Procedures for Implementing GEH

A designated campus committee must make decisions regarding general education homebound (GEH) placement. Membership of the committee must include at least a campus administrator or designee, a teacher of the student, and a parent/guardian of the student. Inclusion of the school nurse, the school counselor, and a staff representative from the District’s Homebound Office as members of the committee is strongly encouraged. [See EEH(LOCAL)]

Student Eligibility

Any student served by the GEH program must meet the following three criteria:

1. The student is expected to be confined at home or hospital bedside for a minimum of four weeks;
2. Medical condition is documented by a physician licensed to practice in the United States; and
3. Student participation is for medical reasons only.

Note: For guidance in determining GEH instruction for pregnant students who are or are not receiving pregnancy services, please refer to Section IX of the TEA Student Attendance Accounting Handbook.

Role of the GEH Committee

The role of the GEH committee is to review and consider the necessity of providing instruction to a general education student at home or hospital bedside. If instruction is provided at home or hospital bedside, the GEH committee will determine the type(s) and amount of instruction to be provided. The instructional services available include mathematics, science, ELA, social studies, and health. Instructional services for other courses are not available. In making these decisions, the GEH committee must consider the physician’s information. However, the physician’s note/information is not the sole determining factor in the committee’s decision-making process.

GEH Committee Responsibilities

In qualifying a student for and serving a student through GEH services, the following requirements must be met and documented: [See EEH(EXHIBIT)-A]

1. The GEH committee’s decision regarding the type(s) and amount of instruction to be provided to the student, which must include the designated amount of time per week that instruction will be provided.
2. A note from the physician stating the student has a medical condition that requires the student to be confined at home or hospital bedside for a minimum of four weeks.
3. Documentation of the day(s) homebound instruction started and stopped.

4. Teacher’s homebound instruction log. [See EEH(EXHIBIT)-B]

**Required Instructor Certification**

A certified general education teacher must serve students served through GEH at home or hospital bedside.

**GEH Funding Chart**

In order for funding to be generated for GEH placement, services must be provided as follows:

<table>
<thead>
<tr>
<th>Amount of Time Served Per Week</th>
<th>Eligible Days Present Earned Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>One hour</td>
<td>One day present</td>
</tr>
<tr>
<td>Two hours</td>
<td>Two days present</td>
</tr>
<tr>
<td>Three hours</td>
<td>Three days present</td>
</tr>
<tr>
<td>Four or more hours</td>
<td>Four days present (four-day week)</td>
</tr>
<tr>
<td></td>
<td>Five days present (five-day week)</td>
</tr>
</tbody>
</table>

**Procedures for Transitioning from GEH to the Classroom**

The GEH committee must convene to review current student information, (including the physician’s statement) to determine if a transition period is necessary and the date when homebound services are no longer appropriate. If the student requires a transition period upon returning to the classroom, the GEH committee should document the following: [See EEH(EXHIBIT)-C]

1. Length of time for the transition period;

2. The amount of time the student will be served in both settings (homebound and classroom) during the transition period; and

3. The effective date by when the student’s return to the classroom full-time must be documented.

**Funding Eligibility During Transition Phase**

Students transitioning back to a school-based setting may continue to generate funding based on the GEH funding chart during the transition period. On-campus classroom instruction during transition is not included in attendance accounting. The student must continue to receive the required homebound service hours per week to maintain eligibility.

**Documentation Required During Transition Phase**

The following documentation requirements must be met for students transitioning from GEH:

1. The District-developed form that documents GEH committee decisions regarding whether or not a student is to be served through GEH;
2. The GEH committee’s documentation on the form of the committee’s decision regarding the type(s) and amount of instruction to be provided to the student. This must include the designated amount of time per week that instruction will be provided.

3. A note from a physician stating the student has a medical condition that requires the student to be confined at home or hospital bedside for a minimum of four weeks.

4. Documentation of the day(s) homebound instruction started and stopped.

5. Teacher’s homebound instruction log.

**Attendance Office Responsibilities**

The attendance office at the school must be kept informed by the GEH committee of the status of all students receiving homebound services. The student will remain actively enrolled and the classroom teacher will post the student absent throughout the homebound placement period. The attendance specialist will post the homebound absence code to the attendance software to designate the homebound status of the student. Other absence reasons may be used if the homebound teacher informs the attendance specialist the student was not able to receive services for specific school days. The attendance must be updated on a daily basis to ensure compulsory attendance warning letters are not generated for homebound students unnecessarily. [See EEH(EXHIBIT)-D]

**File Retention**

Documentation of GEH attendance must be retained for a period of five years for audit purposes.

**Post-Transition Evaluation**

If the student presents problems related to the medical condition after having completed the transition period, the GEH committee will refer the student to the campus Child Study Team for further evaluation and assistance.

**Point of Contact for Questions Regarding This Regulation**

The GEH committee coordinates activities through the homebound office. Additional, more specific information may be found in the GEH services guidelines. Attendance office staff will be assisted by the homebound office.