



PROCEDURES OF THE HOMEBOUND/HOSPITAL PROGRAM FOR PARENTS, STUDENTS, AND TEACHERS

The purpose of the homebound/hospitalization program is to provide instruction while the student is physically or mentally incapable of participation in regular classroom activities. The State of Tennessee Department of Education has written guidelines for the use of homebound. Their definition of medically incapable is "fragile". Homebound services will be approved only if there are no other modifications that can be made to allow them to remain in school. Through the assistance and approval of the principal and guidance counselors, accommodations can be made to allow for students that need assistance in changing classes or carrying books, modified schedule, etc. to continue regular classes. There is no substitute for in-school instruction. A student will best benefit from the social and academic interaction and classroom instruction. In some situations, students will benefit from the one on one instruction of homebound; but, bear in mind the purpose of homebound is not to improve grades that have declined from previous absences or other outside influences. Also, homebound cannot be used to request a child miss school in order to care for an infant or elderly family member.

Homebound service consists of two (2) home visits per week for 1 ½ hours per visit. All students will be returned to a regular school placement, where the least restrictive experience can be provided, as soon as possible.

Students unable to attend school **may be eligible** for homebound/hospital instruction. The student's medical or psychological disability must be fully documented and verified by his/her attending physician or psychiatrist. Medical documentation (i.e. progress/soap notes, admission and discharge summary, etc.) and a fully completed Homebound Referral packet must accompany any request for homebound instruction. Upon receipt of all required documentation, a determination will be made regarding your child's eligibility for homebound services.

- The parent is responsible for the completion and return of the Homebound Packet. Do not expect the physician to send it from his office. Only the original paperwork will be accepted as application for homebound instruction. The appropriate medical documentation must accompany the application packet.

- The forms filled out by your physician and returned to the Board of Education Office are reviewed by the homebound committee; and, if necessary, a follow-up with the physician's office will be made. At the time the physician fills out the initial form, he/she will put a return to school date. If your child is ready to return to school before that date, he can do so without a doctor's note; but, you should inform your physician of your plan and have your child report to the attendance secretary to insure that he is counted on the attendance records as present the day he returns. Also notify your homebound teacher if you wish to discontinue homebound services.
- Please note that if your child requires an extension past the initial return date, it is the responsibility of the homebound recipient to arrange for the doctor to call, fax, or send a written note by the student to the school or special education office prior to the return date. **The homebound teacher is instructed to drop any student on the return date if no other arrangements to extend have been made prior to the return date.**
- Students that require homebound instruction for pregnancy require a separate form which must be filled out in detail by the obstetrician. He/she must state on the form the expected delivery date; and if he/she is requesting services prior to the delivery, must document the medical complications requiring homebound services. A pregnancy case is given homebound for a 6 week period after delivery; but prior to delivery, updates must be given by the physician every two weeks. Students must return to school on the next school day after the 6 week period is up.
- All forms and additional medical documentation must be returned complete and signed before the packet can be reviewed by the homebound committee.

Any student granted homebound instruction may receive up to three (3) hours of personalized instruction per week.

Parent(s)/Guardian(s) are responsible for assisting their child by following the regulations below:

1. The parent/guardian, or responsible adult, authorized by the parent/guardian MUST be present in the home during the ENTIRE instructional period.
2. The student will have any necessary nursing care before the teacher's arrival.
3. A quiet area, equipped with a table or desk and chairs, must be provided for use of a student and teacher during scheduled class times. If the student is bedridden, a definite place near the bed must be arranged for teaching materials.
4. The necessary school materials (pen, pencils, paper, textbooks, etc.) are to be available.
5. The teacher and the student are not to be disturbed during the instructional period.
6. A regular program of study and preparation of lessons is required for each student. In addition to the three hours of instruction provided by the homebound teacher, the student will be expected to complete assignments on his/her own time. Assignments must be complete prior to the homebound teacher's next scheduled visit.
7. The homebound/hospital program follows the same grading policy adopted by the Wilson County Schools.
8. The homebound/hospital program adheres to the school board policy on attendance. All absences will be reported to the attendance office. Doctor's excuses are required for all absences.

9. Homebound/hospital students will receive their instruction either at the home or residence of the parent/guardian who requests the service or at the hospital. Alternative arrangements for instruction at a different location must be authorized by the supervisor of the Homebound program.
10. Updated medical information will periodically be requested.
11. The homebound teacher must be notified by 4:00 p.m. on the day prior to a situation necessitating the student's absence. Emergency absences may be reported between 4:00 p.m. and 8:00 a.m. by dialing (615) 453-7310. A secretary will return your call.
12. A verification form must be completed and signed by the adult present during homebound/hospital instruction.
13. No student placed in the homebound program shall be actively engaged in employment. Such employment will result in the student's removal from the homebound program.
14. No student placed in the homebound program is to visit their school campus to socialize with friends. Additionally, students are not to attend extracurricular activities such as school dances or sporting events unless specifically authorized by the Principal of your child's school. Attendance at such activities without prior written authorization may result in the student's removal from the homebound program.