

# **Abbeville County School District**

## **Medical Homebound Procedures**



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Revised August 2020

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# Abbeville County School District

## Medical Homebound Procedures

### Qualification for Teachers Teaching Medical Homebound

- 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.
- In most instances, the teacher providing medical homebound instruction will not be the student's current classroom teacher.
- A South Carolina school district may count in membership a student who is compelled to reside outside the state to receive medical services, provided the student's teacher is certificated by the Department of Education in the state where services are rendered.

### Student Eligibility

- 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.
- A physician must certify that the student is unable to attend school but may profit from instruction given in the home or hospital.
- A student is eligible for medical homebound instruction (1) on the day following his or her last day of school attendance or (2) on the first day of the regular nine-month academic year of the school in which he or she is enrolled and would otherwise be in attendance. The student remains eligible (1) until the day before he or she returns to school or (2) until the last day of the regular academic year in the school year he or she would normally be enrolled, whichever occurs first.

### Approval Process

- The doctor or parent submits a completed Medical Homebound Application to the Student Services Office.

- The parent signs a "Release of Confidential Information" form so that the District's representative can communicate with the prescribing doctor and have access to the student's medical information so an informed decision can be made.
- The Student Services Director reviews and approves/denies the Medical Homebound request.
- The number of hours that are available for medical homebound services are determined and the approved application is sent back to the school.
- If the student is having difficulty completing work or keeping up with work and additional hours are needed, the principal and teachers make a determination and the principal or his designee consults with the Student Services Director for approval of additional hours.

### **Intermittent Homebound Services**

- Intermittent medical homebound services are provided to students who have to be absent intermittently for full academic days due to chronic medical conditions as prescribed by a physician. Intermittent medical homebound services are very similar to regular medical homebound services in that a teacher is assigned to the student and medical homebound services must be provided for the intermittent absences related to the approved intermittent medical homebound form.
- A signed "Release of Confidential Information" form must accompany the medical homebound application to allow a Director of Student Services or the school nurse to consult with the prescribing doctor's office to share medical information to fully evaluate the medical homebound application.
- Intermittent homebound services are not provided for students absent less than a full academic day, unless the student is absent for more than half an academic day and a 504 or staffing committee determines that homebound services are appropriate. Medical homebound services do not apply to absences for single periods of the school day.

### **Implementation Procedures**

If approved, the following procedures will be followed:

- The school is responsible for securing a certified teacher to complete the medical homebound services.
- The medical homebound teacher contacts the parent of the student (and/or student) for whom the medical homebound services are approved to introduce and set up a location and schedule for medical homebound services. The medical homebound teacher, parent, and student will complete and sign the "Medical Homebound Schedule" form.

- The medical homebound teacher will give the parent a copy of the "Roles and Responsibilities," and have the parent to sign the "Receipt of Roles and Responsibilities."
- The medical homebound teacher submits a "Medical Homebound Schedule" form signed by the parent and student showing the location, dates/days scheduled and the time frame for the medical homebound sessions to the principal of the school and to the Office of Student Services.
- The medical homebound teacher will obtain work from the student's teachers to be completed by the student.
- The medical homebound teacher will meet with the student according to the pre-arranged schedule to complete the work.
- Medical homebound instruction must be conducted outside of the regular school day. Any hours of medical homebound instruction conducted during the regular school day are not eligible for payment. The regular day for each of the schools is as follows. Each medical homebound instructor must follow their school's regular day schedule.
 

o Abbeville County Career Center	7:45 AM. - 3:15 P.M.
o Abbeville High School	7:45 AM. - 3:25 P.M.
o Cherokee Trail Elementary School	7:45 AM. - 3:15 P.M.
o Diamond Hill Elementary School	7:30 AM. - 3:15 P.M.
o Dixie High School	7:45 AM. - 3:15 P.M.
o John C. Calhoun Elementary School	7:30 AM. - 3:15 P.M.
o Long Cane Primary School	7:40 AM. - 3:10 P.M.
o Westwood Elementary School	7:30 AM. - 3:00 P.M.
o Wright Middle School	7:45 AM. - 3:15 P.M.
- Students cannot be grouped for medical homebound instruction. Medical homebound instruction is a one-on-one delivery of services. Instructors are not eligible for payment of more than one student per instructional period.
- The medical homebound teacher will remain with the student for the full time of the instructional session. The beginning and end times of the sessions must be recorded on the "Teacher Report of Homebound Instruction" form.
- The medical homebound teacher will make copies of the work to turn in to the Student Services Office and return the original work to each teacher in a timely manner, at least on a weekly basis.
- The medical homebound teacher will work cooperatively with the regular teacher in securing student work and in reporting on progress to the regular teacher.
- The regular teacher is responsible for checking the work, assigning grades, and recording the grades in PowerSchool.

- The medical homebound teacher is responsible for submitting the copies of student work along with the completed "Teacher Report for Homebound Instruction" for payment for services. Copies of the student work and the completed "Teacher Report of Homebound Instruction" must be submitted by the due dates for the "Due to Supervisor" schedule on the Bus/Extra Duties payroll schedule.

#### **Procedures for Students (Ages 12 -16) Not Attending Medical Homebound Sessions**

- The medical homebound teacher must keep a log of medical homebound absences. This actually can be kept on the "Teacher Report for Medical Homebound Instruction" form. If a child does not attend the session, you can mark "NS" in the "Hours" column. If the absence is for a legitimate (lawful) reason, the medical homebound teacher should make a notation of the reason under the "Hours" column.
- For unlawful absences, the truancy procedures should be followed.
  - For 3 consecutive unlawful medical homebound absences, an Attendance Intervention Plan should be put in place (if it is not already in place).
  - When a student reaches a total of 5 unlawful (inconsecutive) absences, an Attendance Intervention Plan should be put in place (if it is not already in place).
  - Continued absences can result in referral to Family Court for a School Attendance Order. The District Attendance Officer should be notified.
  - Failure to comply with the School Attendance Order can result in contempt charges.