



**Instructional Support Services
Special Education Services**

**Homebound
Instruction**
A Guide for Parents and
Students
2016-2017

Anderson School District Two 2016-2017

Lana Major
Instructional Support Services - Homebound
lmajor@asd2.org

Lindsay Stewart
Special Education Services - Homebound
lstewart@asd2.org

Anderson School District Two
10990 Belton Honea Path Hwy.
Honea Path, SC 29654
Phone (864) 369-7364 – Fax (864) 369-4049

Overview of the Homebound Application Process

GENERAL INFO

- ◆ The goal of homebound instruction is to facilitate the student's return to the current classroom setting as soon as medically possible.
- ◆ Homebound instruction is designed to provide continuity of educational services between the classroom and home setting for students whose medical needs hinder school attendance.
- ◆ 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; therefore, requests should not be in excess of four weeks. Students may request an extension of services; however, this need must be documented on an updated Medical Homebound Instruction Form from the student's attending physician.

(Exception: Special education students who require medical homebound for extended periods of time may request a letter from the Director of Special Services authorizing the form to be completed for longer periods of time without requesting an extension monthly.)

BASIS FOR HOMEBOUND INSTRUCTION

South Carolina's mandates regarding medical homebound instruction appear in State Board of Education Regulation 43-241. Put in the simplest terms, R 43-241 defines "homebound or hospitalized instruction" as teaching that is offered to the



student who has an **acute** or **chronic** medical condition that prevents him or her from attending classes at school.

The State Department of Education funds a maximum of five periods per week of Homebound Instruction pursuant to the Education Finance Act (EFA). One (1) period of homebound instruction equates to one (1) day of school missed.

HOMEBOUND INSTRUCTION APPLICATION PROCESS



In agreement with this regulation, a physician must certify that the student is not able to attend school but may profit from instruction given in the home.

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 will not be approved.

Once completed, the form should be returned to the appropriate school personnel who will then be responsible for forwarding it to the District Office via fax (**369-4049**) Attention: Susan Trapnell

Upon receipt of a properly completed Medical Homebound Instruction Form, the District Office will initiate the approval process.

The District Office will notify school personnel of the approval status. Then approved information will be sent to the schools homebound contact via e-mail. Actual Homebound instruction may not begin until the approval process has been completed and the approval notice is sent to the school from the District Office.

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 information.

The school will:

- ✓ assign a school contact person for the parent to call if problems arise concerning the Homebound Services
- ✓ assign a school contact person to facilitate the exchange of instructional materials
- ✓ plan for accommodations/student needs at school when the student returns to his or her classes
- ✓ arrange meetings as needed among the student's parents/guardians, the homebound teacher, the student's teachers, the principal, etc.
- ✓ ensure that the homebound teacher has the appropriate textbooks and supporting materials
- ✓ consider IEP, IHP or Section 504 plans when warranted for recurring or chronic health conditions
- ✓ consider change of placement issues if medical homebound instruction becomes necessary for a special education student



Points to Consider...

- Homebound services are provided for **acute** or **chronic** medical conditions which prevent the student from attending school for several weeks to a month. Homebound is not for normal illnesses such as flu.
- Can the student attend school with accommodations? (i.e. standing instead of sitting, extended time on work, assistance in getting to class, modified schedule, assistance with written assignments, etc.)

Frequently Asked Questions

1. How does a parent arrange for his or her child to receive medical homebound instruction?

The physician must complete a Medical Homebound Instruction Form that the local school district provides at the school level and on the district website. The district Homebound Coordinator must review and approve or disapprove the homebound request based on the information presented.

If the child is receiving services through the school district's special education program and has an individualized education program (IEP) or has an accommodation plan under Section 504 of the Rehabilitation Act of 1973, then the parent should ensure that the school contact is aware of this and can forward the homebound request to the Special Education Department for approval.

2. Can a parent request medical homebound instruction for a child because of a mental health problem?

Yes. A mental health problem may be a legitimate reason to request medical homebound instruction. However, a licensed physician must certify that the state of the child's mental health is the cause of his or her inability to attend school. If the mental health diagnosis indicates that long-term medical homebound instruction will be necessary, parent(s) should also be advised to make arrangements for a licensed mental health professional to develop a treatment plan and strategy for reentry into the school environment. Mental health related homebound requests will be approved on a month to month basis. Students may request an extension each month. However, this need must be documented on an updated Medical Homebound Instruction Form from the student's attending physician monthly indicating plan for reentry.

3. If a physician writes a prescription for medical homebound instruction or completes a medical homebound application, isn't the school district required to provide medical homebound instruction?

No. The Homebound Coordinator of the school district must approve any medical homebound instruction request. Upon the signed authorization of the parent, a school or district representative may ask the physician to supply additional documentation/information in order to determine if medical homebound instruction is appropriate. Parents are encouraged to discuss with physicians accommodations and modifications that can be made to keep students in school.

Frequently Asked Questions

4. What happens if the Homebound Coordinator denies my request for medical homebound instruction for my child?

The district Homebound Coordinator has the authority to approve or deny the physician's medical homebound recommendation or ask that the Homebound Instruction Form be amended to a 4 week period. Students can request that homebound be extended through an updated Medical Homebound Instruction Form from the physician.

5. Can the school or district request a second medical opinion or additional information if the designee disagrees with the first physician or feels that inadequate information has been provided?

There is no regulation in federal or state law that prohibits the district from doing so. If additional information is needed, then a second medical opinion or additional information may be requested in order to gain the necessary information to approve medical homebound instruction, deny medical homebound instruction, or determine possible accommodations or modifications to allow the student to continue in his or her regular school program.

Fulfilling Roles and Responsibilities

1. 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;
- be dressed appropriately;
- have all books and materials needed for instruction;
- complete all homework assignments;
- remain courteous, comply with teacher requests; and
- dedicate instruction time to instruction only (no phone calls, texting, visiting, radio, television, and so on).

Frequently Asked Questions

2. 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;
- realize that homebound instruction will be approved for a maximum 4 weeks at a time;
- ensure that the child is prepared for the arrival of the medical homebound teacher;
- 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;
- contact the homebound teacher to cancel the scheduled period of instruction with a minimum of 24 hour notice;
- inform the homebound 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;
- understand that students are expected to attend all tutorial sessions. If a student misses two consecutive sessions without sufficient notice, homebound services may be terminated;
- communicate with 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;
- understand that although medical homebound instruction usually takes place at home, an alternative site may be designated if circumstances warrant;
- understand that medical homebound is designed to support students for short-term absence from school due to a medical condition.