

Homebound Instruction  
— A Guide for —  
Parents and Students

2021-2022

# 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 and designed for short-term absences from school exceeding 10 days. Requests should not be in excess of 45 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 CCSD 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 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 students 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. Any student participating in a program of medical homebound instruction of

hospitalized instruction must be approved by the district superintendent or his or her designee. If approved, the appropriate school personal will arrange a HB staffing meeting with the parent to discuss the terms of homebound. 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.

## 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 students teacher(s) the principal, and so forth.
- 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. A licensed physician, nurse practitioner, or physician assistant must complete a medical homebound instruction form that the local school district provides. The 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 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 issue?

Yes. A mental health issue may be a legitimate reason to request medical homebound instruction. However, a licensed physician, nurse practitioner, or physician assistant 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 may approve or deny 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 and school districts are encouraged to discuss with physicians accommodations and modifications that can be made to keep students in the least restrictive environment.

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

The school 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
- 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).

## 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 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 CCSD attendance and truancy policies do apply to homebound students; A student may be dismissed from the homebound program due to truancy
- 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