

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 Academic Officer

4.0 DEFINITIONS:

- 4.1 Homebound Instruction: Instruction for students who have been certified by their physician or psychiatrist as being physically, mentally, or emotionally unable to attend regular school for extended periods of time.
- 4.2 IEP: Individualized Education Plan developed by the IEP Team.
- 4.3 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.
- 4.4 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.

5.0 PROCEDURE:

- 5.1 The student meets one or more of the following homebound eligibility requirements:
 - 5.1.1 Students may be placed on homebound after the Homebound Request (ref. STS-F007) has been received by Student Services verifying that the student is physically, mentally, or emotionally unable to attend regular school for extended periods of time, signed by a physician or psychiatrist.
 - 5.1.2 Special education students may be placed on homebound through an IEP Team meeting, if they are unable to attend regular school. Student Services will be notified 10 days prior to the occurrence of the IEP Team meeting. The IEP Team recommendation and copy of IEP will be immediately forwarded to the Director of Student Services for approval. The duration of homebound instruction will be determined by the IEP Team. Upon final approval, a teacher will be assigned.
 - 5.1.3 The Homebound Request (ref. STS-F007) is signed by the physician or psychiatrist and a homebound teacher is assigned to the student.
 - 5.1.3.1 In lieu of the Homebound Request a letter from the physician or psychiatrist requesting student be given homebound instruction is acceptable.

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- 5.2 A homebound teacher is assigned based on grade level and academic needs of the student by the Director of Student Services or designee.
- 5.3 Homebound teacher contacts parent/guardian to set up dates and times of instruction.
 - 5.3.1 Instructional visits will consist of a minimum of 3 hours per week.
- 5.4 The student's home school office is notified by Student Services of the date a student is assigned and expected date of return from homebound instruction. A copy of the actual request is e-mailed to the guidance office, attendance office, and homebound teacher, if possible.
- 5.5 Classroom teachers are notified by the school on a Request for Assignment form (ref. STS-F013).
- 5.6 Parents are asked to read, review and sign the parent contract regarding rules and regulations (ref. STS-F006) of the homebound program.
- 5.7 A record of all teacher assignments, documentation log, parent and school communications and final grade report is kept on file in Student Services. A copy of the final grade report for each grading period or end of term is sent to the student's home school.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Homebound Form ([STS-F007](#))
- 6.2 Request for Assignment Form ([STS-F013](#))
- 6.3 Parent Letter Regarding Rules and Regulations ([STS-F006](#))
- 6.4 Teacher Assignments
- 6.5 Documentation Log ([STS-F015](#))
- 6.6 Tennessee Code Annotated 49-10-1101
- 6.7 Administrative Rules and Regulations 0520-1-2-.10
- 6.8 Physician or psychiatrist letter
- 6.9 Scheduled Grade Sheet/Homebound Instruction Evaluation Form ([STS-F012](#))
- 6.10 Homebound Instruction Form ([STS-F014](#))
- 6.11 Physician Certification Form ([STS-F008](#))



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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.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****

Requesting and Receiving Homebound Instruction Flowchart

