



GREENVILLE COUNTY
SCHOOLS
Where enlightening strikes.

DEPARTMENT OF STUDENT PERFORMANCE

**Homebound
Instruction**

**A Guide for Parents and
Students
2011-2012**

GREENVILLE COUNTY SCHOOLS 2011-2012

Dr. Phinnize J. Fisher
Superintendent

Dr. Gilda (Gigi) Outz
Associate Superintendent of Teaching & Learning

Rob Rhodes
Director of Guidance and Serrine Scholarship Program/
Homebound Services

Laura Williams
Homebound Secretary

Central Office
301 Camperdown Way
Greenville, South Carolina 29601
Phone (864) 355-3188 – Fax (864) 355-9237
lwilliam@greenville.k12.sc.us

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 indicated.
- ◆ Homebound instruction is designed to provide continuity of educational services between the classroom and home setting for students whose medical needs contraindicate 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 12 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.
- ◆ Students are expected to attend all tutorial sessions. If a student misses two sessions, the district may terminate the homebound services.



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 or hospital.

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 be responsible for forwarding it to the Homebound Office via fax (**355-9237**).

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

The Homebound Office will notify school personnel of the approval status. Then approved forms 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 signed forms returned by the Homebound 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 on the Medical Homebound Instruction Form.

Homebound teachers are paid at the rate of \$21.25 per hour of instruction. Teachers are to manage their time and clock in and out using the IVR System through TimeLink. Compensation is only provided for instructional time with the student. When instruction has ended, the *Principal or Designee* will notify the attendance clerk that the student's pupil accounting classification should return to its previous weight.

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 homebound teacher, the student's teachers, the principal, and so forth
- ✓ ensure that the homebound teacher has the appropriate textbooks and supporting materials
- ✓ consider IEP 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



Frequently Asked Questions

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

The procedure for requesting medical homebound instruction is not determined at the state level but is established by the individual school district. The physician must complete the state's medical homebound instruction form that the local school district provides. The district Homebound Coordinator may or may not then approve the student's participation in a program for medical homebound instruction.

If the child is receiving services through the school district's special education program and has an individualized education program (IEP), then the parent should also notify the designated school or district contact person for special education regarding the request for medical homebound services. If the child has an accommodations plan under Section 504 of the Rehabilitation Act of 1973, then the parent should notify the Section 504 school or district coordinator about the request.

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.

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, the district's medical representative may ask the physician to supply additional documentation 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. A parent may choose to go through the appeal process.

5. Can the Homebound Coordinator request a second medical opinion if he or she disagrees with the first physician or feels that inadequate information has been provided?

There is no regulation in federal or state law that prohibits a Homebound Coordinator from doing so. If the Homebound Coordinator feels that additional information is needed, then he or she may request a second medical opinion 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 use appropriate language; and
- dedicate instruction time to instruction only (no phone calls, 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;
- 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, if the student misses more than two sessions, the district may terminate homebound instruction.
- contact the homebound teacher to cancel the scheduled period of instruction in cases of emergency;
- 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;
- 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; and
- 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.