# 2022-2023 Warren County Schools Homebound Program

# Rules and Responsibilities

***PLEASE KEEP THIS COPY OF RULES & RESPONSIBILITIES FOR YOUR INFORMATION AND FUTURE REFERENCE***

Homebound instruction offers temporary educational services to students unable to physically or mentally attend school. **Homebound instruction is provided by a licensed teacher in an alternative location for students who will be absent from school for more than two weeks/ 10 consecutive school days.** Placement in the program is a temporary intervention and is not designed to replace or duplicate school-based instruction. **Homebound placements shall not exceed thirty (30) school days duration.**
If complications from a medical condition require homebound placement to exceed the initial certification (more than 30 school days) a recertification form must be completed. The Recertification for Homebound services must be submitted and approved **PRIOR** to the end of initial Homebound Certification period. Recertification forms submitted **AFTER** the end of the current Homebound period are subjected to denial of future homebound services. The amount of instruction provided to student is typically three (3) hours per week but can be more depending upon the needs of the student. Students will be required to return to a regular school placement as soon as possible.
Students and their Parent(s)/Guardian(s) who are in the homebound program are responsible for following the homebound regulations listed below:

1. Homebound institution is for an illness or condition of the student applying for homebound. Homebound status WILL NOT be granted for the illness, disability or condition of another person.
2. Students are required to complete assigned classwork while on homebound. Failure to complete assigned work may result in termination from the program.
   In addition to the instruction provided by the homebound teacher, the student will be expected to complete assignments on his/her own time. Students are also required to meet with the assigned homebound teacher for instruction or assistance with classwork. These sessions will be provided to student either in person in the home/ hospital setting or virtually as determined by the homebound teacher. Parents/Caregivers will supervise daily classwork to ensure assignments are completed prior to the homebound teacher's next scheduled visit/session. The Homebound program follows the same grading policy adopted by Warren County Schools.
3. The student and teacher should be provided with a quiet area, equipped with a table/desk and necessary school materials (paper, pencil, pen, textbooks, etc.) for use during scheduled instruction times. If the student is bedridden, a definite place must be arranged for instruction time and materials. The teacher and the student are not to be interrupted during the instructional period.
4. The parent/guardian, or responsible adult (18 years or older) authorized by the parent/guardian and who is listed on the authorization form **MUST** be present during the **ENTIRE** instructional period/session.
5. The student will have any necessary nursing care, doctor's appointments, therapy, etc. scheduled at a time that does not interfere with instruction.
6. The Homebound program adheres to the school board policy on attendance. The student must return to school at the end of their Homebound certification period or they will be subject to truancy action. **The student is expected to be present for homebound instruction at the appointed time and place. All absences will be reported to the attendance office. Doctor's notes will be required for all missed appointments with teacher/absences**. Three absences/cancellations may result in a review by the Homebound Committee, termination of the student from the program and possible truancy action against students and/or parent/guardian. Doctor's appointment/notes for anyone other than the homebound student will not be accepted.

7. The Student may choose to return to school before the end of the certification period granted by the committee. In this event, the HB committee may request documentation from the treating physician releasing the student and verifying the student is able to safely return to school.
8. The Homebound committee can revoke a student's homebound status at anytime during the homebound period.
9. **No student placed in the homebound program shall be actively engaged in employment**. Request for exceptions to this policy must be submitted in writing to the Homebound Committee and approved by said committee. Failure to get prior approval can result in termination from the program.
10. **No student in the homebound program is to visit ANY school campus without PRIOR written authorization by the Homebound committee Chairperson. Additionally, students are not to attend or participate in ANY extracurricular activities including but not limited to field trips, Prom, school dances, pageants, sporting events, club activities, ballgames, plays, performing arts, etc. unless authorized in writing by the Homebound Committee chairperson PRIOR to the event. Attendance or participation in such activities without prior written authorization may result in the student's removal from the homebound program.**
11. The Homebound teacher can not travel outside Warren County to provide Homebound Instruction.
12. If a student's condition requires homebound services for a period to exceed the initial certification by the committee, a Healthcare Provider Documentation Recertification form (yellow form) MUST be signed by the Treating Physician, which may include Surgeons, Osteopathic Physicians, Nurse Practitioners, Licensed Psychologist & LCSW (A person who is licensed under T.C.A. Title 63, Chapter 6; T.C.A. Title 63, Chapter 9; T.C.A. Title 63, Chapter 11; or T.C.A. § 63-23-105 or similar statute in another jurisdiction and who is the professional treating the student for the medical condition requiring homebound instruction. T.C.A.§§ 0520-01-02-.10) and submitted to the Homebound Committee **PRIOR** to the end of the initial homebound period. Recertification forms submitted **AFTER** the end of the current Homebound period are subjected to denial for future homebound services.
13. A verification form must be completed & signed by the adult present during homebound instruction. If Homebound instruction is virtually, a homebound log will be completed.
14. Once a student has completed Homebound instruction and returned to school, if future Homebound services are needed, during the same school year, a new homebound packet must be signed, completed and submitted for additional services.
15. A new Homebound packet will need to be completed, signed and submitted with each new school year. Also, if student has a different diagnosis or illness develop during the same year, an additional homebound packet will need to be completed and signed for the new diagnosis or illness. Homebound forms, for the current school year, are available at each individual school's front office, Warren County Schools' Central Office or at www.warrenschools.com.

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*Revised: May 26, 2022*