



## HOMEBOUND PROCEDURES INFORMATION PACKET

### Student Support Services

Homebound services are not a disciplinary placement, a place for students to make up missed assignments or an alternative form of homeschooling. It is not a setting to help students regain missing credits. It is a last resort for students who are unable to attend school due to medical needs. Students receiving 504 or special education services may request a meeting with school staff to explore any changes to the school day that may avoid homebound services. Homebound services attempt to help students stay current in their class assignments while they are at home and provide an equal educational opportunity. It is important to remember that students may, in some cases, return to school still behind in their classwork.

#### I. Initiation of Homebound Services

A parent, school counselor or school nurse can make the initial contact regarding homebound services for a student. It is important that this contact be made as soon as it becomes apparent that the student's absences from school will be significant. The forms to apply for homebound services are available at the WCS website ([www.wcs.edu](http://www.wcs.edu)) under Instructional Services/Student Support Services or can also be provided by the school nurse. Parents and physicians must provide the following documents:

- PHYSICIAN'S DOCUMENTATION FOR HOMEBOUND SERVICES** - *completed by the treating, licensed physician (M.D. or D.O.), licensed psychologist, or licensed clinical social worker*
- MOST RECENT CLINIC NOTE (ALL STUDENTS) AND TREATMENT PLAN (ONLY IF PSYCHIATRIC DIAGNOSIS)** - *completed by the treating, licensed physician (M.D. or D.O.), licensed psychologist, or licensed clinical social worker*
- RELEASE OF INFORMATION FORM** - *completed by parent or legal guardian*

Eligibility for homebound services is based on the treating physician's diagnosis and prognosis of the illness or injury. The prognosis must be for a projected minimum of two weeks or more of absences from school as documented in the medical report.

It is important that the Student Support Services office receive the completed Release of Information Form and the Physician's Documentation Form promptly. **Homebound applications cannot be considered until all required documentation is received. Incomplete applications will be void after thirty days. Completed forms may be faxed (615-472-5761), emailed to [sonhui.mitchell@wcs.edu](mailto:sonhui.mitchell@wcs.edu) AND [whitney.kovach@wcs.edu](mailto:whitney.kovach@wcs.edu) or mailed/hand delivered to WCS Student Support Services, Attn: Homebound, 1320 West Main Street, Suite 202, Franklin, Tennessee 37064.** The information will then be logged in to our records and eligibility for homebound services will be reviewed by the WCS Homebound Services Committee. If the committee denies a homebound application, there is no appeal process. The application must be re-submitted to the committee and include additional medical documentation detailing how the student's diagnosis/health condition prevents them from attending school.

If homebound services are approved, the homebound teacher is responsible for collecting and turning in assignments to the classroom teacher to receive a grade. In the event the student was absent for a period of time prior to homebound services application and approval, the homebound teacher will work with the student and classroom teacher to make the most progress possible. Any outstanding or unfinished work remaining after homebound services are terminated is the student and school's responsibility.

#### II. Eligibility

The Physician's Documentation Form, signed by the treating physician (M.D. or D.O), psychiatrist, or licensed clinical social worker, licensed in Tennessee, serves as a basis for eligibility. A determination is then made to decide if homebound services are appropriate based on the clinical data provided. The beginning date for approved homebound services will be determined based on the information provided by the treating physician, the date the Physician's Documentation for Homebound Services form is received, and/or within a reasonable amount of time following receipt of all completed documentation. An email or letter will be sent to parents confirming or denying services. During the interim period before eligibility is determined, parents are responsible for collecting assignments for the student.



### III. Grading

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. If possible, students are encouraged to attend school to complete any exam reviews, exams, or district/state mandated tests. If health reasons prohibit the student's attendance, then tests will be monitored entirely by school personnel. The only exemption for this is if the teacher assigned a take home test as the mid-term or final examination.

Students shall not be penalized for grading purposes nor be denied course completion, grade level placement, or graduation solely based on the student's absence from the regular classroom during homebound instruction.

"Legal Reference: T.C.A. §49-6-3002b"

### IV. Exit Dates

The projected exit date from homebound services will be determined from the doctor's medical report. In rare cases, a student's condition may require an extension of homebound services from the original exit date projected by the doctor. Should this situation arise, parents must submit new documentation from the doctor to the Student Services Support office to be reviewed. **Updated medical documentation will be required for all homebound services exceeding 30 days.** All homebound services are considered terminated at the close of the school year. Should a student's condition require homebound services at the beginning of the next school year, a new application process must be submitted and reviewed.

### V. Parent and Student Responsibilities

It is the parents' responsibility to ensure a responsible adult is present in the home during homebound instruction. Parents are also responsible for the student's behavior management during instructional time. If these guidelines are not adhered to, if the home environment is not conducive to learning, or the teacher is threatened, an alternative site for instruction may need to be determined. Students are expected to adhere to the same School Board Policies as if they were attending school. If students are in partial hospitalization programs, homebound instruction may be delivered at those sites.

### VI. Attendance

A student will be counted present in school while in the homebound program. However, the homebound teacher may issue excused or unexcused absences in such instances as the student not being in the home or in the approved homebound setting on a scheduled homebound visit; if the student fails to answer the door; or if conditions are such that instruction cannot occur. If there is a valid need to reschedule the homebound visit, the parent or guardian must call the homebound teacher to reschedule. Students on homebound services must adhere to school board policy 6.200 regarding attendance. The homebound teachers will contact the school to file a truancy report after two (2) unadvised cancellations.