

**COBB COUNTY SCHOOL DISTRICT
SPECIAL STUDENT SERVICES DIVISION**

A large graphic of a clipboard with a light blue border and a grey clip at the top. The text is centered on the white page.

**HOSPITAL/HOMEBOUND
INSTRUCTION GUIDELINES**

2010-2011

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For More Information,
contact your student's school counselor

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GENERAL INFORMATION

A. Definition

Hospital/Homebound (HHB) refers to those instructional services made available to students who are able to participate in educational instruction but who are medically unable to attend school for a minimum of ten consecutive days or equivalent on a modified calendar, or intermittent periods of time throughout the school year.

B. Eligibility

To be enrolled in the Hospital/Homebound Instruction Program, a student must

1. be enrolled in a Cobb County Public School prior to request for HHB services;
2. intend to return to school when released to do so;
3. receive certification from a Georgia Board Certified licensed physician or psychiatrist that the student will be medically unable to attend school for a minimum of ten (10) consecutive school days or intermittent periods of time throughout the school year;
4. not be absent due to expulsion, suspension, or uncomplicated cases of pregnancy;
5. not be employed in any capacity or regularly participating in extracurricular activities

C. Application for Service

1. The parent should contact the student's school counselor to discuss Hospital/Homebound services and to obtain the Hospital/Homebound application.

The parent

 completes Section I

 signs Section V

 has the physician complete Section VIII

 returns the completed application (Sections I – VIII) to the school counselor

The HH application is not considered finalized until the school counselor has received all portions of the HH application and has signed the application.

The school counselor is responsible for faxing the completed Hospital/Homebound form to the Hospital/Homebound office. Appropriate personnel will review and determine eligibility for Hospital/Homebound services. The Hospital/Homebound office will notify the school of the student's eligibility within one school day after receipt of the application.

INELIGIBLE STUDENTS

Within five school days of receiving the completed Hospital/Homebound application, the school shall notify the parents/guardian of the student's ineligibility to receive Hospital/Homebound services. A school team may meet to discuss school-based support for the student and/or possible referral for a 504 plan.

ELIGIBLE STUDENTS

Within five school days of receiving the completed Hospital/Homebound application, the school shall provide the parent /guardian written notification of the time and place a local school team shall meet to develop an Educational Services Plan (ESP) for regular education students or an IEP amendment for students with disabilities.

The Hospital/Homebound office will schedule home visits after the approval of the Hospital/Homebound application and receipt of the ESP for regular education students or amendment to the IEP for students with disabilities by the local school.

The school counselor will be responsible for faxing the ESP or amended IEP to the Hospital/Homebound Instructional Services, Martha J. Moore Educational Center.

Upon the receipt of the approved ESP or amended IEP, the Hospital/Homebound instructor will contact the parent or guardian to arrange home visits.

Application for Hospital/Homebound services does not guarantee approval or placement in the Hospital/Homebound program

2. The ESP team will determine the appropriate course load for the student. The number of classes for high school students is determined by the ESP team which takes into consideration the cognitive ability and medical condition of the student. When a high school student's absences are expected to exceed or has exceeded six weeks, the recommended number of classes in a traditional school is three and the recommended number of classes in a block school is two.

3. If a request is made for services for a time period that has or will exceed nine weeks or is intermittent in duration, a referral to the school social worker and Tier 3 will be made. A referral for a possible 504 eligibility may be considered.

D. Attendance Credit

The student is counted absent for the week (temporary or long term) or 3 to 5 consecutive days (intermittent) when the parent cancels the Hospital/Homebound instructor's visit.

A student who is absent more than ten consecutive days will be referred to the ESP team for reconsideration of services.

The FTE of a Hospital/Homebound student is treated the same as any other student on roll. The Hospital/Homebound instructor also keeps a record of home visits.

E. Scheduling

Upon receipt of the approved ESP or amended IEP, the Hospital/Homebound instructor will promptly notify the parents to arrange a home visit.

The time for appointments will be arranged by the instructor in cooperation with the family. A parent, guardian, or an approved adult parent designee as identified in the ESP shall be present during each entire home instructional period in which the Hospital/Homebound instructor is present. If the family is unwilling or unable to work within the constraints of Hospital/Homebound scheduling, the services may be rescinded.

The parents of students being served on an intermittent basis must notify Hospital/Homebound instructor five school days **prior** to the first day of the **anticipated** three or more absences to schedule a visit.

Visits will not be scheduled if the student's medical condition endangers the health and safety of the instructors or other students with whom the instructor may come in contact.

F. Assignments

Teachers are required to prepare assignments and tests for the week within 24 hours of the request from the Hospital/Homebound instructor. The Hospital/Homebound instructor and the school counselor will arrange a

location where the teachers will leave assignments and tests for the Hospital/Homebound instructor to pick up.

Full credit will be awarded for the satisfactory completion of assignments under the Hospital/Homebound program.

G. Testing and Assessment

All state mandated tests such as End of Course Tests (EOCT), or Georgia High School Graduation Tests, (GHSGT), must be administered unless the student is taking an alternate assessment.

The decision to administer final exams is made by the ESP team.

H. Sources of Textbooks

The Hospital/Homebound student will use textbooks issued by the classroom teacher. It is the responsibility of the family to obtain all the student's books from the school to be available for Hospital/Homebound instruction.

I. Report Cards

The Hospital/Homebound student's report card is issued at the end of each grading period. It is the responsibility of the classroom teacher to prepare and issue the report card. Grades are based on the performance of the student as reflected in her/his work and tests. The report card may be mailed to the student's parents.

J. Termination of Services

A student is released from the Hospital/Homebound program

1. as of the projected return date listed on the Hospital/Homebound application in Section VIII, **Medical Referral Form, Part A, *Physician/Psychiatrist Statement and Diagnosis***;
2. when the student is employed in any capacity or regularly participating in extracurricular activities;
3. as of the last day of school of the regular school year;
4. 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;
5. when the parent, guardian or adult parent designee cancels two sessions without appropriate notice;
6. when the conditions of the location where the Hospital/Homebound instruction is provided is not conducive for instruction or threaten the health and welfare of the Hospital/Homebound teacher;
7. when the medical or psychological conditions improve

For Georgia Board of Education Rules Governing Hospital/Homebound Instruction
Regular Education

Go to www.doe.k12.ga.us ,

160-4-2-.31 HOSPITAL/HOMEBOUND INSTRUCTION, Code IDDC

For Georgia Board of Education Rules Governing Hospital/Homebound Instruction
Special Education

Go to www.doe.k12.ga.us,

160-4-7-.07 LEAST RESTRICTIVE ENVIRONMENT, Code IDDF (10)