

## HOME/HOSPITAL INSTRUCTION

### 1.0 Purpose

- 1.1 McDowell County Schools will provide homebound educational services to students who are temporarily confined to home or hospital for a period that has lasted or will last more than three consecutive weeks.
- 1.2 Homebound instruction makes it possible for students to complete academic work as the result of absences due to injury or illness and make a successful transition back to school.
- 1.3 At any point, McDowell County Schools may request additional information about a student's absences and health status to justify continuation of homebound services. If the information is not provided, the District may terminate homebound instruction and the student shall be marked truant.
- 1.4 Core content instruction defined in West Virginia Board of Education Policy 2510 Assuring Quality of Education: Regulations for Education Programs will be provided Core content includes English Language Arts, Mathematics, Science, and Social Studies (West Virginia Board of Education Policy 2520).
- 1.5 All school policies are in effect for completion of school assignments, homework, and tests unless specifically addressed by the licensed physician, psychiatrist, cardiologist, or neurologist.

### 2.0 Guidelines to Obtain Homebound Services

- 2.1 Medical statements or prescriptions for homebound educational services shall be signed by a licensed physician. If the urgent reason is due to a condition that is treated by a specialist, the proper documentation will be required to be completed by the treating specialist. For example: respiratory dysfunction, (documentation by a Pulmonologist), heart disease, (documented by a Cardiologist), gastrointestinal tract like your stomach, small intestine, large intestine, and gallbladder, (documented by Gastroenterologist), If the urgent reason is due to mental/behavioral conditions, documentation by a board certified Psychiatrist, will be requested.
- 2.2 Students applying for homebound instruction must submit each of the following documents to the Home/Hospital specialist prior to any consideration for homebound instruction service. Recommendation for homebound instruction by a medical doctor or licensed psychologist. The recommendation must include:
  - 1) Diagnosis (medical or DSM-IV code if from a psychiatrist).
  - 2) Recommended length of homebound instruction (not to exceed one (1) semester).
  - 3) Specific reasons why the student must remain at home or in the hospital for three (3) or more consecutive weeks.
  - 4) Signed release authorizing the release of information from the recommending physician.

The application, physician's letter and signed release must be submitted to the Director of Student Services before a teacher can be assigned to the pupil.

- 2.3 If psychological or neurological conditions exist that prevent a child from attending school, a psychiatrist/neurologist/specialist/license physician shall diagnose the condition and evaluate the need for homebound educational services for approval from McDowell County Schools. Ongoing evidence of psychological counseling and/or treatment shall be presented by the parent/guardian to the Director of Student Services to renew homebound educational services beyond a semester. In addition, a medical statement of need from a psychiatrist/ neurologist/specialist/license physician is required every semester. Students being treated for psychiatric issues shall have a treatment plan.

### 3.0 Description of Homebound Services

- 3.1 Face to face teacher-to-student homebound instruction. Based on a regular five-day school week, students are generally provided up to a total four hours for elementary school. Extenuating circumstances related to extraordinary conditions may necessitate that those hours be raised to no more than a maximum of ten hours per week. Only the Superintendent or his/her designees will determine on a case-by-case basis if a child will be provided homebound instruction beyond the four hours a week (elementary).
- 3.2 Face to face homebound instruction is delivered during regular school hours, late afternoon, early evening, or weekends if permission is granted by the Director of Student Services.
- 3.3 Homebound teachers **do not** go back and assist the student in making up past assignments. Homebound instruction begins at the time the application has been approved. It is the responsibility of the school and the student to make arrangements for work missed prior to approval of homebound.
- 3.4 When scheduling sessions, homebound instructors will take into consideration parent or guardian requests, however not all requests can be accommodated and it is the homebound instructor's discretion to set the schedule for the hours.
- 3.5 The location of face to face and virtual support services will be designated by the homebound instructor and may be the student's home or other designated facility. If services are to be provided in the home, an adult must be present at all times, and all pets must be confined prior to the arrival of the homebound instructor.
- 3.6 All delivered hours of face to face instruction, including the start and end date, must be documented by the instructor with a parent signature required after each tutoring session.
- 3.7 The District reserves the right to withhold individual instruction when the instructor's presence in the place of a student's confinement presents a hazard to the health or safety of the teacher or if a parent or other adult in authority is not at home with the student during the hours of instruction.
- 3.8 Face to face make-up sessions will only be allowed for sessions missed due to medically documented illness or family emergencies when cancellations are made 24 hours prior to schedule sessions.
- 3.9 Unless a face-to-face session can be made up during the same week it was missed, it cannot be made up without permission from the Director of Student Services.
- 3.10 Attendance of all scheduled homebound instruction sessions is essential. Therefore, an accumulation of three (3) unexcused absences for the duration of the homebound instruction period may result in the loss of service. Further, any homebound instruction student who accumulated three (3) unexcused absences will be considered truant and the appropriate attendance personnel will be notified.
- 3.11 The home/hospital instructor is responsible for grades and must provide grades to the counselor at the home school.

### 4.0 Special Education

- 4.1 Home/hospital services, provided for an exceptional student who is unable to attend school temporarily because of an injury, illness or health condition requires a change in the student's placement to Out-of-

School Environment (hereinafter OSE) as defined by W. Va. 125CSR16, WVBE Policy 2419, Regulations for the Education of Exceptional Students (hereinafter Policy 2419), Section 5.1.5.g.E. The change of placement to OSE must be addressed by the student's IEP team and implemented in accordance with the requirements of Policy 2419.

**5.0 Denial of Homebound Services**

5.1 McDowell County Schools reserves the right to deny homebound educational services to students who are employed during the instructional day, have insufficient medical reasons to warrant homebound education services, are seeking to use homebound to enable a student to care for a family member, or other such issues that are in conflict with the intent of the program.

5.2 Students of majority age or his/her parent/guardian may appeal denial of homebound educational services in writing to the Assistant Superintendent of Schools. A review team will review the medical request for homebound, reasons for denial, and other pertinent student information. The review team will render a decision on the request for appeal within five instructional days. Also, the team may request a second medical request from another provider.

**6.0 Participation in School Related Activities**

6.1 Students deemed eligible for home/hospital instruction obtain eligibility for such services based upon a physician's certification; therefore, participation in school related events is not permitted. Eligibility for such services is based upon a determination that a student is under a significant physical or mental disability that prevents participation in school or related school activities. Participation in school related events would be inconsistent with eligibility for home/hospital instruction and would expose McDowell County Schools to an unreasonable risk of liability if participation would result in exacerbating the physical or mental condition preventing the student from attending school.

Application forms for children desiring homebound instruction may be obtained at the Office of Student Services, C/O McDowell County Schools, 31 Central Ave., Welch, West Virginia (304-436-8441).

Authority: WV Board of Education Policy 2520, WV Board of Education Policy 2510, WV Board of Education Policy 2419, West Virginia Code §18-8-1a

Adopted: December 1, 2014

Revised: April 18, 2017