

MARYVILLE CITY SCHOOLS
STUDENT REFERRAL FOR HOMEBOUND INSTRUCTION
CRITERIA AND PROCEDURES

The homebound instruction program is for students who, because of a medical condition, are unable to attend the regular educational program (MCS Board Policies, "Homebound Instruction", 4.206, 02/11/19).

PROGRAM PROCEDURES:

- A licensed physician (M.D. or Psychiatrist) must certify that the student will be absent from school due to a physical or mental health condition that confines the student to the home for at least ten (10) consecutive school days or an aggregate of at least ten (10) days due to a chronic or recurring medical condition, and that the student will be able to participate in and benefit from instruction. There is no waiting period to apply.
- The student must **currently** be under the care of the medical professional who completes the medical recommendation form.
- The student must currently be enrolled in a Maryville City school.
- Under extenuating circumstances, a student may be eligible for co-enrollment in homebound and partial school attendance (less than half-day).
- Pregnancy is not considered to be a medical condition that meets eligibility criteria for homebound instruction unless the obstetrician certifies that a complication arising from pregnancy such as toxemia, elevated blood pressure, blurred vision, gestational diabetes, etc. exists. Abdominal pain, back pain, and fatigue are common to pregnancy and are not considered complications for the purpose of homebound. A six-week period of post-partum homebound instruction begins at the delivery date.
- **Referral by a licensed physician represents evaluation data to be reviewed by the homebound coordinator and/or other school system personnel. It does not mandate homebound services.**

HOMEBOUND PROCESS:

- The parent/guardian contacts the administration of the school of record regarding the possible need of homebound services.
- The school administrator or school counselor will complete the School Information Form and forward it to the homebound coordinator. The school administrator or school counselor will direct the parent/guardian to the MCS district website for the homebound forms.
- The homebound coordinator will collect the following forms: a) Request for Homebound, b) Consent Form for Mutual Exchange of Information, and c) Homebound Contract and d) Medical Recommendation form.
- The homebound coordinator will determine if the student has an active IEP by checking PowerSchool and/or through the School Information Form. If the student has an active IEP, the homebound coordinator will contact the Special Education Director.
Note: Homebound services are not automatically approved upon receipt of the request or the medical form. Until homebound is officially approved, it is the parent and student's responsibility to access assignments from classroom teacher(s).
- The parent/guardian will be notified when an approval decision is made.
- If the student has an active IEP AND is approved for medical homebound, the Special Education Director will coordinate with the student's special education case manager and school's

administration to initiate an IEP meeting and provide support throughout the medical homebound and re-integration process as needed.

- The homebound coordinator will secure a homebound instructor. The homebound coordinator will notify the attendance secretary of the school of record with the beginning and projected ending dates.
- The homebound teacher will communicate with the student's classroom teacher(s).
- The homebound coordinator will communicate with the parent before the projected ending date to determine if an extension of homebound needs to be considered.
- When deemed necessary for a smooth reintegration to school, an exit meeting will be conducted at the school of record to discuss any necessary accommodations that might need to be put in place to ensure the student's safety and comfort.