

**BOARD POLICY****DESCRIPTIVE CODE: IDDC****HOSPITAL/HOMEBOUND SERVICES****DATE: July 17, 2006**

The Murray County School System offers hospital/homebound instructional services to students who have a medically diagnosed physical condition, which prevents school attendance for a minimum of 10 consecutive school days.

A student will be assigned a hospital/homebound teacher, with no waiting period, when

- (1) the principal or principal's designee receives a *Physician Request for Hospital/Homebound Services* signed by a physician, as defined in state law and licensed by the appropriate state agency or board, stating that it is anticipated the student is able to participate in educational instruction and will be absent from school a minimum of 10 consecutive school days or that the student has a chronic health condition causing him/her to be absent at intermittent periods of time during the school year.
- (2) the principal or principal's designee receives a *Parent Request for Hospital/Homebound Services*.

A certified teacher will be assigned to the hospital/homebound student by the principal or principal's designee. The principal or principal's designee will attempt to assign a teacher certified in an area of need for optimal instruction.

- At the elementary level, attempts should be made to assign a teacher who teaches the same grade level as the hospital/homebound student.
- At the middle school level, attempts should be made to assign a teacher from the student's academic team or grade level.
- At the high school level, attempts should be made to assign a teacher from one of the student's academic subject areas.
- Students eligible for services under the Individuals with Disabilities Education Act shall be served by appropriately certified personnel. The IEP committee shall convene to review the IEP for any necessary changes to recommend for hospital/homebound instruction.

When a hospital/homebound teacher has been assigned to a student, the principal or principal's designee will submit originals of the following to the Director of Pupil Services (keeping a copy at the school):

- (1) *Parent Request for Hospital/Homebound Services*
- (2) *Physician Request for Hospital/Homebound Services*
- (3) *Teacher Contract for Hospital/Homebound Services*

Hospital/homebound instruction may be offered in the home, in a hospital setting, or on the school campus after school hours. Instruction may be directed individually, or in small groups.

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In addition to the hospital/homebound teacher, an adult shall be present during each entire hospital/homebound instructional period.

A student will be ineligible for hospital/homebound instruction if absence is due to a communicable disease.

A pregnant student will be ineligible for hospital/homebound services unless the pregnancy requires abnormal restriction of activities as prescribed by a licensed medical doctor.

A student will be ineligible for hospital/homebound instruction if the student is under suspension.

Students enrolled in Home Study Programs are not eligible for hospital/homebound services.

Students with absences due to psychiatric/emotional disorders, as defined in the latest edition of the *Diagnostic and Statistical Manual* (DSM), may be eligible for hospital/homebound instruction. In addition, such students shall be referred to the Student Support Team (SST) for assistance.

Redocumentation of a chronic or recurring condition is not required after each period of absence. However, an annual medical referral on the chronic or recurring condition must be submitted to the principal by the first day of each school year. The student will not be eligible to receive hospital/homebound services until the appropriate documentation is on file at the child's school.

Each Murray County School shall count present (using hospital/homebound coding) the student receiving hospital/homebound instructional services if the student is provided a minimum of three hours instruction per week. If a student receives hospital/homebound services, the student may not be counted present for the purpose of Perfect Attendance Rosters.

Hospital/homebound teachers are expected to use appropriate judgment and sensitivity when working with parents and students involved in the hospital/homebound services. Hospital/homebound teachers are to arrange a schedule with the parent/guardian of the hospital/homebound student as not to arrive at the home unannounced or without another adult present.

Hospital/homebound services must be beyond the hospital/homebound teacher's regular school day in order for the teacher to receive hospital/homebound compensation.

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The hospital/homebound teacher will earn a set dollar amount per hour, with three hours of direct instruction per week unless otherwise stated in an IEP. If an IEP states the student will receive more than three hours of instruction per week, the IEP will be followed and Title VI-B funds will supplement the additional instructional time.

The hospital/homebound teacher will not be paid for time traveled, but will be reimbursed for his/her mileage. Since the hospital/homebound contracted work is after school hours, travel should be submitted to include complete odometer readings from the school to the hospital/home then back to the school. The rate of mileage reimbursement will be the standard rate as set by the Murray County Board of Education.

The hospital/homebound teacher will be responsible for communicating with the attendance clerk at his/her school regarding the hospital/homebound student's attendance. The hospital/homebound teacher will monitor the hospital/homebound student's attendance for two weeks following hospital/homebound services in order to ensure the student has made a successful, healthy return to school, with no loss of instructional time.

The hospital/homebound teacher will submit an *Instructional Time Sheet for Hospital/Homebound Services* and a *Mileage Reimbursement Form for Hospital/Homebound Services* to the Director of Pupil Services by the fifth working day of each month for the previous month.

If a question arises, which is not addressed in this policy, the Superintendent and the Director of Pupil Services will make a decision based on the given circumstances and the best interest of the child.

State Reference: Georgia Board of Education Policy IDDC, Rule 160-4-2-.31

**ADOPTED: July 17, 2006****Murray County Board Of Education**