

Charles County Public Schools

# Chronic Health Impairment Program for Students

Guidelines and Procedures Manual for the Parent/Guardian



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## **Chronic Health Impairment Program for Students (CHIPS)**

### **Guidelines and Procedures for the Parent/Guardian**

#### **Purpose:**

To provide procedures and guidelines to ensure compliance with the Code of Maryland Regulations (COMAR).

#### **Introduction/Program Description:**

Provide short-term intermittent instructional services to students with documented absences due to a chronic medical or emotional condition which has been diagnosed by the appropriate medical professional. Students diagnosed with having a chronic illness can be eligible for CHIPS services *having exhausted all in-school support*. The purpose of receiving services through CHIPS is for the student to receive a tutor for the work sent home from the school.

#### **Application Process:**

- Obtain the application from the school or Home & Hospital (H&H) office.
  - *If the application is for an **emotional condition**, a **licensed psychologist, psychiatrist** or **psychiatric mental health nurse practitioner (PMH-NP)** must sign the paperwork.*
  - *If the application is for a **medical condition**, a **licensed physician, nurse practitioner** or **physician assistant** must sign the paperwork.*
- Submit the application for review. A parent/guardian signature is required for the application to be approved.
- A new CHIPS application is required each school year with the healthcare examination occurring on or after July 1<sup>st</sup> of that year and the medical professional's signature within 6 months of the examination date.
- All applications must be approved before any services will be initiated.
  - *The H&H office has a right to deny an application due to insufficient information, medical diagnosis, or the medical professional's signature.*
  - *If the parent/guardian does not provide consent for the school system to contact the medical professional, the application will be denied, and the student will not receive services through the Home and Hospital Program.*
- The school-based H&H representative will make contact with the parent/guardian regarding the status of the application.
- The parent/guardian is responsible for submitting the application once per school year with the appropriate medical professional's signature on or after July 1 of that school year, re-verification every 60 days is not required for CHIPS. The examination date must be within 6 months of the medical professional's signature date.

### **Parent/Guardian and Student Responsibilities:**

- The student is expected to attend school when health permits.
- A CHIPS tutor is not automatically assigned when an application is approved.
- The student will take advantage of any in-school support when absent from school.
- If the student is unable to keep up with the make-up work from the absences related to the chronic health impairment, the parent/guardian should contact the H&H office to request a tutor.
- Once a CHIPS tutor has been assigned to the student, the parent/guardian is responsible for contacting the tutor when instructional support is needed. The level of support may vary week to week depending on the student's attendance.
- The student is responsible for requesting work from their teacher(s) for each excused absence.
- Once a CHIPS tutor is assigned, the parent/guardian can request assistance from them after the student has missed **3** consecutive days of school due to the chronic health impairment.
- All work should be obtained and returned to the school, by the student or parent/guardian, by the designated due date set by the teacher.
  - *If the student does not return the work by the expected date, the work will be counted as incomplete and factored into the final grade.*
- Communicate with the school regarding any updated medical information.
- Contact the Home and Hospital office with any questions or concerns regarding the process or procedures of the CHIPS program.

### **School Responsibilities:**

- Collect work in response to a parent/guardian or student request.
- Provide a timeline of when the work will be due to the teacher.
- Provide a final grade for the course(s).
- Communicate with the family to discuss procedures and expectations for students receiving services through CHIPS.
- Administer any state mandated testing.

### **Instructional Services:**

- Generally, students receive one instructional session of 1 to 3 hours per week of absences.

**Attendance:**

- The student is expected to attend school when health permits.
- The student is to receive support through CHIPS only during periods of illness due to the chronic condition.
- A parent/guardian note is required for any absence related to the chronic condition to be considered medically excused. However, the school system reserves the right to request additional medical documentation for excessive student absences at which time a parent/guardian note will no longer suffice.
- Students cannot be simultaneously enrolled in both the CHIPS and Home and Hospital programs.

**Home & Hospital Office: 301-934-7457**