a school administrator who shall oversee the homebound tutoring responsibilities in their school. The coordinator shall:

- ❖ Assign a staff member to each of the following roles for every student receiving homebound services: tutor, teacher(s) of record, Certified School Nurse (CSN), secretary for attendance, case manager for IEP students, guidance counselor for high school students, and catalyst social worker for high school students.
- ❖ Ensure that staff members involved in any part of the student's homebound instruction are aware of when the student goes on and off homebound.
- ❖ Ensure that staff members are aware of their responsibilities and obligations to the student.
- ❖ Ensure the tutor establishes a tutoring schedule with the student's family.
- ❖ Ensure tutoring services start no later than five days after receiving the approved paperwork. If this deadline is missed, the tutor will need to schedule make-up sessions.
- ❖ Verify and sign the homebound tutoring reimbursement form if it has a parent/guardian signature.
- ❖ Identify a designee to support the student in their transition back to school following their absence. In high school, this person is typically the Catalyst Social Worker or Counselor.
- ❖ Assign the administrator in charge of special education to be the homebound coordinator for any special education students receiving homebound tutoring.
- ❖ For students without an IEP or 504 plan, consider if they should be referred for an evaluation for special education or Section 504 eligibility.
- ❖ Track attendance on the district homebound tutoring attendance form. This form must be completed and returned to the secretary for attendance no later than the 5th day of the following month.

CERTIFIED SCHOOL NURSE

- ❖ Work with parents to complete required paperwork.
- ❖ Obtain the medical certification required to begin the homebound tutoring process.
- ❖ Forward a copy of the medical certification to the District Student Services Administrative Assistant.
- ❖ Review medical certification and inquire about updated information when necessary.
- ❖ With parental consent, the CSN will communicate with the Physician, Advanced Practice Nurse, or Physician Assistant when additional information is needed.
- ❖ Inform the school homebound coordinator immediately upon receiving homebound paperwork or being notified of the need for homebound services for a student.
- ❖ Communicate with the parent and school administration regarding any medical needs and updates for the student when necessary.

- ❖ Manage any necessary updates that must be done at least one week prior to a homebound order expiring, or a student's expected return, including obtaining a new medical certification.
- ❖ Inform attendance secretary of any absence reasons that would count toward homebound absences for students receiving intermittent homebound services.

TEACHER OF RECORD

- ❖ Provide all assignments, instructions, and materials to the homebound tutor.
- ❖ Provide any additional instruction or information the tutor may need to effectively assist the student.
- ❖ Grade and return all completed work in a timely manner.
- ❖ Communicate with the tutor about the student's progress.
- ❖ Communicate with the student or their guardians when necessary.

COUNSELOR FOR HIGH SCHOOL

- ❖ Communicate with the student, their family, and the tutor regarding successful completion of coursework and credits needed for graduation.
- ❖ Collaborate with the student's homebound services team, including the CSN, in order to better support the student.
- ❖ Support the student in their transition back to school.

CATALYST SOCIAL WORKER

- ❖ Support the student in their transition back to school.

SECRETARY FOR ATTENDANCE

- ❖ Long Term Homebound: Upon notification that the student qualifies for homebound, correctly code long term absences as homebound instruction in eSchool.
- ❖ Intermittent Homebound: When a parent calls their student in sick, request the reason for the absence and enter it in eSchool. If necessary, the homebound coordinator or CSN will assist in determining if the reason qualifies toward homebound.
- ❖ At the end of each month, the tutor will send an attendance report to the secretary for attendance. The secretary will use this report to determine if any homebound absence reasons need to be changed to no homebound services. These changes must be made to attendance in eSchool.

PARENT

- ❖ Provide the Certified School Nurse with the Physician, Advanced Practice Nurse, or Physician Assistant's statement as well as any updates as they occur.
- ❖ Work with homebound tutor to schedule days, times, and location for tutoring sessions.

- ❖ Notify the tutor 24 hours in advance if they need to cancel a tutoring session. Tutoring sessions canceled by a parent or guardian will not be made up.
- ❖ Tutoring may take place in the home when a parent or an adult 18 years or older who is not a current Oswego Community Unit SD 308 student present.
- ❖ For in-home tutoring, make sure all pets are kept away from the student and the homebound tutor, and the home is free of distractions. Parents should keep in mind that they may also be a distraction for their student, and should respect the tutor's request they remain in a different room during sessions.
- ❖ Tutoring cannot take place in the student's home if an adult is not present.
- ❖ If an adult cannot be present at the tutoring session, or if agreed upon in advance, tutoring may take place at a public facility, such as a library.

STUDENT

- ❖ Be prepared with any and all materials needed at scheduled tutoring times.
- ❖ Participate actively during tutoring sessions.
- ❖ Communicate clearly with the tutor, parents, and school when necessary.
- ❖ Complete assignments during the allotted time frame.
- ❖ Seek help or clarification as soon as possible when questions arise.

HOMEBOUND TUTOR

Scheduling:

- ❖ Communicate with the student's parents or guardian to arrange tutoring times and locations. If possible, a consistent tutoring schedule should be used.
- ❖ If a homebound tutor needs to cancel a tutoring session, the student's parents or guardian should be informed as soon as possible, and the session rescheduled.
- ❖ If a parent or student cancels a tutoring session, it should be documented along with the reason. Any difficulties scheduling or multiple cancelations should be reported to the school administrator.

Student Work:

- ❖ Communicate with the student's teacher(s) on a regular basis regarding homework and required materials.
- ❖ Provide all schoolwork to the student.
- ❖ Return completed schoolwork to the teacher of record as soon as possible.

Other:

- ❖ All student information must be kept confidential.
- ❖ If there are any changes to the student's condition that would require a need for changes to their homebound services, including extensions, communicate these changes to the school nurse.

- ❖ Keep a log of each tutoring session.
- ❖ Obtain verification, parent signature, and school homebound coordinator signature on district tutoring form.
- ❖ Submit a signed tutoring reimbursement form to the district office on a regular basis. Forms must be submitted within 30 days of the tutoring session, excluding any tutoring done in June. All tutoring forms for the current school year, including sessions that took place in June, must be submitted by June 30th.

APPLICATION/MEDICAL CERTIFICATION FOR FULL-TIME HOSPITAL/HOMEBOUND SERVICES

OSWEGO COMMUNITY UNIT SCHOOLS

DISTRICT 308

OSWEGO, ILLINOIS 60543

MEDICAL CERTIFICATION: Per Illinois School Code, (14-13.01(a)) Homebound services are considered when a licensed Physician, Advanced Practice Nurse, or Physician Assistant determines that a student will, due to a medical condition, be out of school for a minimum of two consecutive weeks (ten school days)

Name of Student

D.O.B

Name of School

Grade

Part 1: To be completed by a licensed Physician, Advanced Practice Nurse, or Physician Assistant:

Diagnosis: Please fill in the following

1. Disease/injury/surgery/other medical condition preventing this student from attending school?

2. If disease, is the disease communicable? ☐ Yes ☐ No If yes, please provide instruction to school staff.

3. Nature and extent of medical condition

4. Impact of the medical condition on the child's ability to participate in education (including the child's physical and mental tolerance for receiving educational services)?

5. Date of examination or diagnosis of this illness?

6. Is the student confined at home or to a health care facility? ☐ Yes ☐ No

7. Could the student attend school if accommodations were made? ☐ Yes ☐ No

If yes, please list the accommodations required. If no, please explain.

8. Estimated date of return to school:

9. Ongoing treatment or therapy being provided:

10. Frequency of treatment:

I certify that this student is unable to attend public school and is medically eligible and physically able to be enrolled in the following program:

Check one (only one): ☐ Hospital Instruction ☐ Homebound Instruction

Name of Physician, Advanced Practice Nurse, or Physician Assistant (printed)

Phone

Physician, Advanced Practice Nurse, or Physician Assistant Signature

Date

Part 2: To be completed by Parent:

My signature below indicates that I understand that SD 308 Hospital/Homebound Services are designed to provide educational services when a significant medical concern precludes school attendance for a temporary period of time during the school year. Homebound tutoring is designed to provide continuity of educational services between school and home or medical facility and is not designed to replace the educational benefits received during full-time attendance at school. I understand the purpose and limitations of homebound tutoring services. I am applying for homebound services based on the certification of a Physician, Advanced Practice Nurse, or Physician Assistant. I understand that homebound services will not begin until this medical certification form is completed and signed by the Physician, Advanced Practice Nurse, or Physician Assistant and in the school's possession. I have read the homebound manual and I am aware of the parent/guardian and student responsibilities.

Parent/Guardian Signature

Date

Student Signature

Date

*Parents/Guardians: Please return this form to your child's school district promptly as services cannot be started until medical information is received. Upon receipt of medical certification, the school district will provide home/hospital services for an eligible student.

SCHOOL DISTRICT USE ONLY:

Date home or hospital instruction began:

APPLICATION/MEDICAL CERTIFICATION FOR INTERMITTENT HOSPITAL/HOMEBOUND SERVICES

MEDICAL CERTIFICATION: Per Illinois School Code, (14-13.01(a)) intermittent homebound services are considered when a licensed Physician, Advanced Practice Nurse, or Physician Assistant determines that a student will, due to medical condition, be out of on an ongoing intermittent basis. By definition, intermittent homebound is designed for students whose medical condition results in absences that total ten or more days throughout the school year.

Name of Student

D.O.B

Name of School

Grade

Part 1: To be completed by Physician, Advanced Practice Nurse, or Physician Assistant:

Diagnosis: Please fill in the following

1. Disease/injury/surgery/other medical condition preventing this student from attending school?

2. If disease, is the disease communicable? ☐ Yes ☐ No If yes, please provide instruction to school staff.

3. Nature and extent of medical condition.

4. Impact of the medical condition on the child's ability to participate in education (including the child's physical and mental tolerance for receiving educational services)?

5. Date of examination or diagnosis of this illness?

6. Is the student confined at home or to a health care facility? ☐ Yes ☐ No

7. Could the student attend school if accommodations were made? ☐ Yes ☐ No

If yes, please list the accommodations required. If no, please explain.

8. Estimated frequency of absences:

9. Estimated duration of absences:

10. If absences are scheduled (for example, due to treatments), when will the student be absent?

11. If absences are unscheduled (for example, due to flare ups of the condition), is it possible to anticipate or minimize absences? ☐ Yes ☐ No

If yes, please explain how.

12. Ongoing treatment or therapy being provided:

13. Frequency of treatment:

I certify that this student is unable to attend public school and is medically eligible and physically able to be enrolled in the following program:

Check one (only one): ☐ Hospital Instruction ☐ Homebound Instruction

Name of Physician, Advanced Practice Nurse, or Physician Assistant (printed)

Phone

Physician, Advanced Practice Nurse, or Physician Assistant Signature

Date

Part 2: To be completed by Parent:

My signature below indicates that I understand that SD 308 Hospital/Homebound Services are designed to provide educational services when a significant medical concern precludes school attendance for a temporary period of time during the school year. Homebound tutoring is designed to provide continuity of educational services between school and home or medical facility and is not designed to replace the educational benefits received during full-time attendance at school. I understand the purpose and limitations of homebound tutoring services. I am applying for homebound services based on the certification of a Physician, Advanced Practice Nurse, or Physician Assistant. I understand that homebound services will not begin until this medical certification form is completed and signed by the Physician, Advanced Practice Nurse, or Physician Assistant and in the school's possession. I have read the homebound manual and I am aware of the parent/guardian and student responsibilities.

Parent/Guardian Signature

Date

Student Signature

Date

*Parents/Guardians: Please return this form to your child's school district promptly as services cannot be started until medical information is received. Upon receipt of medical certification, the school district will provide home/hospital services for an eligible student.

SCHOOL DISTRICT USE ONLY:

Date home or hospital instruction began:

AUTHORIZATION FOR EXCHANGE OF CONFIDENTIAL INFORMATION FOR HOME HOSPITAL INSTRUCTION

OSWEGO COMMUNITY UNIT SCHOOLS

DISTRICT 308

OSWEGO, ILLINOIS 60543

To facilitate communication between the family, school, and Physician, Advanced Practice Nurse, or Physician Assistant to support the student, it is helpful for the school nurse or other designee to obtain parental permission to speak directly with the student's Physician, Advanced Practice Nurse, or Physician Assistant or his/her representative. Understanding the highly confidential nature of this communication, the school designee will only discuss with the Physician, Advanced Practice Nurse, or Physician Assistant medical or psychiatric concerns directly impacting the student's education. The information obtained by the school designee will only be shared with individuals who need to know the information to provide educational services or make educational decisions for the student.

School:

School Phone:

Contact Person:

School Fax:

Name of Child:

Birth Date:

Home Address:

Home Phone:

I hereby grant permission to Plainfield District 202 to release/exchange confidential information with the Physician, Advanced Practice Nurse, or Physician Assistant who signed the homebound certification in order to facilitate home/hospital instruction.

Name of Physician/APN/PA:

I understand that my permission covers possible discussions between the above Physician, Advanced Practice Nurse, or Physician Assistant, the release/exchange of permanent and temporary records, as well as the release/exchange of mental health records, confidential records and reports. This information will not be used for any other purpose than stated above.

I understand that I have the right to inspect and copy school records, to challenge the contents of these records and/or limit this consent to specific records and portions of records which I have designated as follows:

I understand that there may be consequences with a refusal to consent to release of any of the above information, in that such might impede educational planning.

This authorization is valid only for the duration of the homebound services for the current school year, but can be revoked at any time via written notice to either of the above agencies.

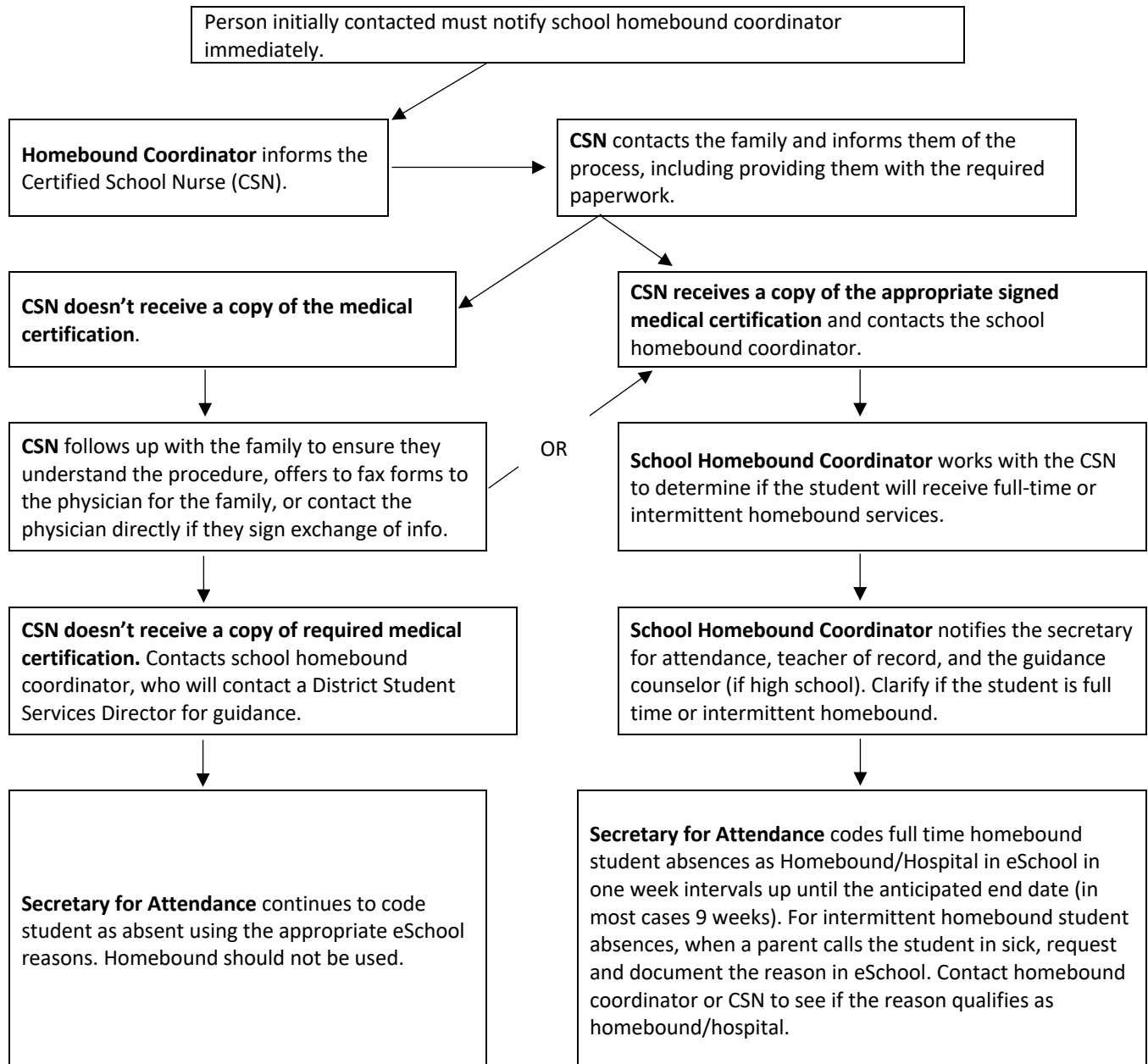
Signature of Parent/Guardian or Adult Student Over 18 Years Of Age

Date

Relationship

HOMEBOUND AND HOSPITAL COMMUNICATION PROCEDURES FOR ESCHOOL ATTENDANCE

School is informed that student will receive homebound services. This may come from the nurse, an administrator, a social worker, classroom teacher, or a guidance counselor.

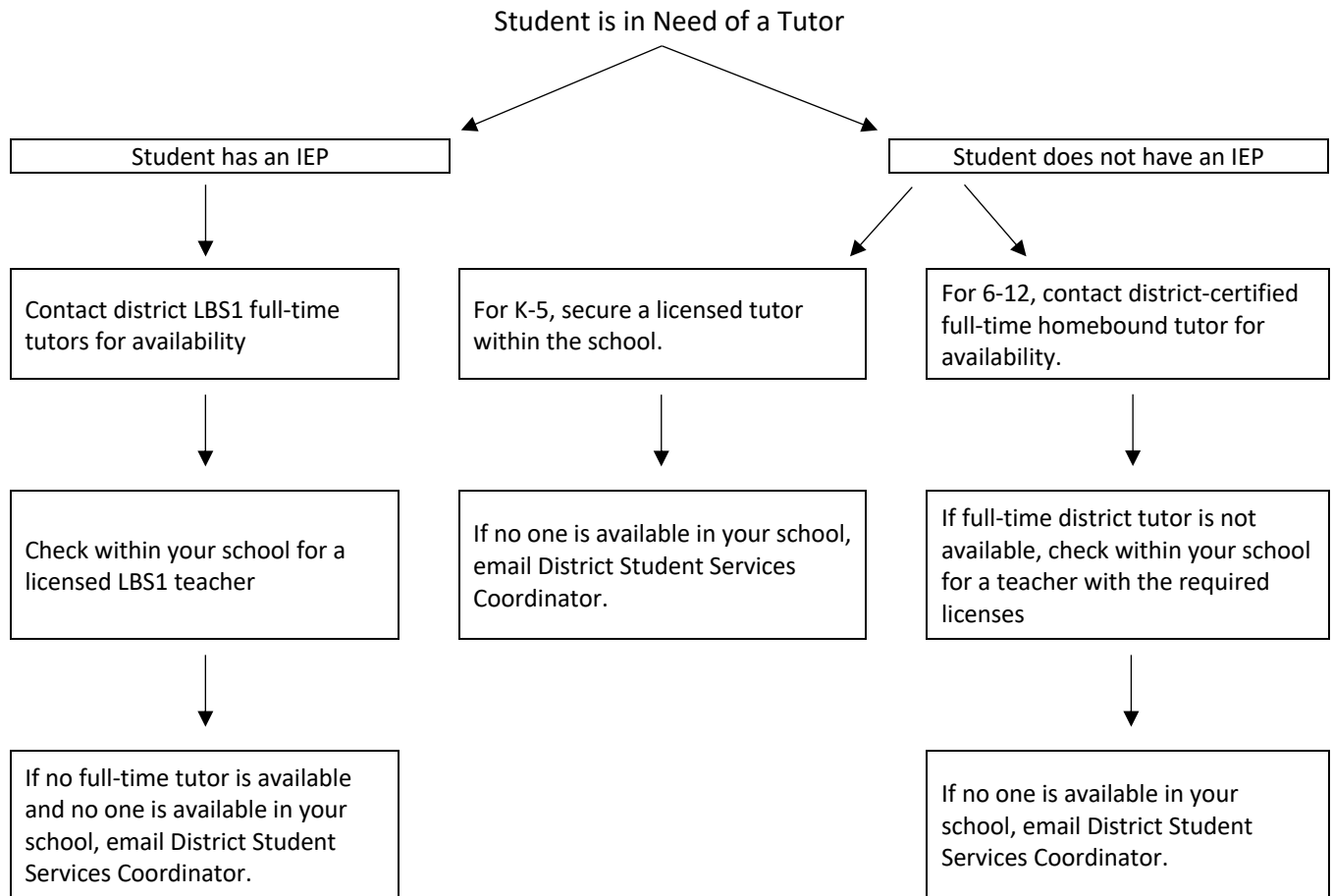


Additional Information:

The homebound coordinator must be notified Immediately upon a student's return to school, regardless of date of anticipated return or documentation. The coordinator must then notify the secretary for attendance.

All homebound information is confidential, and must be treated as such in communications. No identifiable information regarding the student's condition or any other personal information should be shared except on a strict need-to-know basis. For compliance purposes, registrars and attendance secretaries must be informed that the student is on homebound.

HOMEBOUND TUTOR REQUEST PROTOCOL



- ❖ A tutor must hold a current, professional teaching license to provide homebound tutoring services.
- ❖ An LBS1 endorsement is required to provide homebound tutoring services to a student with an IEP.

1. What if a Homebound Certification is provided, but is backdated for a week or more?

We are responsible for providing homebound services as soon as we actually receive the medical certification. We are not responsible for any “back dates.” If a parent is requesting tutoring for dates starting before the medical certification was received, contact a District Student Services Director.

2. What if a parent says they are unavailable during all of the tutoring times offered by the tutor?

Every effort should be made to work with parents to provide reasonable tutoring times that can be agreed upon by everybody (Please see Parent and Student responsibilities on pages eight and nine). If it becomes clear this will not be possible, work with school administration. They may need to contact District Student Services.

3. How long do students have to complete their schoolwork while receiving homebound tutoring?

Generally, students have two weeks to complete schoolwork after it has been given to them, however, if a student has an IEP or 504 plan that gives them extended time on assignments that should be accommodated. Tutors should communicate to the student and their family what their expectations are for completing schoolwork. At the end of a tutoring period, the student should also have an additional two weeks to complete their work, unless an IEP or 504 plan gives them more time.

4. Can we provide tutoring in the summer if there are hours leftover?

All tutoring should take place on days when school is in session. District Student Services will evaluate, on a case-by-case basis, if unforeseen circumstances require tutoring to be completed during the summer. Repeated cancellation by a parent is not a reason to extend tutoring into the summer. Contact a District Student Services Director if you have questions about this.

5. Can we provide more than five hours of tutoring per week if a parent requests it or if staff think it is needed?

Generally, only five hours per week of tutoring will be provided. Homebound tutoring is not meant to replace the traditional school day. Exceptions will be considered on a case-by-case basis, such as if a student needs additional support in order to graduate on time.

6. If a student returns to school for half days, do we still provide tutoring?

If a student returns for half days and has medical certification for homebound tutoring, we may provide up to three hours of tutoring per week.

7. What responsibility does the district have for providing homebound instruction when a student is pregnant?

If a student is pregnant, homebound tutoring services will be provided if a medical certificate states the student is unable to attend school. Once the child is born, or following a miscarriage, the district is to ensure homebound tutoring services for the mother. In order to do so, a medical certificate must be provided by a Physician, Advanced Practice Nurse, or Physician Assistant that states the needed duration of the post-partum homebound services, which may be no longer than three months.

8. How are finals handled for high school students?

If a student is homebound during finals, and has been absent for a minimum of four weeks prior to finals, they are not required take finals exams, unless they are in AP classes. A student may request to take their final exams, as long as they are able to make arrangements to come to the school for their finals to be administered.

9. If a tutor arrives at the house and the student is misbehaving, what steps should be taken? Does the tutoring session need to be made up, and how should it be coded?

The tutor should attempt to de-escalate the situation while maintaining a calm demeanor. The tutor has the option to end or cancel a session if the student is not able to fully participate due to their behavior. However, tutoring sessions canceled for this reason will not be made up. If two tutoring sessions are cancelled due to the student's behavior and they have an IEP or 504 plan, the IEP or 504 team must meet to determine the best way to address the problem while continuing to provide services.

10. Is the school required to obtain medical certification for homebound to extend services beyond the initial application?

Yes, the CSN is required to contact the family to obtain updates on a student's status at least one week prior to the date the certification is set to expire, or the student's projected return date. The form used to extend homebound services is the same as the initial medical certification form. There is not a form specifically for extensions.

11. Are tutors reimbursed for mileage?

Yes, all homebound tutors receive additional pay for planning and mileage. For every hour worked, tutors are paid for 1.3 hours. So, if a tutor works with a student for 2 hours, they are paid for 2.6 hours. This extra .6 hours is to cover planning and mileage costs.

12. Where should I address questions not answered by this manual?

Contact your school homebound coordinator first. If they cannot answer the question, the coordinator will contact a District Student Services Director.

1. Can a therapist request homebound tutoring services for my child?

No, they cannot. Per the Illinois School Code, homebound can only be requested by a Physician, Advanced Practice Nurse, or Physician Assistant licensed to practice medicine.

2. My child is eligible for homebound tutoring, when will sessions start?

The school will arrange tutoring as soon as they receive a completed medical certification.

3. What happens when my child is ready to return to school?

The school will have a customized transition plan ready when your child returns to school. If your child is returning after a hospitalization, typically the hospital will inform the school and arrange to have a transition meeting with the school and the family. It is in the best interest of your child to inform the school as soon as you know your child will be returning so they can have a plan in place beforehand to help with the transition.

4. My child is in high school. How will they get credit for their classes with lab or performance components?

It depends on the class and the student. Every effort will be made to provide your child with the support to earn credit, including modifying assignments whenever possible. But, there are times when classes cannot be replicated at home. In these cases, the school will communicate with you to make alternate plans.

5. My child has anxiety and does not want to go to school. Can the school help me?

If you experience this with your child, contact both your Physician, Advanced Practice Nurse, or Physician Assistant, and the school as soon as possible. Schools have resources in place to help with student anxiety. Ideally, the school will be able to work with you and your doctor or therapist to create a plan that will allow your child to remain in school. However, this is not always possible and it may be necessary to obtain medical certification for homebound services. In some cases, an evaluation for a 504 Plan or IEP may be recommended as well.

6. Do I have to allow the school to talk to my child's doctor?

No, you do not have to consent to the school exchanging information with your child's doctor. However, it is helpful for the school and the treating Physician, Advanced Practice Nurse, or Physician Assistant to be in direct communication in order to more easily coordinate the support your child needs.

7. How long will the school provide homebound tutoring for my child?

Homebound tutoring services are provided for the duration recommended by your child's doctor.

However, the certification paperwork must be updated by the doctor every nine weeks.

8. What if my child has a medical condition that causes them to miss school, but not every day?

Your child may qualify for intermittent homebound services. There is certification paperwork that needs to be completed by your child's doctor requesting intermittent homebound tutoring services. Once submitted to the school, your child will be provided with an hour of homebound tutoring after every absence related to the condition listed on the medical certification paperwork.

9. What if my child has a doctor's appointment during the time tutoring is scheduled?

First, please try to schedule doctor's appointments so that they do not conflict with tutoring sessions. If this is unavoidable, and a doctor's appointment is scheduled at the same time as tutoring, let the tutor know as far in advance as possible that the session will need to be cancelled. The tutor may be able to reschedule the session, but they are not required to do so.

10. What if the tutor and I cannot agree on a tutoring time?

Tutoring should take place during days and times when school is in session, and all tutoring hours should be completed within two weeks after your child returns to school. If the family and the tutor cannot agree to a tutoring schedule, the school may intervene and create one for you.