



REQUESTING AND RECEIVING HOMEBOUND INSTRUCTION PROCEDURE (STS-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of requesting and receiving homebound instruction for students of Clarksville-Montgomery County School System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Student Services

3.0 APPROVAL AUTHORITY:

- 3.1 Chief of Staff

4.0 DEFINITIONS:

- 4.1 Homebound Instruction: Instruction for students who have been certified by their licensed treating physician (such as pediatrician, OB/GYN physician, psychiatrist) as being physically, mentally, or emotionally unable to attend regular school for extended periods of time.
- 4.2 Individual with Disabilities Education Act (I.D.E.A.): An act developed by a multi-disciplinary team under Federal Rules & Regulations for implementation for individuals with disabilities.
- 4.3 IEP: Individualized Education Plan developed by the IEP Team.
- 4.4 IEP Team: A group composed of student's parents/guardians and appropriate professionals who determine eligibility, placement and services for a child identified under I.D.E.A. Composition of the team varies for each child.

5.0 PROCEDURE:

- 5.1 In order for a student to be considered for homebound services, a parent completes the parent portion of the Homebound Request to include the medical release. After the parent's portion is completed, Student Services staff will fax the Homebound Request to the licensed, treating medical professional.
- 5.2 When the completed Homebound Request is received by fax from the doctor's office, the Director of Student Services or the Student Services Manager will evaluate the form. Incomplete forms will result in a denial of services.
- 5.3 Accommodations within the regular school setting should be considered before requesting homebound approval (examples include: wheelchair, crutches, feeding tube, medication, extra time between classes, no lifting, etc.). If the doctor believes a student can be accommodated at school, he/she can put those accommodations in writing.
- 5.4 When the homebound request is approved, the student will be placed on homebound for a minimum of 10 school days up to a maximum of 30 school days. The student will receive homebound instruction for a minimum of 3 hours per week; 2 sessions of 90 minutes each.
 - 5.4.1 A student can be considered for homebound services for 5 reasons. They include:



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- 5.4.1.1 When a student is physically unable to attend the regular school setting. However, in an effort to transition students back to the regular school setting, students will receive homebound instruction in the Student Services Department unless otherwise approved.
 - 5.4.1.1.1 Students who have a communicable disease will be ineligible for a homebound teacher until no longer contagious.
- 5.4.1.2 When a pregnant student has a baby or has complications before or after delivery that prevent school attendance. TN State guidelines provide homebound instruction for 6 weeks after delivery authorized by the treating, licensed OB/GYN physician, unless there are complications, which must be recertified every 4 weeks by the treating OB/GYN physician.
- 5.4.1.3 When a student is emotionally or mentally unable to attend the regular school setting. However, in an effort to transition students back to the regular school setting, students will receive homebound instruction in the Student Services Department.
- 5.4.1.4 When elementary level students commit offenses that warrant remandment or expulsion and they are ineligible to attend BASE Academy, they may be referred to Student Services for homebound instruction. These students will receive homebound instruction in the Student Services Department. (BASE Academy is an elementary alternative school/ Behavior Academic Social and Emotional Academy.)
- 5.4.1.5 When a special education student is placed on a 30 Day Emergency IEP homebound placement. This is described below from the TN State Minimum Rules and Regulations. The student will receive homebound instruction in the Student Services Department.
- 5.5 For a student who has an IEP, an IEP meeting must be held before homebound services will begin.
 - 5.5.1 When a Special Education student is considered for homebound services, the least restrictive environment must be considered. According to the TN DOE Special Education Framework, a home/hospital placement is the MOST restrictive environment. The TN DOE Minimum Rules and Regulations for the state of TN (0520-01-09-.07) must be followed. They include:
 - Eligibility for Homebound Placements.
 - (a) Eligibility for instruction as a child with a disability pursuant to IDEA and state regulations shall be established prior to implementation of homebound services. Children with medical conditions of a short duration or temporary nature, and not previously certified as eligible pursuant to IDEA and state regulations, shall not be eligible for homebound placements pursuant to this regulation, and special education funds shall not be used to fund homebound placements for such children. (b) The IEP team shall consider a medical homebound placement only upon certification by a licensed doctor of medicine or osteopathy that a child with a disability needs a homebound placement, is expected to be absent from school due to a physical or mental condition for at



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least (10) consecutive school days and that the child can receive instruction in a homebound placement without endangering the health of personnel providing it.

- (b) Use of Homebound Placement. (a) All homebound placements shall be temporary. Homebound placements shall not exceed thirty (30) school days duration. The IEP shall contain a goal of returning the child to a less restrictive environment within the school year, unless there is a medical necessity that requires extended homebound instruction, in which case additional homebound placements of thirty (30) school days or less may be instituted. (b) An IEP containing a homebound placement shall be reviewed at intervals of thirty (30) school days by the child's IEP team to ensure appropriateness of the provision of instruction and appropriateness of continuing the homebound placement.
- (c) Where behavioral and/or disciplinary issues cannot be safely addressed in any other educational setting, the IEP team may consider a homebound placement. Such changes in placement may be instituted strictly on an emergency basis and for a temporary period of time not to exceed thirty (30) school days to determine how to best address the child's needs. The IEP team must document that a homebound placement is necessary, temporary and consistent with requirements for the provision of a free appropriate public education."

5.6 When a homebound request is approved, the following will occur:

- 5.6.1 A copy of the homebound request is emailed to the Homebound Contact at the home school, the attendance office, the Homebound Teacher, the Attendance Teacher, and the school's 504 Coordinator or the district's Special Population Coordinator (elementary, middle, or high school level).
- 5.6.2 The homebound contact at the school notifies classroom teachers with a Request for Assignment form (STS-F013) to be returned within 2 school days. Classroom teachers return the forms to the Homebound Contact to be given to the Homebound Teacher. The Homebound Teacher will contact the parent/guardian to set up dates and times of instruction.
- 5.6.3 Parents and students are required to read, review, and sign the Homebound Contract regarding rules and regulations (STS-F006) of the homebound program.
- 5.6.4 A record of all teacher assignments, documentation log, parent and school communications, and final grade report is kept in the homebound folder created by the Homebound Teacher. A copy of the grades in progress or final grade report for each grading period or end of grading term is sent to the student's home school. When homebound ends, the homebound folder is returned to the Student Services office and kept on file for 3 years.

5.7 Students are not allowed to work outside the home or play sports while receiving homebound services.

5.8 Students not completing assigned school work or canceling 3 times without excused absences may result in early termination of homebound instruction and referral for truancy.



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- 5.9 If a student needs an extension of homebound services, a NEW homebound form must be completed. If a student is receiving homebound instruction for pregnancy complications, a NEW homebound form should be completed every 4 weeks.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Parent Request for Homebound Instruction for Physical or Emotional Mental Concerns ([STS-F007](#))
- 6.2 Physician Documentation for Homebound Instruction for Physical or Emotional Mental Concerns (STS-F007a)
- 6.3 Parent Request for Homebound Instruction Pregnant Students ([STS-F008](#))
- 6.4 OB GYN Documentation for Homebound Instruction Pregnant Students (STS-F008a)
- 6.5 Request for Assignment Form ([STS-F013](#))
- 6.6 Parent Contract for Homebound Services ([STS-F006](#))
- 6.7 Homebound Documentation Log ([STS-F015](#))
- 6.8 Tennessee Code Annotated §49-10-1101
- 6.9 Administrative Rules and Regulations 0520-1-2-.10
- 6.10 Scheduled Grade Sheet/Homebound Instruction Evaluation Form (STS-F012)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Homebound file with above documents	Student Services Office	Indefinitely	Permanent	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/06/04		Initial Release
3/31/04	A	Clarify 4.2, add 4.3, add Homebound Form in 5.1.1, clarify 5.1.2, 5.4.1 and 5.8, add 6.6 and 6.7 and update flowchart
5/05/09	B	Remove the need for Director of Student Services signature from 5.1.3 and add 5.1.3.1 and 6.8.
6/2/10	C	Change 5.4 from "request should be mailed or faxed" to "request should be e-mailed to the guidance office, attendance office, and homebound teacher, if possible", add "report is sent to the student's home school for each grading period or end of term" in section 5.7, add associated documents 6.9, 6.10, and 6.11.



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4/9/13	D	5.3.1 change visits to time. 5.4 deleted "if possible" from the end of paragraph.
11/2/17	E	Added 5.1, 5.2.1.1 – 5.2.1.3 Updated: 4.1, 5.2.1, 5.2.2, 5.3 – 5.7 renumbered due to additions. Updated logo and flowchart.
9/25/18	F	3.0, replaced CAO with Chief of Staff. 5.2.2, removed "meeting due to a discipline issue". 5.5, removed "of homebound instruction...". Updated hyperlinks.
5/23/19	G	Significant changes throughout procedure. Updated associated documents and hyperlinks. See previous revision (F) dated 9/25/18.

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