BUFORD CITY SCHOOLS

Department of Special Education & Student Services

Hospital/Homebound (HHB) Procedures

Dana Maxwell
Director

Marcie Gant
Student Services Coordinato

Robin Riegelhaupt
School Psychologist

Sarah McIlvenna
School Social Worker

DEFINITION

Hospital/Homebound (HHB) 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 impairments 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 Buford City Schools in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten 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 the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

REQUIREMENTS AND ELIGIBILITY

To receive services from the Hospital/Homebound Program, a student:

1. Must be enrolled in Buford City Schools.
2. Must be anticipated to be absent for a minimum of ten consecutive school days or
3. Must have a chronic health condition causing him/her to be absent for intermittent periods of time.
4. Must be able to participate in and benefit from an instructional program.
5. Must have a medical and/or psychiatric condition that is documented by a physician licensed by the State of Georgia. Only a psychiatrist can submit a medical request form for an emotional or psychiatric disorder. The psychiatric disorder 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 treating physician or psychiatrist for the medical and/or psychiatric condition for which the student is requesting HHB services.

OTHER REQUIREMENTS

1. Students who have any form of influenza or other airborne contagious diseases will not be provided homebound services until the licensed physician certifies that the student is no loner infectious.
2. Students approved for intermittent HHB services must be absent for three consecutive school days on each occurrence before HHB services are provided.
3. The parent or guardian must sign the Hospital/Homebound Request Form for Parents which is an agreement concerning HHB policies and procedures, and parental cooperation and a release for medical information relating to the reason for the request for HHB services (HIPAA) before HHB services will be provided.

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APPLICATION PROCESS

1. The parent/guardian will contact the school counselor at the attending local school, obtain an application for HHB services, and sign the medical release form.

2. The parent/guardian will read and sign the document "Hospital/Homebound (HHB) Parent Request Form" certifying his/her understanding of the HHB policies and application process.

3. The parent/guardian will take the "Licensed Physician/Psychiatrist Statement and the Hospital Homebound Medical Referral Form" to the licensed physician or licensed psychiatrist treating the student for the medical condition. The completed application must be returned to the local school. An incomplete application will cause a delay in services. Only the original paperwork will be accepted by the school as application for hospital/homebound services.

4. The school counselor will review the application to ensure that the student meets the minimal eligibility requirements. Homebound services will not begin until the Director of Student Services is in receipt of the RTI Team Educational Service Plan report/IEP Team report/and application.

5. Within five school days of receiving the completed medical referral form, the appropriate local school team will notify parent/guardian of the time and place of the RTI or IEP meeting to discuss appropriate placement for the student. A telephone conference call or other electronic communication may be considered a meeting.

6. The RTI team or IEP team will develop an Educational Service Plan (ESP) for the HHB student.

7. A HHB representative must be contacted prior to determining intermittent homebound services. The ESP will identify the number of hours necessary to meet the attendance and instructional needs of the student. In order to meet attendance requirements, three hours of instruction must be provided per week.

8. The ESP and the IEP change form will identify the appropriate course load for the student during the meeting. HHB instruction is not structured to supplant the regular school day and therefore, the number and types of classes offered may be limited.

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ATTENDANCE

1. The student will be counted present for the entire week when he/she is provided instruction on an individual basis or as a part of a group by the HHB teacher for three hours per week.

SCHEDULING

1. The time of the instructional session shall be arranged by the HHB teacher in cooperation with the parent/guardian.

2. The parent/guardian or approved adult parent designee must be present at the student's home during the entire instructional period. If an adult is not present at the time of the scheduled sessions or leaves the home at any time during the scheduled session, that session shall be considered cancelled without notice and will not be rescheduled.

INSTRUCTIONAL DELIVERY

1. HBB instruction is provided by a certified teacher. Special education students will be served by appropriately certified teachers.

2. HBB instruction may be provided at the home of the student, in a public location such as a public library, or through online learning. The delivery model offered is based on the provisions of the ESP which has taken into consideration the cognitive ability and the medical condition of the student.

3. If instruction is provided in the student's home a table, desk in a work space that is well ventilate, smoke-free, clean and quiet (e.g., free of radio, TV, pets, and visitors) must be provided. A schedule for student study time between teacher visits should be established and the student should be prepared for each session with the teacher.

4. HHB teachers provide direct delivery of the assignments provided by the student's classroom teacher. The Assistant Principal at the local school is responsible for making sure the classroom teacher provides assignments, a course syllabus, if appropriate, tests, and any supplementary materials to the HHB teacher in a timely manner. The HHB teacher will return completed assignments to the classroom teacher for grading and the classroom teacher will assign grades.

5. All state mandated tests will be administered at the local school, if possible, unless the student is taking the GAA. The decision to administer final exams will be included in the ESP.

6. HHB instructional delivery will focus on the core subjects of reading, language arts, mathematics, science, and social studies.

7. The student's parents or guardians will be responsible for obtaining all of the student's books from the school prior to the first session of HHB instruction.

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TERMINATION OF SERVICES

1. A student is released from the HHB program:

    a. As of the projected return date or if the licensed physician or licensed psychiatrist indicates the medical condition has changed.

    b. When the student is employed in any capacity, goes on vacation, regularly participates in extracurricular activities, or is no longer confined to the home.

    c. On the last day of the regular school year.

    d. 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 testing.