

GRANBURY INDEPENDENT SCHOOL DISTRICT

GENERAL EDUCATION HOMEBOUND (GEH) OPERATIONAL GUIDELINES

The delivery system for providing in-home/bedside educational services in the Granbury ISD is the General Education Homebound (GEH) program. Principals are responsible for designating personnel on their campus who are responsible for processing requests for homebound services on behalf of students at the time of their injury or illness.

HOMEBOUND FOR PHYSICAL CONDITIONS:

Students served on a homebound basis are expected to be confined for a minimum of four consecutive weeks as documented by a licensed physician in the United States.

1. THE REFERRAL PROCESS FOR HOMEBOUND STUDENTS

- a. The Principal or designee will give the parent the "General Education Homebound Condition of Eligibility" (GEH-2) form to be completed by the student's physician and returned directly to the Principal or designee.
- b. The Principal or designee will have the parent complete the "GEH Homebound Statement to Parents" (GEH-3) and the "Release/Request for Medical Information" (GEH-4) form addressed to the physician who is prescribing Homebound. It is important that the district have authorized two-way communication with the physician prior to the GEH Committee.
- c. The Principal or designee will ensure that the Homebound Referral Packet is complete and will forward the referral to the counselor and campus PEIMS clerk for processing.

2. THE GEH PROCESS FOR HOMEBOUND STUDENTS

- a. The GEH Committee will include:
 - Campus Administrator/Counselor
 - Student's Teacher
 - Homebound Teacher (if available)
 - Parent/guardian, or in the case of a student 18 or older, the student
- b. The GEH committee will meet, complete the "General Education Homebound Committee Meeting" (GEH-5) form, determine and document:
 - whether there is a medical need for providing Homebound Services, as verified by the "GEH Condition of Eligibility" (GEH-2) form. (If this form is not completed correctly and signed by the physician, the GEH meeting must be adjourned and rescheduled when the form is completed.)
 - the number of weeks the student is expected to be out of school (minimum of 4 consecutive weeks);
 - the subjects to be continued on the Homebound arrangement; See "General Education Homebound Homework Assignment" (GEH-6) form
 - each teacher whose content will be continued will complete weekly lesson plans;
 - assignments, testing, and grading responsibilities;
 - the amount of time the student will receive services (minimum of 4 hours per week);
 - when and how Homebound Teachers can contact regular teachers;
 - that there will be a responsible adult at home during each Homebound session;
 - that the parent has been given a "General Education Homebound Exit Form" (GEH-9) to be completed when the student is ready to return to school;
 - that it is understood that while the student is confined to home and not attending any classes that he/she will not be permitted to attend any extracurricular activities involving Granbury ISD schools without written approval from the campus principal;

- establish audit files, complete needed computer data.

3. PLACEMENT FOR HOMEBOUND STUDENTS

- a. Guidelines for recommending the courses to continue during Homebound placement are as follows:

For elementary and middle school students: Any course or subject may be continued. In courses where lab experience or classroom participation make up the majority of the grade, written assignments may be given in lieu of those activities or in the case of an elective, the course may be dropped. For high school students: If the injury or illness occurs during a semester and the student is expected to return by the end of the semester, the student should be given the opportunity to continue any of his/her subjects, and be given written assignments in lieu of classroom-based activities. If the injury or illness occurs during the 1st semester and will still require home confinement past the first 6 weeks of the second semester, consideration should be given to dropping a course if more than 50% of the grade for that course is based on any of the following:

- hands-on experience or lab work, e.g., PE, physics;
- classroom participation, e.g., Foreign languages, Honors courses;
- clock hours, e.g., cosmetology;

If a student is enrolled in vocational courses at the time the student is to go on homebound, a schedule change is needed to put the student in a different course name that does not generate contact hours. The course can remain the same but the name needs to be changed. Please contact the campus counselor regarding this.

- b. The homebound teacher will follow-up with teacher contacts as discussed and agreed to at the GEH committee meeting.
- c. The Counselor will act as liaison between the homebound teacher and campus administration. The student's principal will be responsible for program supervision and ensuring the regular teachers provide all necessary information at the campus level.

4. ATTENDANCE REQUIREMENTS FOR HOMEBOUND

- a. Attendance will be awarded following the guidelines of the current year's Student Attendance Accounting Handbook.
- b. The homebound teacher will attend the GEH committee meeting, if at all possible, in order to coordinate implementation of services.
- c. The counselor will notify the campus PEIMS clerk, and campus attendance clerk, when a student begins homebound services.
- d. The homebound teacher will make a copy of the completed "GEH Homework Assignment" form (GEH-6) and forward that copy to the Special Programs Coordinator's secretary on a weekly basis.
- e. The homebound teacher will complete the "General Education Homebound Instruction Log" (GEH-7) and e-mail or fax the log on a weekly basis to the special programs coordinator's secretary. The special programs coordinator's secretary will then forward copies of the homebound instruction log to the campus attendance clerk and the campus PEIMS clerk.
- f. The "General Education Homebound Instruction Log" (GEH-7) will reflect the school calendar week by week so that available instructional days are easily identifiable.
- g. Total Weekly Instructional Time and Total Weekly Days in Attendance are summarized at the end of each instructional week.

- h. If absences are reported for any given day, a notation as to the reason should be made in the Other/Misc. section of the log.
- i. Weekly attendance (in a five day week) is based on the guidelines outlined in the Student Attendance Accounting Handbook.
 - Four or more hours served = five days attendance
 - One hour served = 1 day attendance
- j. The “General Education Homebound Instruction Log”, along with the “General Education Homebound Time and Travel” (GEH-8) report, is submitted on a monthly basis to the Special Programs Coordinator’s secretary for payroll processing.
- k. On a monthly basis, the Special Programs Coordinator’s secretary sends a copy of the attendance logs to the District PEIMS Coordinator.
- l. While parents are asked to arrange medical appointments around the homebound teacher’s schedule, absences are often incurred because the student is too ill to attend to instruction. The homebound teacher may be able to rearrange instruction for that week but if unable to do so, absences will be recorded according to the instructional hours delivered. Instructional hours must be delivered within each week to accrue attendance for that week.

5. DISMISSAL FOR HOMEBOUND STUDENTS

- a. Doctor completes the “General Education Homebound Exit Form” (GEH-9).
- b. The homebound teacher will notify the counselor when a student is being released from homebound for entry back into school.
- c. No homebound instruction may occur after the dismissal date.
- d. The homebound teacher will give a copy of the “General Education Homebound Exit Form” (GEH-9) to the campus attendance clerk and to the appropriate counselor.
- e. Homebound instruction is usually considered a temporary arrangement and cannot be considered as equivalent to classroom instruction. It is imperative that students return to the classroom as soon as practical and this is usually dictated by the student’s physician. However, in unusual cases where the student’s medical condition is in doubt, the Granbury ISD may request a second physician’s opinion at its own expense and call another GEH committee meeting to consider dismissing the student from GEH services depending on the results of that examination.
- f. Upon student’s dismissal from GEH or at the end of the school year, whichever comes first, the counselor will forward a copy of the student’s completed GEH file to the Special Programs Coordinator’s secretary.