

HOMEBOUND SERVICES	

Template update Oct 2016

PERSONS RESPONSIBLE: Director of Guidance & Counseling

MATERIALS: Consent for Disclosure of Confidential Information (Frontline Notices)

Physician Cover Letter & Homebound Needs Evaluation (Frontline, reports tab, foreign language/blank forms)

[Homebound Master Form](#) (complete once approved by ARD/504)

[Entry/Dismissal Internal Form](#)

[Teacher Homebound Instructions](#)

[Homebound FAQ](#)

[Facility / District Agreement](#)

[Homebound Procedure Cheat Sheet for Staff](#)

[Homebound Attendance Log](#)

The Tomball Independent School District provides a homebound/hospital instructional service for those students who would be at a risk of further injury or illness if he/she attended classes in the public school. Services are provided to students who are expected to be confined for a minimum of four consecutive weeks as documented by a physician or to chronically ill students who are expected to be confined for any period of time totaling at least four weeks throughout the school year.

The program for the homebound and hospitalized student operates according to the rules and regulations set forth by the Division of Special Education of the Texas Education Agency (TEA's Student Attendance Accounting Handbook) and is designed to provide the best continued growth of each student, both intellectually and emotionally. Homebound instruction takes the place of in-school instruction while the student is ill or hospitalized.

The purpose of homebound instruction is to sustain the continuity of instruction and to facilitate return to the classroom for those eligible students who must be temporarily confined at home or in a healthcare facility due to their medical needs that do not allow school attendance for a limited period of time. Homebound services may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g. students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). Homebound services are temporary and not intended to supplant school services. Homebound services are not a guarantee that the student will progress in the academic program.

The decision regarding placement on homebound is made by a committee of professionals (an ARD Committee if the student is in Special Education). Please note: An eligibility form is not a guarantee that the student will be placed on Homebound and a "Consent to Release Information" form must be signed by the parent for the school to contact the doctor.

Student Support Personnel procedure once a request is made or there is a possible need is to obtain consent to release confidential information to and from the doctor from the parent or adult student. This form is in eSTAR under notices. Then send (fax) the Physician's cover letter and the Homebound Needs Evaluation to the doctor. It must be a licensed physician. These forms are found in eSTAR under eFIE, reports tab, and the foreign language/blank reports drop down. Inform the Director of Guidance and

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Counseling that homebound forms have been sent. Once the forms are returned from the doctor, an ARD must be held to consider whether homebound services are required. If the ARD committee determines homebound is warranted, then the homebound acknowledgement in ARD forms is provided to the parents and the entry/dismissal form must be completed and given to the registrar/attendance clerk. Notify the Director of Guidance and Counseling of the agreed upon start and end dates so a homebound teacher may be assigned.

The program is not meant to be a long term placement. On long term placements, the Committee may re-convene at the end of 12 week intervals to determine if the child continues to qualify for Homebound services. The student should return to the regular school program as soon as possible. At the end of each school year, ALL students currently receiving Homebound Services should be exited from the program and placed back on a full schedule for the upcoming school year.

If the student is confined to a residential facility or hospital outside of Tomball ISD boundaries for more than 10 days then the District will communicate with the parent to withdraw the student and enroll in the district in which the facility is located. Guidance found in the Student Attendance Accounting Handbook 3.3.6 states:

Student Entitlement to Attend School in a Particular District A student's entitlement to attend a school district is determined under the TEC, §25.001. Your district must serve any students who are entitled to enrollment under the TEC, §25.001, even if they are expected to reside in your district for a short time. Your district must serve students in regular education in addition to in other programs, such as special education, if the students are eligible and all documentation is on file. Your district cannot refuse to serve a student who is entitled to enroll. For example, say a student enters a hospital for treatment. If the hospital is located within your school district, your district must immediately serve this student in regular education and also in special education if the student is determined to be eligible. This requirement applies not only to students in hospitals but also to students in juvenile detention centers, jails, and other such facilities. (See 3.3.6.2 Students from Outside Your District Who Will Be in Your District for 10 Days or Fewer for a limited exception to this requirement.) Additional eligibility provisions apply to students who are not entitled to enroll under the TEC, §25.001, other than a residence separate and apart from a parent or legal guardian under the TEC, §25.001(b)(4) and (d).

The exceptions to this procedure are:

1. If the facility has an appropriately certified teacher(s) to instruct the student for the appropriate amount of time per week (minimum of 4) and enters into an agreement with the district to follow district guidelines for homebound instruction and documentation at no cost to the district, then the parent may choose to keep the student enrolled in Tomball ISD: or
2. The student may remain enrolled at Tomball ISD and work will be provided to the facility, and the student will be marked absent (excused due to medical exception), but all requirements of classes, policies, etc remain in place for course credit.

If you feel that your child may need homebound services, please contact your child's school counselor or Diagnostician on the campus.

If there are general questions about special education homebound services or general education homebound services (504), please contact the district coordinator, Steve Shiels at 281-357-3140 ext. 4111 or at stevenshiels@tomballisd.net

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Board local policy regarding homebound instruction:

[https://pol.tasb.org/Policy/Download/600?filename=EEH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/600?filename=EEH(LOCAL).pdf)

2021-2022

Teachers employed for homebound instruction will first be chosen from current TISD employees and substitutes that hold appropriate certifications. If a TISD employee is not available, Student Support will consider contracting with a non TISD employee that holds the appropriate certifications. The teacher will be paid at the agreed upon rate for the direct instruction hours as well as one hour of paid planning for every two hours of direct instruction provided.

Homebound ARDs will NO LONGER waive the five days to begin services. Should a teacher not be available, a notice will be sent to the parent. At the 30 day mark, should a teacher not be assigned to the student, a benchmark meeting/ARD will be held to determine if compensatory services are applicable to the situation.