OVERVIEW OF HOMEBOUND INSTRUCTION includes APPLICATION

The purpose of homebound instruction is to assist the student to keep up with his/her peers while the student is unable to attend school due to his/her condition as verified by a licensed physician.

Homebound instruction is a special service which ***is only available to approved students who anticipate being absent from regular school for at least ten(10) days due to his/her condition as verified by a licensed physicians for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition***. A physician must recommend that a student receive homebound instruction. Franklin County Schools reserves the right to request a second (2) opinion of a properly licensed medical doctor selected by the school system; the associated cost shall be paid by Franklin County Schools. The physician must complete Section II of the enclosed application; however, the **final approval or denial decision rests with the school system.**

When a student is approved for homebound instruction, a teacher will be assigned to work with the student for three (3) hours a week for the approved length of time. The homebound teacher works with the student's regular teacher(s) to be sure that the student does the work required in the regular classroom. **The purpose of homebound is to keep the student up with his/her peers while unable to attend school.** The grades that a student receives while on homebound is determined by the homebound teacher with input from the regular teacher(s). The length of time that a student is approved for homebound is determined by the school system. Every effort is made to return the student to regular school as quickly as possible.

Procedures for applying for Homebound Instruction:

I. The parent/guardian(s) gets the application from Board of Education as soon as service is anticipated;

II. The parent/guardian completes Section I and sign the release for additional information;

III. The parent/guardian requests the physician to complete Section II;

IV. The form must be returned as quickly as possible to the Board of Education;

V. The physician(s) and medical agency(ies) are contacted as needed for more information;

VI. The homebound coordinator arranges for a review team to discuss the case and determine the best instructional plan for the student. The review team will consist of the student (when possible), the student's parent/guardian, school principal, homebound coordinator, and others when needed. The purpose of the review team is to determine if homebound instruction should or should not be approved as well as the specific details of the homebound instruction; and

VII. The student is expected to return to school as soon as possible. *Re-evaluation by the attending physician is required every four (4) weeks*.

The need for homebound instruction may not be warranted or recommended by the physician. <u>Furthermore, the application for homebound may be refused by the school system upon its review.</u>

Homebound instruction can be revoked at any time:

- **Homebound instruction <u>will be revoked</u> when a student approved for homebound instruction is found to be employed on a full-time or part-time basis.**
- **Homebound instruction <u>will also be revoked</u> if the student is not available to receive instruction as scheduled. Missing three (3) hours of homebound is the equivalent to missing five (5) days of school (unexcused) and will be recorded as such at the appropriate school. When a student is not available to receive the scheduled homebound service, the student will be reported to the Attendance Supervisor for legal actions.**

When homebound instruction is revoked, the parents will be notified and the student will be expected to return to school immediately.

FRANKLIN COUNTY SCHOOL SYSTEM

Dr. Roger Alsup, *Director of Schools*

215 South College Street
Winchester, Tennessee 37398
Telephone (931) 967-0626
FAX (931) 967-7832

Application for Homebound Instruction

I. To be completed by Parent/Guardian:

Student's Full Name: _____ Date of Birth: _____

Signature of Parent/Guardian: _____

_____ _____ _____ _____
Street Address City State Zip Code

Phone Number (Home): _____ (Work): _____ Email_____

School: _____ Grade: _____ Homeroom Teacher: _____

II. Medical information to be completed by the Physician's Office:

Date received and completed: _____ Diagnosis: _____

Limitations regarding attending school: _____

Evaluation: (Please answer each question)

1. **Is the above named student able to attend school**? ___ Yes ___ No
2. **Is the above named student able to attend school full-time if modifications/accommodations were made**?
   ___ Yes ___No
   If yes, recommended accommodations: _____
3. **Is the above named student able to attend school for abbreviated day**? ___ Yes ___ No
   If yes, recommended adjustment in school day: _____

Recommend Homebound Instruction? ____ Yes ____ No
If yes, starting date _____ Potential ending date _____ (cannot exceed 4 weeks)

Case to be re-evaluated on: _____ (Re-evaluation required every four weeks)

Comments: _____

Physician's Signature: _____ Phone Number: _____
Original Physician's Signature Required Fax Number :_____

_____ _____ _____ _____
Physician's Street Address City State Zip Code

Franklin County Schools reserves the right to request a second (2) opinion of a properly licensed medical doctor selected by the school system; the associated cost shall be paid by Franklin County Schools.

III. To be completed by the School System:

Date Physician Contacted: _____ Date Review Team Met: _____

Approved by: _____ Date: _____ Denied by: _____ Date: _____

Date Instruction Began: _____

Revoked by: _____ Date: _____ Date Instruction Ended: _____

Teacher Assigned: _____ Day/Time Served: _____

Homebound instruction can be revoked by the school system. ***Homebound instruction will be revoked if the student is employed either part-time or full-time.*** Homebound instruction will be revoked if the student is not available for instruction as scheduled.

I authorize the Franklin County School System to contact the above named physician and other physicians/medical agencies including Crisis Team for additional medical information pertinent to this case. Furthermore, I authorize the physician(s)/medical agencies including Crisis Team to release either verbal or written information pertinent to this case to Franklin County Schools.

Parent/Guardian Signature: _____ Date: _____

Franklin County Schools
Specific Guidelines - Homebound Services

1. Homebound Instruction is only approved for a maximum of four (4) weeks. Services will not extend beyond the initial four
   (4) weeks unless the attending physician recommends on a new application that the service continue for another four (4) weeks; the original physician's signature is required on all applications.
2. The parent/guardian, or responsible adult, authorized by the parent/guardian MUST be present in the home during the ENTIRE instructional period.
3. The student must have any necessary nursing care prior to the teacher's arrival.
4. A quiet area, equipped with a table or desk and chairs, must be provided for the use of the student and teacher during scheduled class times. If the student is bedridden, a definite place near the bed must be arranged for teaching materials.
5. The necessary school materials (pens, pencils, paper, textbooks, etc.) are to be available.
6. The teacher and the student are not to be disturbed during the instructional period.
7. A regular program of study and preparation of lessons is required for each student. In addition to the three (3) hours of instruction provided by the homebound teacher, the student is expected to complete assignments on his/her own time. Assignments must be completed prior to the homebound teacher's next scheduled visit.
8. The homebound/hospital program follows the grading policy adopted by the Franklin County Board of Education for Franklin County Schools.
9. 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.
10. 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 must be pre-arranged by the assigned teacher.
11. The homebound teacher must be notified by 4:00 p.m. on the day prior to the scheduled teacher's visit if a situation exists that necessitates the student's absence.
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. A student placed in the homebound program is not expected to be able to visit his/her school campus for any purpose, certainly not to socialize with friends or to attend extracurricular activities such as school dances or sporting events unless special permission is obtained from the school principal.

_____ _____

Parent/Guardian Signature Date

Franklin County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, religion, creed, sex, gender, gender identity, sexual orientation, national origin, color, age, and/or disability. Franklin County Schools does provide access to Boy Scouts, Girl Scouts, and other designated youth groups.

The following person has been designated to handle inquiries regarding non-discrimination:

Jenny Crabtree, Supervisor of Human Resources
Franklin County Schools
215 S. College Street
Winchester, TN 37398
931 967-0626

For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.