



Spartanburg School District 2

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Medical Homebound Information

What is Medical Homebound?

Medical Homebound Instruction helps students continue learning when a medical condition prevents them from attending school.

Our goal is to support your child and help them return to school as soon as it is medically appropriate.

How to Get Started

1. Contact Your School

Speak with the Homebound Coordinator (at your student's school).

2. Complete Forms

Fill out the **Parent Expectations Form** and submit to the homebound coordinator. You will receive the **Medical Homebound Request Form** after the Parent Expectations form is signed.

3. Physician Verification

Have your child's doctor complete the Medical Homebound Request form and fax to our office at 864-515-5198.

4. Approval Notification

Homebound services are approved by the district Homebound Committee which meets twice a month. You will receive an email when a decision is made.

Key Information

- Homebound is a **temporary** service and will be reviewed every 45 days for compliance.
 - ***A physician's request does not automatically guarantee the approval of homebound services.***
 - Homebound will typically not be approved for timeframes longer than 3 months.
 - Extension of homebound services must be requested prior to the student's expected return date to avoid unexcused absences and possible truancy proceedings.
 - Students requiring long-term homebound services may be directed to a state-approved virtual school option.
 - Attendance in scheduled homebound sessions serves as the method by which students satisfy state compulsory attendance requirements.
 - Full-time homebound students will meet with a certified teacher for 5 hours per week.
 - Intermittent homebound students must attend school at least 3 days per week. No homebound teacher is assigned for intermittent homebound and missed assignments must be made up.
 - Truancy can be pursued if a student habitually misses homebound instruction or disregards homebound expectations.
 - District homebound personnel will determine the location of the homebound instruction based on the individual needs of the student.
 - Virtual instruction is provided (Zoom, Google Meet or Microsoft Teams) on the student's district provided device.
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Special Considerations

Mental Health

- The condition must be diagnosed by a physician.
- The student should be receiving or have been referred for mental health treatment.

Pregnancy

- Medical documentation of complications is required.
- Routine pregnancy symptoms alone may not qualify a student for homebound services.

Students with IEPs

- When a student with an IEP is approved for homebound services, an IEP team will convene to determine appropriate services and make any necessary amendments to the IEP.
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Frequently Asked Questions

Is approval automatic with a doctor's note?

No. All requests are reviewed by the district Homebound Approval Committee. District personnel may contact your student's physician with additional questions.

What if my request is denied?

You may appeal through the district process.

Who do I contact for help?

Your homebound teacher, school Homebound Coordinator, or principal.

What about chronic conditions?

Students may qualify for Intermittent Homebound, or a 504 Plan. Please discuss this with the school Homebound Coordinator to determine which option may be best for your student.

What is the difference between intermittent and full-time homebound?

Intermittent homebound is for students who can attend school, but must be absent frequently due to a diagnosed medical condition. Students on intermittent homebound are expected to attend school 3 days per week and may not be able to participate in school activities such as games, practices or events on days they were absent.

Full-time homebound is for students who cannot attend school at all and are medically confined to their home. Students on full-time homebound are expected to meet with a certified teacher for 5 hours per week and might be unable to participate in school activities for the duration of the homebound.

How long can my student remain on homebound?

Most homebound requests are approved for no more than 3 months. Students who are unable to return to school by the end of the 3-month period may be directed to a state-approved virtual school option.

What could result in a termination of homebound services?

Habitual absences without an approved excuse, lack of academic progress due to student engagement, attendance at school related functions, no longer being medically confined to the home or otherwise failing to meet eligibility requirements may result in the termination of homebound services.

Homebound Approval Process

Parent Form Request

- Parent/guardian completes and signs the **Parent Expectations Form** and receives the **Medical Homebound Request Form**.
- Parent/guardian has the student's medical provider complete the **Medical Homebound Request Form**. The completed form must be returned to the school's Homebound Coordinator within five (5) days of the student's absence.
- **Parent/guardian must provide written consent**, consistent with **FERPA**, **HIPAA**, and the **Mental Health Act**, by completing **Section III: Parent Release** on the **Medical Homebound Request Form**. This consent authorizes designated school or district personnel to communicate with the student's physician regarding medical information related to the student's inability to attend school.

Medical Provider Completes Form and Returns it to the School

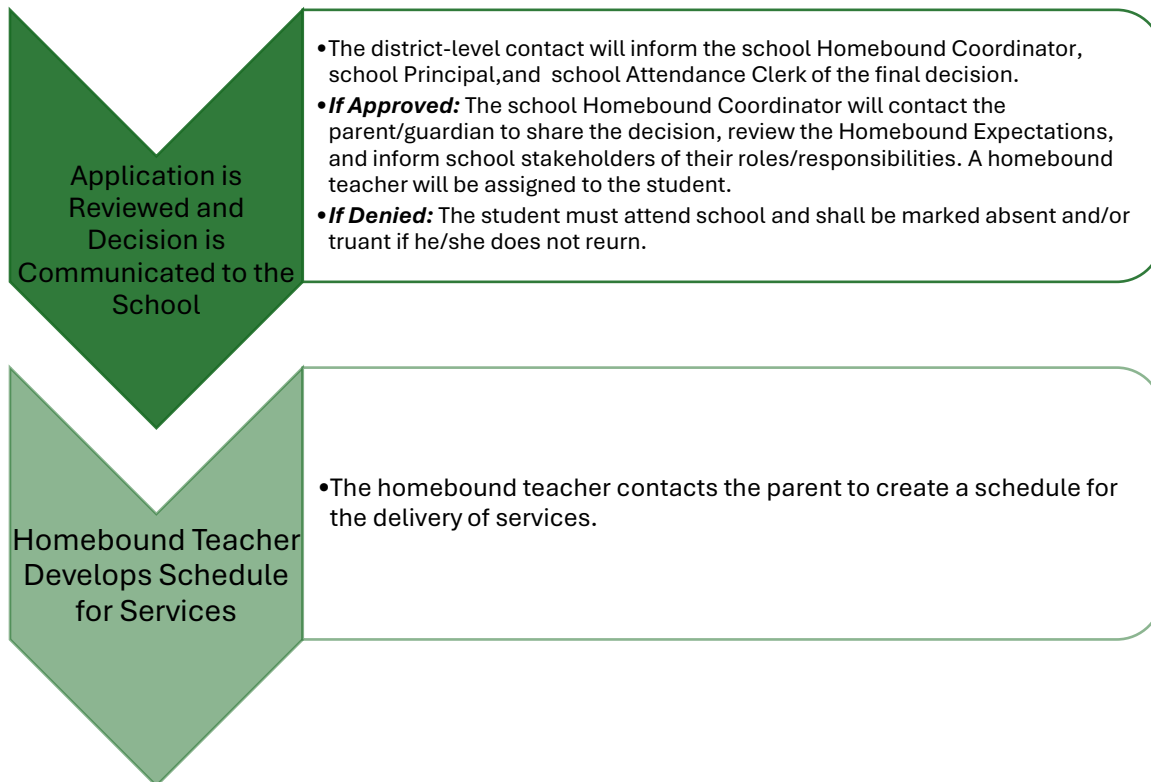
- The school Homebound Coordinator verifies that **all parts** of the **Medical Homebound Request Form** are completed. The parent will be contacted if the form is incomplete or if there are additional questions.
- Designated school or district personnel may need to contact the medical provider for additional information before the request form is submitted to the **Homebound Approval Committee** for review.
- The school Homebound Coordinator may include additional school records or documentation(attendance, discipline records, nursing records) that may assist the **Homebound Approval Committee** with making the final decision.

Submission for Approval

- The **Medical Homebound Request Form**, along with any support documents, will be submitted to the **Special Services Office** by the school Homebound Coordinator for review by the **Homebound Approval Committee**.
- **The Homebound Approval Committee will review applications on the 2nd and 4th Tuesday of each month and an approval or rejection will be made for each application.**
- Forms must be submitted **BEFORE** each designated meeting date. If there are days that the student has been medically approved for prior to Committee approval, services will be provided retroactively.

The **Homebound Approval Committee** will determine whether homebound instruction is approved based on documentation that:

- ☐ Verifies that the student is unable to attend school in a traditional school setting.
- ☐ Demonstrates a treatment plan that includes goals and supports designed to return the student to school as quickly as possible.
- ☐ Provides an anticipated date for the student's return to school.



Appeals

If the parent/guardian disagrees with the decision(s) made regarding their child's homebound services, they may have the right to appeal as stated in the Spartanburg School District Two Board Policy for Student Concerns, Complaints and Grievances.

Policy III Student Concerns, Complaints and Grievances

Appeal Process

Step 1 - Conference with the school Principal

The parent/guardian can submit a written request for a conference with the school Principal to discuss the denial of homebound services.

Step 2 - Appeal to the Homebound Approval Committee

If the incident is not resolved, the parent/guardian can collect additional information regarding the homebound request and resubmit the Medical Homebound Request Form with supporting documents to the school Homebound Coordinator.

Step 3 - Appeal to the Superintendent

If the homebound request is denied a second time by the Homebound Approval Committee, the parent/guardian can submit a written appeal to the Superintendent within five (5) days of the denial. The Superintendent will review the appeal and respond within ten (10) days.

Delivery of Instructional Service

Students are required to receive five (5) instructional hours per week with a certified teacher. Each hour of medical homebound instruction is counted as one full day of school attendance. District homebound personnel will determine the location of homebound instruction based on the individual needs of the student. Services are typically provided virtually, but may be provided on campus or at another agreed upon location.

Missed Sessions

Make-up sessions are only allowed for sessions missed due to illness or family emergencies. Cancellations must be made 24 hours prior to the scheduled service and makeup sessions should be completed within the same week the session is canceled. The homebound teacher should report any missed hours to the Homebound Coordinator and school Attendance Clerk/PowerSchool Operator so attendance can be recorded accurately. After three (3) student cancellations, the the district may decide to end the homebound services due to lack of compliance.

Make-up Sessions

If the homebound teacher must cancel instruction, the session(s) must be made up even if the student has returned to school.

Truancy

Attendance in scheduled homebound sessions serves as the method by which students satisfy state compulsory attendance requirements. Each hour of medical homebound instruction is counted as one full day of school attendance. Attendance at all scheduled sessions is expected. If a student misses scheduled homebound sessions for three (3) consecutive instructional days or a total of five (5) instructional days without an approved excuse, the school will implement its standard truancy procedures. Continued failure to participate in scheduled homebound instruction will result in a review of the student's eligibility for medical homebound services and possible revocation of services.

Extension of Services

If the student is unable to return to school at the end of the approved Homebound or has a need for continued Homebound Instructional Services, the parent/guardian is responsible for securing a Medical Homebound Extension Request Form. This form should be completed by the physician and returned to the school Homebound Coordinator at least five (5) days prior to the end of the previously approved dates.

Homebound instruction is intended as a temporary accommodation to keep the student engaged in the school program. It is not intended, nor can it be construed as a method of delivering the full curriculum. Students requiring extended homebound services may be referred to a state-approved virtual school option.

Termination of Homebound Services

If a student does not require homebound services for the approved period of time, it is the responsibility of the parent/guardian to obtain a release statement from the student's physician to allow the student to return to school.

The district may request additional information regarding the student's health status at any time to justify the continuation of homebound services. If this information is not provided, the district may terminate homebound services and the student could be considered truant.