

2017-2018 Warren County Schools Homebound Program Rules and Responsibilities

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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 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 (State Board of Education Chapter 0520-1-9.07; T.C.A. §§ 49-10-101, 49-10-701, 49-10-1101 & 49-6-3002).

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.

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

1. 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 in the home during the **ENTIRE** instructional period.
2. The student will have any necessary nursing care, doctor's appointments, therapy, etc. scheduled at a time that does not interfere with instruction.
3. 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.
4. The Homebound committee can revoke a student's homebound status at anytime during the homebound period.
5. 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.

6. 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, 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.
7. 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 near the bed must be arranged for instruction time and materials. The teacher and the student are not to be interrupted during the instructional period.
8. 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. The Homebound program follows the same grading policy adopted by Warren County Schools.
9. Homebound students will receive their instruction either at the home of the parent/guardian who requests the service or at the hospital. Alternative arrangements for instruction at a different location must be arranged with the homebound teacher.
10. 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 primary or treating physician 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.
11. A verification form must be completed and signed by the adult present during homebound instruction.
12. Once a student has completed Homebound instruction and returned to school, if future Homebound services are needed, for that school year, a new Homebound packet must be signed, completed and submitted for additional services.
13. A new Homebound packet will need to be completed, signed and submitted with each new school year. 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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