

## Homebound Instruction Program

### Eligibility for admission to the Homebound Instruction Program:

#### The student must:

be enrolled in the Hobbs Municipal Schools (HMS).

have a physical or emotional condition that prohibits the student's participation in any activity outside of the home environment for a period of time exceeding two weeks. Such activity would include the student's inability to attend school classes, extra curricular activities, work, and general social functions outside the home environment.

submit a completed request for Homebound Instruction Program on the **HMS Request for Homebound Instruction** form to the school nurse.

be able to meet with the homebound facilitator and capable of work completion or capable of making an attempt of work completion.

#### Procedure for Homebound Instruction Program:

1. Parents/guardians, teachers, principals, physicians, or other responsible persons may refer an eligible student to the homebound instruction program.
  2. The parent/guardian is responsible to obtain and submit the request for admission into the homebound instruction program on the **HMS Request for Homebound Instruction** form. The request includes the physician's\* written statement explaining the physical or emotional illness which incapacitates the student.
  3. The completed **HMS Request for Homebound Instruction** will be submitted to the school nurse. Upon confirmation of medical necessity for admission into the homebound instruction program, the school nurse, principal, and counselor will each sign the **HMS Request for Homebound Instruction** form indicating approval or disapproval along with their signature and date.
  4. Upon completion of these three signatures the **HMS Request for Homebound Instruction** will be sent to Special Services for final administration acceptance into the homebound instruction program.
  5. The HMS Director of Nursing will inform the school nurse and the homebound facilitator of admission into the homebound instruction program. The original application will be filed with Special Services at Central Office and copies sent to the school nurse and homebound facilitator.
  6. The school nurse will inform the attendance secretary and teachers of enrollment status change. The homebound facilitator will coordinate services with the student's teachers in order to supplement instruction per student needs. **Elective subjects will be reviewed on a case by case basis.**
  7. The homebound facilitator will meet with the student and family to arrange the homebound instruction schedule. The homebound facilitator will monitor student progress and communicate such to the student's teacher(s), principal, and school nurse via e-mail every two weeks.
  8. The homebound facilitator will notify the HMS Director of Nursing, the school nurse, principal, and school counselor if a problem or question arises concerning the student's eligibility/capability/cooperation for/with continued homebound instruction services. These staff members will then meet with the homebound facilitator to determine appropriate action.
- NOTE: Who can make qualifying statements for the Homebound Instruction Program:
    - Section VI/NMSHM list the following groups as having prescriptive privileges and overseen by a licensure board in the State of New Mexico; Nurse Practitioners, Nurse Midwives, Physician Assistants, Rural Anesthetists, Nurse Specialists, Doctors of Oriental Medicine, Chiropractors.
    - An application based on a religious belief which maintains an objection to professional medical care.