

Fort Mill School District Medical Homebound Process

After receiving a medical homebound request from a doctor **School Homebound Coordinators should:**

1. Schedule a **team** meeting.
 - a. attendees may include: school homebound coordinator, school counselor, administrator, case manager
(***School teams** approve or deny medical homebound requests)
 - b. student may not be present in extreme circumstances (i.e. hospitalization programs)
 - c. For students with an IEP, team members required by the IDEA must be present.
2. Review Medical Homebound Process Guidelines with guardian and student.
3. Complete the Team meeting form.
4. Review Attendance Requirements and have guardian & student sign attendance policy.
5. Review and Share roles sheet for guardian, student, and teachers as well as FAQ's guidance.
6. If Approved, send the following to the Coordinator of Student Health Services:
 - a. SIGNED attendance requirement
 - b. SIGNED medical homebound form by both the student and guardian
 - c. team meeting notes
7. If Denied, please send the following to the Coordinator of Student Health Services:
 - a. completed medical homebound form
 - b. team meeting notes
8. Please allow 5 business days from the time the school sends the form to the Coordinator of Student Health Services to process and return to home school.

Medical Homebound Process Guidelines

GENERAL INFO

- The goal of homebound instruction is to facilitate the student's return to the current classroom setting as soon as medically indicated.
- Homebound instruction is designed to provide continuity of educational services between the classroom and home setting for students whose medical needs do not allow a student to attend school.
- Additionally, homebound instruction may be used to supplement the classroom program for health-impaired students whose condition(s) may require intermittent absences (i.e. students receiving dialysis, radiation or chemotherapy).
- Homebound instruction is temporary and designed for short-term absences from school exceeding 10 days. Requests should not be in excess of 6 weeks or 30 instructional days. Parents may request an extension of services; however, any extension must be documented on an updated Medical Homebound Instruction Form from the student's attending physician.
- Students are expected to attend all tutorial sessions. The FMSD attendance and truancy policies do apply to homebound students. A student may be dismissed from the homebound program due to truancy.

BASIS FOR HOMEBOUND INSTRUCTION

- South Carolina's mandates regarding medical homebound instruction appear in

State Board of Education Regulation 43-241. R 43-241, which says that a student who cannot attend public school because of illness, accident, or pregnancy are eligible for homebound or hospitalized instruction. The State Department of Education funds a maximum of five periods per week of Homebound Instruction pursuant to the Education Finance Act (EFA). A day of instruction must be based on the student's individual need but may be no less than fifty minutes.

- A physician must certify that the student is unable to attend school but may profit from instruction given in the home or hospital.

HOMEBOUND INSTRUCTION APPLICATION PROCESS

- When a parent requests homebound instruction for their child, the district will require that SECTION III - RELEASE of the Medical Homebound Instruction Form has been signed allowing the release of confidential information. If permission is not granted, the homebound instruction may not be approved.
- Once completed, the form should be returned to the appropriate school personnel who will then initiate the approval process. Homebound is not an automatic approval. A school team must meet to discuss the need for Homebound instruction. Appropriate school personnel will arrange a HB staffing meeting with the parent to discuss the terms of homebound.
- Any student participating in a program of medical homebound instruction or

hospitalized instruction must be approved by the school team and then signed off on by the district superintendent or his or her designee.

- If approved, a homebound teacher will be assigned and homebound instruction may begin. Homebound instruction may not begin until the approval process has been completed.
- In accordance with instructions in the State Pupil Accounting System procedures, the school's attendance clerk should be notified to change the student's PowerSchool classification per the dates provided in the Medical Homebound approval packet. If the student does not attend Homebound sessions they will be considered absent.

The school will:

- assign a school contact person for the parent to call if problems arise because of lack of collaboration among school personnel.
- assign a school contact person to facilitate the exchange of instructional materials.
- plan for accommodations at school when the student returns to his or her classes.
- arrange meetings as needed among the student's parents/guardians, the student's teacher(s), the administrator, and so forth.
- consider IEP or Section 504 plans when warranted for recurring or chronic health conditions.

Homebound Team Meeting

STUDENT

SCHOOL

GRADE

GUARDIAN

DATE

PLEASE CIRCLE: 504 IEP N/A

ATTENDEES (NAME/POSITION)

CURRENT FUNCTIONING:

SUPPORT PLAN: INTERVENTION(S) AND PERSON(S) RESPONSIBLE

OUTCOME OF RECOMMENDATIONS OF HOMEBOUND TEAM MEETING:

GUARDIAN SIGNATURE

STUDENT SIGNATURE

Medical Homebound Attendance Requirements

Please be aware that Fort Mill School District's attendance policy applies to all Homebound Students. The district's attendance policy and State Attendance Regulations dictate that a student must be in school daily. **[Student attendance Reg. No." R 43-274, S.C. Code Ann. Sections: Powers and Responsibilities of State Board of Education: 59-9-65 (2004), Rules and Regulations: 59-65-90 (2004)].**

****SERVICES ARE NOT APPROVED RETROACTIVELY PRIOR TO THE DATE A DOCTOR COMPLETES & SIGNS A HOMEBOUND FORM****

Upon approval for medical homebound services, the student/parent will adhere to the following attendance requirements:

- Determine a mutually agreeable location for homebound sessions to take place
- Attend all Homebound sessions and make necessary arrangements to be available for Homebound services. (Because Homebound services are considered school, they take priority over any extra-curricular activities. If this becomes a concern, the student will be placed on a mandatory attendance plan.)
- Contact the student's Homebound teacher PRIOR TO a scheduled homebound session in the event of an emergency or a need to change the schedule that week.
- Medical documentation is required from the treating physician in the event the student is unable to meet for homebound sessions.

If a student misses a scheduled Homebound session, it can be documented as an unexcused absence in their attendance record. **Once 5 non-consecutive missed sessions have been accumulated, the student is then considered truant and in violation of the compulsory attendance law.** A truancy intervention meeting must then be held. If missed sessions continue, this is considered a failure to comply and can result in termination of Homebound services. Additionally, the student and/or parent will be referred to the District's attendance officer to proceed with the truancy court process for violation of S.C. compulsory attendance law.

I have read and understand the above attendance requirements.

Student Signature

Date

Legal Guardian Signature

Date

Student Name (please print):

School Name (please print):

Frequently Asked Questions

- **Who is eligible for Medical Homebound?**
 - Students who cannot attend public school because of illness, accident, or pregnancy, even with the aid of transportation, are eligible for medical homebound or hospitalized instruction.
- **How does a student become eligible for Medical Homebound?**
 - A licensed physician, nurse practitioner, or physician assistant must certify that the student is unable to attend school but may profit from instruction given in the home or hospital.
 - In addition, state regulations clearly state that school districts should not and are not required to automatically approve every request for medical homebound. Approval for medical homebound instruction is determined on an individual basis. **A school team** must determine if a student can be accommodated or the program modified so that the student can continue to attend school, even if for a reduced period of time or an abbreviated school day.
 - The school team's recommendation should be then shared with the superintendent of the school district, or his or her designee (i.e., Coordinator of Student Health Services), for approval or denial of the medical homebound instruction request.
 - The district approves medical homebound requests in a maximum of 6-week increments. Requests for extensions will require an updated Medical Homebound Instruction form to be submitted for approval.
- **If a licensed physician, nurse practitioner, or physician assistant writes a prescription for medical homebound instruction or completes the Medical Homebound Instruction Form, isn't the school district required to provide medical homebound instruction?**
 - No. A school level team meeting must occur as medical homebound is a team decision. Should the team agree to the necessity of medical homebound, the district superintendent or his or her designee (i.e., Coordinator of Student Health Services) will sign off on the medical homebound form.
- **When can medical homebound instruction begin?**
 - Medical homebound instruction cannot begin until a licensed physician, nurse practitioner, or physician assistant certifies that the student is medically unable to attend school, even with the aid of transportation, but may profit from instruction.
 - When a parent indicates his/her intent to place their child on medical homebound and/or a medical homebound form is received, please contact the following to schedule a meeting:
 - If the student has an IEP, contact the student's special education case manager. An IEP meeting is required to determine if a change of placement is needed for a FAPE.
 - If the student has a 504, please contact the school psychologist/504 facilitator who oversees 504 plans for your school.
 - If the student is not identified as a student with a disability, please contact the school counselor OR psychologist/504 facilitator for your school.
 - State Board of Education Regulation 43-241 stipulates that a student is eligible for medical homebound instruction on the day following the last day of his or her school attendance or on the first day of the

regular nine-month academic year in which the student would otherwise be enrolled if he or she were able to begin the school year. The student remains eligible until the day before he or she returns to school or until the last day of the regular academic year, whichever occurs first. If approved, medical homebound services will be retroactive from the date the initial request was received.

- **What should parents do if their child has a recurring medical condition that only intermittently prevents him or her from attending school?**
 - If a student has a recurring medical condition that intermittently makes him or her unable to attend school, the student may be eligible to receive medical homebound instruction during those periods, coming back to school and leaving school again as the need dictates.
 - A recurring medical condition may also allow a child to qualify for services and/or accommodations under Section 504 of the Rehabilitation Act of 1973.
- **Once the district approves medical homebound instruction, how much instruction time must the student be provided?**
 - The school district determines appropriate services and scheduling on an individual basis, but in no instance can decisions regarding medical homebound instruction be based on funding, personnel shortages, administrative convenience, or school policies that limit instruction time.
 - A general recommendation is to provide 1-2 hours per day missed and monitor the student's progress to determine if appropriate.
- **Can an illness cause a student to become eligible for Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act services?**
 - School officials should consider the severity of the student's illness or injury and the length of time the student is expected to be out of school in determining whether the student may now have a disability that comes under Section 504 of the Rehabilitation Act. If the student does have such a disability, a team of qualified persons must meet and establish an accommodation plan for the student based upon his or her individual needs. When the student's health status adversely affects his or her ability to learn, the school district must determine if the student is also eligible for special education services under the IDEA.
- **Who teaches the student receiving medical homebound instruction?**
 - Medical homebound instruction is provided either by a teacher who is regularly employed in the school district or by a teacher whom the district contracts to perform the service. State Board of Education Regulation 43-241 specifies that any teacher providing medical homebound instruction to students residing in South Carolina must hold a valid South Carolina teacher's certificate.
 - If it is anticipated that the student will be out for an extended period of time (i.e., semester or year), the district can offer online schooling options (i.e., PLATO, EdOptions). These platforms are appropriate for students in middle and high school.
- **Where should medical homebound instruction take place?**
 - The site for medical homebound instruction is usually the student's home or a hospital; however, an alternate location can be chosen if deemed necessary. Every effort should be made to create an environment that is healthy and safe for both the student and teacher, and that is conducive to learning. During the course of medical homebound instruction, the family may be required to provide adult supervision to ensure that such an environment exists and is maintained.

- **What happens if the school district fails to provide a student with the total amount of medical homebound instruction time that has been allotted to him or her?**
 - The school district is required to make up the missed periods of medical homebound instruction even if the regular school year has ended. This makeup may occur even after the student has returned to school, as long as the makeup sessions are not held during the regular school day.
 - State funding for medical homebound instruction is available up until the last day of the regular school year. If the school district delays the start of services for any reason, including its having failed to assign a homebound teacher in a timely manner, the student is still entitled to the instructional services, and the school district must make up the missed instructional periods—even if the regular school year has ended.
- **May a student who has been receiving medical homebound instruction return to regular school at any time?**
 - If a student requests to return to school before the assigned medical homebound period has elapsed, the school district could require a written physician's release before allowing the student to return. A physician's release is not necessary if the date of return matches the date on the medical homebound application.

FULFILLING ROLES AND RESPONSIBILITIES

- What are the student's responsibilities in the medical homebound instruction process?
 - The student must realize that medical homebound instruction is an extension of regular school and all classroom rules and regulations, as well as school district policies, apply.
 - In addition, the student should:
 - be available for all scheduled instruction
 - have all books, materials, & student device needed for instruction
 - complete all homework assignments
 - remain courteous, comply with teacher requests, and use appropriate language dedicate instruction time to instruction only (no phone calls, visiting, radio, television, and so on).
 - **Should the student not attend their scheduled homebound session, they will be coded as Absent**

- What are the parents' responsibilities in the medical homebound instruction process?
 - The parents should:
 - realize that before instruction can begin, all necessary paperwork must be completed;
 - ensure that the child is prepared for instruction
 - provide an area in the home that is conducive to learning and suitable for instruction (e.g., is quiet and free of distractions, has good lighting and a desk or table)
 - understand that during the course of medical homebound instruction, adult supervision in the home may be required in order to ensure a healthy and safe environment for both the student and the teacher
 - make certain that the student is available for all scheduled instruction; The FMSD attendance and truancy policies do apply to homebound students; A student may be dismissed from the homebound program due to truancy/non attendance
 - contact the students' teacher to cancel the scheduled period of instruction in cases of emergency
 - inform the teacher of the child's future medical appointments as early as possible if such appointments will interfere with instruction time
 - Understand that if the student is absent for his or her scheduled period of instruction, he or she is considered absent from school on that day;
 - understand that the state's compulsory attendance laws fully apply to medically homebound students
 - communicate with the district's medical homebound instruction coordinator or the school's contact person about changes in the child's health and return-to-school plans
 - monitor and encourage the child to plan his or her time in order to accomplish assigned work
 - If on intermittent homebound, request services when needed and inform the attendance office when you are absent due to medical issues so that the attendance office can code absences as homebound

- What are the Homebound instructor responsibilities in the medical homebound instruction process?
 - Medical homebound instructors are expected to comply with all district policies, rules and regulations. In addition medical homebound instructors are responsible for the following:
 - Communicating regularly with the student's teacher(s) to ensure the student is working on the appropriate assignments and is receiving grades for completed assignments;
 - maintaining written documentation of work assigned and completed, student absences, and meetings with parents, teachers, counselors, etc.
 - Notifying the school homebound coordinator as to when medical homebound instruction will begin and when it's completed; also notifying the school homebound coordinator if medical homebound instruction does not begin on the anticipated date;
 - Contacting the parent/guardian if you are unable to attend a regularly scheduled session due to illness or emergency;
 - keeping a timesheet that logs the days and hours worked with the student and submitting the signed timesheets to Angela Dykes in Special Services at the district office. (hourly rate is \$35/hour)
 - Notifying the school homebound coordinator and the student's counselor if any issues arise with providing instruction (i.e. unexcused absences, not completing assignments, not receiving assignments from teachers, etc.);
 - Maintaining a log to document session dates/time, instruction, student issues such as absences, not completing assignments, etc.
 - Understanding confidentiality requirements;
 - Reporting to the Department of Social services or local law enforcement (or accuse a report to be written) if you believe that the student's physical health, mental; health, or welfare has been or may be adversely affected by abuse or neglect; and
- What are classroom Teacher Roles and Responsibilities?
 - Collaborate and consult regularly with the medical homebound teacher regarding all the students assignments, projects and assessments;
 - Provide long term planning of instruction in collaboration with the medical homebound teacher;
 - provide the students assignments on a regular basis
 - Determine the students interim and final grades with input from the medical homebound teacher;
 - understand confidentiality requirements;
 - Assign grades to the medically homebound student, following the regular grade reporting processes including interim reports and report cards
 - Clearly communicate with the medical homebound teacher about the student's progress
 - Clearly communicate with the medical homebound teacher about the student's progress;
 - Collaborate with the medical homebound teacher to send frequent progress reports to the student's guardian;
 - Be flexible and remember the homebound student is experiencing medical or mental difficulties

Dear Physician,

Your patient is presenting you with the attached Medical Homebound Request Form to certify the student's inability to attend school for a defined period of time due to acute or chronic medical problems. The homebound form is available upon request to any student; however, this does not imply that the school district endorses the need for homebound services.

The Fort Mill School District policy states that a student must be absent more than 10 days for the same medical diagnosis to be considered for homebound services.

There are two types of homebound statuses:

1. Full time status- the student is out consecutive days for a specific diagnosis
2. Intermittent status- the student should attend school on a regular basis and should only be absent when they are experiencing medical difficulties related to the approved diagnosis (the expectation is that the student will **attend at least 3 out of 5 days during any given week** unless additional medical documentation is provided.)

As mandated by SC State Regulations, please complete the information indicated in section II. If there are accommodations that can be made at the school level to allow a student to attend school instead of being placed on homebound, please consider the possibility and identify these options on the form. Our goal is to meet your patient's individual health and educational needs as well as to provide instruction in the least restrictive environment (i.e. allowing student to stand instead of sitting, extended time on assignments, providing support with books, bags, etc, providing assistance maneuvering through the school.)

If you have any questions or concerns about homebound services please contact Rachel Shomate, Coordinator of Student Health Services at 803.835.0029

Sincerely,

Rachel Shomate

Coordinator of Student Health Services

Fort Mill School District