

TNS HOSPITAL AND HOMEBOUND INSTRUCTION POLICY & ACKNOWLEDGEMENT

POLICY & PURPOSE:

The purpose of the Hospital and Homebound Instruction Policy is to provide a continuation of academic instruction to students who cannot participate in regular classroom activities due to an accident, physical or psychological illness, or pregnancy that a medical professional has documented. Hospital and homebound instruction allow students to complete academic work and successfully return to school. Hospital and Homebound instruction does not guarantee students will progress in the academic program nor that all graduation requirements will be met.

Any Next Step PCS student who is out of school for ten or more consecutive days for the noted reasons above, including verified medical documentation from a licensed provider, would be eligible for hospital and homebound instruction. A parent/guardian, unless the student is over the age of 18, is responsible for contacting the school's Special Education Coordinator to discuss the policy and procedures for hospital or homebound instruction. Following this initial contact, the parent/guardian must complete and return the Hospital and Homebound Instruction Packet.

Hospital and homebound instruction will be provided to qualified students with the equivalent of 30 minutes/week/core content subject currently enrolled. Any student who qualifies for hospital and homebound instruction will remain enrolled at Next Step PCS and will not be considered "absent." Instruction will be limited to core academic subjects (mathematics, English, history, and science).

QUALIFICATION FOR SERVICES

To qualify for hospital and homebound services, the student must currently be enrolled at Next Step PCS. Additionally, the student:

- Is hospitalized or homebound due to an accident, physical illness, psychological or emotional illness, disability, or other short-term documented, verified medical necessity from a licensed provider.
- Has missed or is expected to miss ten or more consecutive school days.
- Is consistently unable to attend school regularly or is unable to attend at least three (3) school periods per day due to a documented medical condition.
- Is pregnant and will be out on maternity leave (6 weeks normal pregnancy/vaginal delivery; 8 weeks normal pregnancy/cesarean delivery)

Services will commence upon receipt of all necessary documentation. (See Homebound Instruction Packet.) In general, hospital and homebound services are temporary solutions. All students should return to a regular school placement as soon as possible. Additionally, hospital

and homebound services must be requested by the parent/guardian for any student under the age of 18.

The student's physician is required to submit documentation (See Homebound Instruction Packet.)

If the student is absent for more than 20 consecutive days, a reauthorization from the student's physician is required. A student's medical documentation must specify the anticipated duration of the necessary homebound instruction.

Any NEXT STEP PCS student who has been or is anticipated to be absent from school, on a continuous, partial, or intermittent basis, for ten or more consecutive or cumulative school days during a school year due to a health condition may be eligible for home or hospital instruction. The following steps must be taken before home, or hospital instruction is provided:

- A parent/guardian, or adult student, is responsible for requesting home or hospital instruction. This request may be written or oral and must be submitted to School Principal.
- Upon receipt of a request for home or hospital instruction, the Next Step PCS will document and acknowledge the request within two school days and will provide the parent with information on how to submit a completed medical certification of need and parent agreement for home or hospital instruction.
 - o If the student has a known or suspected disability under Section 504 of the Rehabilitation Act ("Section 504") or the Individuals with Disabilities Education Act ("IDEA"), the acknowledgment will include a notice of the parent/student's rights under the IDEA or Section 504.
- The parent must submit a completed medical certification of need and parent agreement for home or hospital instruction.
- Within five school days of receiving the medical certification of need and parent agreement for home or hospital instruction, the Next Step PCS will issue a written decision approving or denying the request and explaining the basis for that decision.
 - o A request will only be denied if the medical certification of need is missing or incomplete;
 - o If a request is denied, the written explanation will state specifically that the basis for the determination was a missing or incomplete application or medical certification of need;

o If a request is denied, THE NEXT STEP PCS will include in the written decision how the parent may appeal that decision.

Proposed Accommodations to Allow Students to Remain in School

Before or after a request for home or hospital instruction is granted, the Next Step PCS may propose accommodations to allow the student to remain in school but will only proceed with such accommodations if the medical professional that signed the medical certification of need agrees in writing that such accommodations meet the medical needs of the student and permit in-school instruction.

Medical Certification of Need

The medical certification of need must be signed by a licensed physician, licensed nurse practitioner, licensed clinical psychologist, licensed mental health counselor or therapist, or physician's assistant and must include the following:

- Diagnosed health condition and explanation of how the health condition has caused or is anticipated to cause the student to be absent, on a continuous, partial, or intermittent basis, for ten or more consecutive or cumulative school days during a school year;
- A recommendation that student receive home or hospital instruction to the extent permitted by the student's health condition;
- Anticipated duration of the student's health condition and need for home or hospital instruction;
- Whether the student's health condition is anticipated to cause continuous, partial, or intermittent absence from school.

While home or hospital instruction is being provided, the Next Step PCS may request updated information about the student's continued medical need and work with the parent to develop a plan to permit the student to return to school.

Further, homebound/hospital instruction students must receive written clearance from the medical professional to return to the regular school setting. The Next Step PCS staff reserves the right to contact the medical provider to verify documentation. The medical certification of need is the health care provider's documentation of the student's illness, treatment plan, and the estimated length of recovery time. The certification must be fully completed, including parental permission for The Next Step PCS staff to contact the treating physician or licensed clinical psychologist to consider the student for homebound services.

A member of the Special Education team reviews all requests for completeness of information and appropriateness of the request. We will follow up with the treating physician or licensed clinical psychologist to clarify the need for homebound instruction versus school-based instruction with appropriate accommodations, as necessary. Homebound services are for student illness/injury only; services are not appropriate to compensate for absences related to family care or illness. Homebound instruction shall be made available to students who are confined at home or in a health care facility for periods that would prevent normal school attendance. The term “confined at home or in a health care facility” means the student cannot participate in the normal day-to-day activities typically expected during school attendance, and absences from home are infrequent, for periods of relatively short duration, or to receive health care treatment.

Students receiving homebound instruction may not work or participate in extra-curricular activities, nonacademic activities (such as field trips), or community activities unless these activities are specifically outlined in the student’s medical plan of care or the Individualized Education Program (IEP) (if applicable).

Duration of Home or Hospital Instruction

Approval of home or hospital instruction requests are expected to last no longer than 60 days or the duration estimated in the medical certification of need, whichever is less. A parent may extend the program for periods of up to 60 days by submitting a medical recertification of need at least five days before the date that the parent requires for the extension to begin.

DESCRIPTION OF INSTRUCTION

Home or hospital instruction will begin within five school days of the request's approval. Qualifying students will receive the equivalent of 30 minutes/week/core content subject currently enrolled. All students will receive instruction in their core academic subjects (mathematics, English, history, and science). Special education and related services will also be provided to the greatest extent possible in accordance with an IEP or Section 504 Plan.

Instruction is to be provided during regular school hours or late afternoon. A regular program of study and preparation of lessons and materials by their teachers is required for each student. Substitute assignments may be provided if regular assignments or activities cannot occur outside the classroom. In addition to the weekly instructional sessions, the student is expected to complete assignments on his or her own time. Assignments must be completed by the designated due date and are returned to the school for grading. Failure to complete or turn in assignments on time will result in zeros for those assignments and will be reflected in the grade accordingly. Grades earned during hospital and homebound instruction will be added to any current grades and calculated towards the final grade for the quarter/year. For all content not covered through

home or hospital instruction, the student will be given alternative assignments for credit recovery.

SELECTION AND RESPONSIBILITY OF INSTRUCTORS

For homebound students, The Next Step PCS may provide instruction through an external provider or computer-based service provider. Once an instructor has been assigned, he or she will coordinate with the parent/guardian to arrange instruction dates, times, and locations.

A home or hospital instructor can provide in-person instruction unless the parent consents to virtual video conferencing. Instruction may be provided virtually without a parent's consent in the following circumstances:

- During a public health emergency;
- When the student has been diagnosed with a communicable disease;
- When a household member has been diagnosed with a communicable disease, if the student is to receive instruction at home; or
- When the Next Step PCS determines safety concerns prevent the delivery of in-person services.

The Next Step PCS will attempt to schedule all sessions in conjunction with parents/guardians. Notice of a need to reschedule sessions must be submitted no less than 24 hours before the scheduled visit. Instruction does not go back and teach previously missed assignments; instruction is for the time period once the student qualifies until they transition.

For hospitalized students, The Next Step PCS will work with the hospital to identify appropriate services. All instruction must take place at the hospital. The instructor and a representative from The Next Step PCS will coordinate all lessons and corresponding materials.

Considerations for Students Identified with Disabilities Students with disabilities have rights and protections under Section 504 and the IDEA. If a student with a disability is found eligible for Homebound Instruction, the responsibilities for planning, implementing, and monitoring the academic program remain with the student's IEP or 504 team.



TO BE COMPLETED BY PARENT/ADULT STUDENT

I have reviewed and understand the Next Step Hospital and Homebound Instruction Policy. I understand that services will not begin until all components of the Homebound Instruction Packet have been submitted to and approved by the Special Education Coordinator of my student's school. I have received a copy of this policy and the Homebound Instruction Packet.

Student's Name: _____

Student's Date of Birth: _____

Parent/Adult Student's Signature: _____

Please print Parent/Adult Student's Name: _____

Date: _____



TO BE COMPLETED BY SPECIAL EDUCATION/SCHOOL STAFF:

Date Received: _____

Parent provided with a copy of the policy and Homebound Instruction Packet on

School Staff Name: _____