



GRUNDY COUNTY BOARD OF EDUCATION

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Grundy County Homebound Procedures

Homebound instruction is for students who are unable to attend school for two consecutive weeks (10 days) or longer due to medical or emotional needs. It is not a disciplinary placement, nor is it a place for students to make up missed work or regain missing credits. A student on Homebound will receive a minimum of 3 hours per week instruction. This is completed by one 3-hour session or two 90 minute sessions. Homebound students receiving special education services shall receive direct instruction based on the number of hours determined by the student's IEP.

Homebound instruction attempts to help students stay current in their class assignments while they are at home. However, it is possible that students may, in some situations, return to school still behind in their classwork because their illness prohibits them from maintaining the pace of the classroom while receiving Homebound services.

Eligibility

The State Department of Education guidelines state that home instruction may be provided to students when the following criteria are met:

- Certification by a licensed physician that the student is expected to be absent from school for a minimum of two consecutive weeks due to a medical or emotional condition.
- Certification by a licensed physician that the student can receive an instructional program without endangering the health of the instructor or other students with whom the instructor may come in contact.
- Enrollment in a Grundy County School.

Homebound Request

Obtain a Request for Homebound Services packet from the Grundy County Schools Homebound Supervisor housed at the Grundy County Board of Education, 1376 Main Street Altamont, TN 37301.

Parents must ensure that the form for homebound is signed by a physician and submitted to the Homebound Supervisor. Contact information for faxing or mailing these documents is provided on the forms. The application forms include the current medical diagnosis and treatment plan, supported by documentation from the office visits and/or hospitalization admission and discharge summary with an expected date of return. Once the completed application is received, it will be reviewed for approval by the Homebound Supervisor.

If approved, the parents and student must meet with the Homebound Supervisor prior to beginning homebound. During this meeting parents and students' rights and responsibilities will be addressed and signed.

Simply completing the packet does NOT initiate Homebound Services.

The approval process may require additional information from parents or physicians. The school system reserves the right to require a meeting of a parent, homebound Supervisor, teacher(s), referring health care professionals, school nursing director and/or others prior to approval.

Homebound Attendance

The Homebound Program adheres to the school board policy on attendance. All absences will be reported to the Homebound Supervisor. A doctor's excuse is required for all absences.

If a student misses (3) appointments with the Homebound teacher, the Homebound student may be dismissed from Homebound or referred to the attendance office.

If your child is unable to have his/her class at the scheduled time, either because of physical conditions or a visit to the doctor, you must call the homebound teacher. The Homebound teacher will provide the parent with a contact number to use in this event. Please contact the Homebound teacher as early as possible to prevent any unnecessary visits to the home.

Homebound Services end on the date the physician has documented on the Homebound request form. If the student misses after the date the student will be counted absent.

Responsibilities of the Classroom Teacher(s)

A student receiving Homebound Instruction is maintained on the class roll. The Classroom Teacher(s) will:

1. Provide the Homebound teacher with appropriate instructional materials and information. This material should be in a closed envelope in a determined location. Drop off and pick up shall be arranged with the Homebound teacher.
2. In most cases, all work will be returned to the Classroom teacher for grading. The Homebound teacher will help pace assignments, instruct and proctor tests.
3. Maintain close contact with the Homebound teacher to monitor the instructional progress of the student.
4. Collaborate with the Homebound teacher about the curriculum and appropriate instructional strategies.

What are the Responsibilities of the Homebound teacher?

An individual employed as a Homebound teacher must hold a Tennessee teacher's license. Every effort is made to secure teachers licensed in secondary content areas. For this reason, it may be necessary for secondary students to have multiple homebound teachers. Teachers engaging in academic instruction in the home should also be able to adjust to a variety of home situations and be knowledgeable of cultural uniqueness.

In addition to the above, persons serving as Homebound teachers must:

1. Provide a minimum of three hours of instruction time to the student.
2. Maintain close contact with the student's teacher(s) to receive and implement appropriate educational programs.
3. Use assignments and materials provided by the teachers.
4. Maintain an accurate record of the hours of instruction provided for each assigned student by use of My Benefits Channel.
5. Submit the student's completed work to the designated school representative (usually the student's teacher) prior to the end of the grading period and maintain written documentation of work completed.
6. In most cases, all work will be returned to the classroom teacher for grading. The Homebound teacher will help pace assignments, instruct and proctor tests.
7. Document any instruction time that is interrupted because of the child not being available for the instruction period.

The grades obtained while receiving homebound instruction should be averaged with the other grades earned by the student while in regular school attendance.

Documentation

At the beginning of the Homebound period, the Homebound Supervisor shall enter the start date and the estimated date of return. When the student returns, the estimated date of return shall be changed to the actual date. Homebound students shall not be dropped and re-entered, but shall remain enrolled and be counted present. The Homebound Supervisor will be in contact with the parent/guardian for the required documentation from the physician.

Student and Guardians' Rights and Responsibilities

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

- The parent/guardian, or responsible adult of at least 18 years of age, MUST be present in the home during the ENTIRE instructional period.
- The student will have any necessary nursing/medical care before the teacher's arrival.
- The student must be ready for instruction at the time designated by the Homebound teacher.
- The parents/guardian will supervise daily homework to ensure work is getting completed between instruction days. If the student is not completing assignments termination of homebound services will be evaluated.
- A quiet area, equipped with a table or desk and chairs, must be provided for use of the student and teacher during scheduled class times. If the student is bedridden, a designated place near the bed must be arranged for teaching materials or provide transportation to another agreed upon the facility.
- If there are animals in the home they shall be placed in a room other than the room teaching is occurring.
- Televisions, radios and any other distractions are required to be eliminated during the entire instruction.
- The necessary school materials (pens, pencils, paper, textbooks, etc.) are to be available.
- The teacher and the student are not to be disturbed during the instructional period.
- A regular program of study and preparation of lessons is required for each student. In addition to the instruction provided by the homebound teacher, the student will be expected to complete assignments on his/her own time. Assignments must be completed prior to the homebound teacher's next scheduled visit.
- Students placed in the Homebound Program are not to visit their school campus. Students are not to attend extracurricular activities such as school dances or sporting events unless specifically authorized by the principal of the school. Attendance at such activities without prior written authorization may result in the student's removal from the Homebound Program.
- Students placed in the Homebound Program should not be actively engaged in employment. Such employment may result in the student's removal from the Homebound Program.
- The homebound application will be reviewed every 30 days by the physician, Homebound teacher, and Homebound Supervisor
- The Homebound Supervisor has permission to discuss students' medical care as needed with a medical professional.

I understand the rights and responsibilities and that if not upheld can result in Homebound services being terminated after reviewed by the Grundy County Homebound committee.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Witness: _____ Date: _____

Homebound Supervisor: _____ Date: _____