

**CARROLL COUNTY SCHOOLS**

**Hospital/Homebound  
Instruction Guidelines**

**Carroll County Schools, LaNelle Holland - Hospital/Homebound Instruction**

## **Introduction**

The Carroll County School System provides continuous educational services for students who are unable to attend school due to a diagnosed medical or psychiatric condition for a minimum of 10 consecutive school days or for intermittent periods of time for a minimum of 10 school days per year. These services may be provided in the hospital or at the child's home.

To initiate hospital/homebound services you should obtain an application for Hospital/Homebound Instruction and have it completed by the licensed physician or licensed psychiatrist who is treating your child for the diagnosis presented. (Note: if the diagnosis is leukemia the pediatrician may Not request Hospital-Homebound. A statement from the oncologist is required.) *If the application is for a student who is pregnant the student will not be approved prior to the delivery unless the doctor makes a statement to the pregnancy being complicated requiring bed rest or hospitalization. For normal delivery the student may be approved for four weeks post-partum or six weeks if the delivery was by C-Section. The completed application form should then be submitted to:*

LaNelle Holland  
Hospital/Homebound Instruction  
Carroll County Schools  
164 Independence Dr.  
Carrollton, GA 30116

A conference to develop an Educational Service Plan (ESP) for your child will be convened after receipt of the completed application. The purpose of the conference is to address the impact that the physical and/or psychological condition may have on your child's educational performance. The amount of instructional time provided by the HHB teacher will be determined in relation to your child's educational needs and physical/emotional condition. The amount of instruction time provided for your child is established by the Georgia Department of Education at a minimum of three contact hours per week for the student to be counted present, unless the attending licensed physician/psychiatrist has certified in writing that your child should not receive as many as three hours of instruction in a school week.

Should you have any questions regarding HHB Services, please contact:

LaNelle Holland  
Carroll County Schools  
770-832-3568

## Overview of Services

Hospital/Homebound Services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairment whose conditions may interfere with regular school attendance (e.g. students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). Students must be enrolled in a Carroll County public school in Georgia in order to receive HHB services.

HHB Services are not intended to supplant regular school services and are by design temporary. The licensed physician/psychiatrist must anticipate the student being absent from school for a minimum of ten (10) consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by a licensed physician or licensed psychiatrist.

## Student Eligibility

Eligibility for HHB Service is based on the following criteria:

1. The student must be enrolled in the school system in which he/she is requesting Hospital-Homebound Instruction. Private or home school students are NOT eligible for HHB services from a Georgia public school.
2. The student must have a medical and/or psychiatric condition that is documented by a licensed physician by the State of Georgia. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder. The psychiatric condition presented must be listed in the latest edition of the Diagnostic and Statistical Manual (DSM). The referring licensed physician and/or licensed psychiatrist must be the diagnosing physician for the medical condition diagnosed. (e.g.)
  - a. A student with leukemia may not request HHB with a medical statement from a pediatrician. A statement from an oncologist is required.
  - b. A student with paranoid delusions may not request HHB with a medical statement from a psychologist or pediatrician. The medical request must be from a licensed psychiatrist.
3. The physician must anticipate that the student will be absent from school a minimum of ten consecutive school days or for intermittent periods of time anticipated to exceed ten school days during the school year.

## Application Process

The Carroll County School System will work with the parents and licensed physician to provide a clear application process. The parents and/or school with a student who has a medical/emotional condition that is keeping the student from attending school regularly should contact the Carroll County Board of Education for the application for Hospital/Homebound Services.

1. The parent/guardian should complete their portion of the application for HHB Instruction prior to taking the entire application to the licensed treating physician/psychiatrist.
2. The parent should carefully read and sign the document to verify their understanding of HHB policies and procedures.
3. The licensed physician/psychiatrist treating the student for the diagnosis presented should complete all required sections and return the signed and completed application to: LaNelle Holland, Carroll County Schools, Hospital-Homebound Services, 164 Independence Dr., Carrollton, GA 30116 or FAX to 770-834-6399.
4. HHB Instruction will be reviewed by HHB personnel and the student's school administrator to ensure that the student meets the eligibility requirements.
5. The application will be approved or not approved based on the submitted information.
6. The parent/guardian and student's school will be notified as to the decision. If the student is found eligible to begin HHB instruction the school will notify you to schedule a meeting within five school days to develop and Educational Service Plan (ESP) for the student.
7. The parent will be notified of the time and place for the meeting. If the student's condition is temporary a telephone conference and/or emails may be considered a meeting.
8. If the student has an Individual Education Plan (IEP), the IEP committee will meet and/or confer to determine if a new IEP is needed. The same will apply for a student on a 504 plan. All students approved for HHB instruction will have a plan for reentry whether that plan derives from 504, an IEP or the Educational Service Plan written for HHB. This plan will identify the appropriate course load for the student during the approved period of HHB instruction, number of hours of instruction and a plan for reentry. It is noted that HHB Instruction is not structured to supplant the regular school day and may therefore limit the number and type of classes offered. Students who are anticipated to be out of the classroom environment for extended (nine weeks or more) may be on a reduced course load.

### **Attendance**

1. The student is counted present for the entire week when he/she is seen on an individual basis by the HHB teacher three hours per week; or
2. A student is counted present when he/she has completed online coursework as approved through the Carroll County School System and monitored by the HHB teacher or the classroom teacher for each course. NOT working on the assigned courses all week will result in dismissal from homebound unless the student is hospitalized or for some other documented reason unable to work online; or
3. A student is counted present for the week if the student is able to attend their normal scheduled classes for at least two days per week while otherwise approved HHB.
4. If the student is unable to receive instruction during the school week due to his/her medical condition, the instructor must schedule a make-up session for the student to be counted as HHB. Once the session is completed the student is counted as present for that week.
5. If the student is unable to receive instruction during the school week due to the parent/guardian and/or student cancelling the session due to non-medical reasons the HHB instructor will not be obligated to make up the session but may schedule make up time at their discretion. The health care facility providing approved HHB services to a student confined in a health care facility must submit verification of the number of hours of instruction to the appropriate school system contact.

### **Scheduling**

1. Within five school days of receiving the completed medical referral form, the HHB teacher will notify parents of the time and place for a conference to develop an Educational Service Plan, or update the IEP or 504 Plan to include accommodations for the period of time receiving HHB instruction and a reentry to school.
2. The schedule for instructional sessions with the HHB teacher will be arranged by the HHB teacher in cooperation with the parent.
3. A parent, guardian or approved adult parent designee must be present during each entire home instructional period. If an adult is not present at the time of the scheduled session that session will be considered canceled without notice and the session may not be rescheduled. The student may be counted as absent for that week.

### **Instructional Delivery**

1. An individual employed as a HHB teacher must hold a Georgia teacher's certification. HHB instructors must be employed and supervised by a designated official of the local school system. A Hospital-Homebound teacher should have a broad background of professional training and experience in order to be able to adapt instruction to each student's needs. They must also be able to adjust to a variety of home situations and be knowledgeable of cultural differences existing within their community.
2. Teachers providing educational services in a hospital must hold a Georgia teacher's certification and possess similar characteristics as teachers in a local school system.
3. HHB instruction can be offered on a one-on-one basis, or in a small group, at the home of the student, the health care facility in which the student is confined, or through online learning courses approved by the State of Georgia and the local school system.
4. For students participating in on-line learning courses (GA virtual school or other approved courses) the HHB teacher will facilitate the learning process, monitor assignments and provide tutoring assistance as defined in the Educational Service Plan, IEP or 504 Plan.
5. HHB teachers are to provide direct delivery of the course materials provided by the student's classroom teacher. The classroom teacher is required to provide the HHB teacher a course syllabus, assignments, and tests and any supplementary materials (i.e. study guides, for quizzes/tests, chapter notes, answer keys, etc.) in a timely manner.
6. All state mandated tests will be administered unless the student is approved to take an alternative assessment. The decision to administer final examinations should be included in the student's ESP, IEP or 504 Plan.
7. All HHB students will be encouraged to take all state mandated assessments at the school if at all possible. If the HHB teacher/teachers administer the assessments the students may be asked to take it with a small group at a central location.
8. Full credit should be given for work completed as stipulated in the ESP, IEP or 504 Plan.
9. Only core subjects will be covered with students receiving HHB instruction for extended periods of time. The core subjects include reading, language arts, mathematics, science and social studies.

### **Instructional Materials**

1. The HHB student will use instructional materials issued by the student's classroom teachers. It is the responsibility of the student's parents/guardians to obtain all of the student's books from the school to be available for HHB instruction.
2. High school students approved for HHB instruction may receive instruction through alternative methods. Materials associated with these methods may be provided by the system or by the parent, depending on the agreement resulting from the HHB meeting prior to services being provided.

### **Pregnancy Policy**

1. Students requesting Hospital-Homebound Instruction will not be approved for pregnancy unless the physician has determined that the pregnancy is complicated. If the student requires bed rest and/or hospitalization prior to the delivery of the child then Hospital-Homebound Instruction may be appropriate.
2. Students requesting Hospital-Homebound Instruction post-partum will be approved for services beginning on the date of delivery and ending no more than four weeks later for a normal delivery. Students who deliver by C-Section may be served for a period of six weeks post-partum if the obstetrician states that is the length of time need for the student to safely return to school.

### **Cause for Dismissal**

3. A student is released from the Hospital/Homebound Program
  - As of the projected date on the Application for Hospital/Homebound Services Medical Referral;
  - When the student is employed in any capacity or regularly participates in extracurricular activities;
  - If the parent, guardian or adult designee cancels three sessions without the appropriate notice, the student will be removed from the program;
  - If the conditions of the location where HHB services are provided are not conducive for instruction or threaten the health and welfare of the HHB teacher, the student will be removed from the program;
  - As of the last day of school of the regular school year (unless time has been approved by classroom teacher for extended time to complete work) and
  - When the student returns to school or is able to return to school for any portion of the school day other than to participate in state-mandated standardized testing.

### **Parent/Guardian Agreement/Release for Information**

I have read the Hospital-Homebound Services (HHB) policies for program eligibility and I understand the reasons for possible dismissal from the program. I agree to the policies and requirements of the program and request Hospital-Homebound (HHB) services for my child. I hereby give permission for the attending licensed physician or licensed psychiatrist for the diagnosis presented to communicate information regarding my child's medical/emotional condition for which he/she is referred.

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**Parent/Guardian Signature**

**Date**

*The Hospital/Homebound Guidelines for Carroll County Schools are derived from Hospital/Homebound Services Rule 160-4-2-.31, Code IDDC, Georgia Department of Education. If you have any questions about these guidelines contact: LaNelle Holland, Carroll County Board of Education, Hospital/Homebound, 164 Independence Dr., Carrollton, GA 30116. Telephone 770-832-3568 Ext. 351.*