

Dr. Todd Simpson  
Superintendent



**BUTTS COUNTY SCHOOLS**  
181 North Mulberry Street  
Jackson, Georgia 30233

<http://www.butts.k12.ga.us>

Telephone (770) 504-2300  
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## **Hospital Homebound Guidelines**

The Butts County School System provides continuous educational services for students unable to attend school due to a diagnosed medical or psychiatric condition for a minimum of 10 consecutive school days or for intermittent periods of time for a minimum of 10 school days per year. These services may be provided in the hospital or at the child's home or other prior approved location. **HHB Services are not intended to supplant regular school services and are by design temporary.** HHB Service does not guarantee a student will pass their individual classes.

### **Student Eligibility**

Eligibility for HHB Service is based on the following criteria:

- The student must be enrolled in the school system in which he/she is requesting Hospital Homebound Instruction. Private or home school students are NOT eligible for HHB services from a Georgia public school.
- The student must have a medical and/or psychiatric condition that is documented by a physician licensed by the State of GA.
- The physician must anticipate that the student will be absent from school a minimum of ten consecutive school days or for intermittent periods of time anticipated to exceed ten school days during the school year.
- Final approval for HHB services lies with the Coordinator of Hospital Homebound Services and the Principal. There may be situations where HHB services will NOT be approved.
- Student eligibility for HHB services will need to be recertified every 6 weeks.

### **Application Process**

When a student has a medical/emotional condition that is preventing the student from attending school the parent should contact their school counselor or the Butts County Board of Education for the application for Hospital Homebound Services. Students who are anticipated to be out of the classroom environment for an extended length of time may be on a reduced course load.

- The parent/guardian should complete their portion of the application for HHB Instruction prior to taking it to the licensed treating physician or psychiatrist.
- The licensed physician/psychiatrist treating the student for the diagnosis presented should complete all required sections and return the signed and completed application to: Susan Sarsany, Butts County Schools, Hospital Homebound Services, 181 North Mulberry Street, Jackson, GA 30233; fax it to 770-504-2305, or email it to [sarsanys@bcssk12.org](mailto:sarsanys@bcssk12.org)
- The application for HHB Services will be reviewed by the HHB Coordinator, Principal, and the System Nurse to ensure that the student meets the eligibility requirements.
- The application will be approved or denied based on the submitted information.
- The parent/guardian and school will be notified as to the decision. If the student is found eligible to begin HHB instruction the school will contact the parent to arrange for services to start as soon as possible.
- If the student has an Individual Education Plan (IEP), the IEP committee may meet and/or confer to determine if a new IEP is needed.
- If the student will be out of school and need homebound services for a prolonged period of time, the child's physician may be asked to provide periodic written updates to the school. Initial homebound services will only be approved for 6 weeks. It is the parent's responsibility to recertify HHB services with an additional application with the physician's signature.

### **Attendance**

- The student is counted present for the entire week when he/she is seen on an individual basis by the HHB teacher for a max of 3 hours per week.
- A student is counted present when he/she has completed online coursework as approved through the BCSS and monitored by the HHB teacher.
- A student is counted present for the week if the student is able to attend their normal scheduled classes for at least two days per week while receiving HHB services on an intermit basis.
- If the student is unable to receive instruction during the school week due to his/her medical condition, the instructor must schedule a make-up session. Once the session is completed the student is counted as present for that week.
- If the student is unable to receive instruction during the school week due to the parent/guardian/student cancelling the session due to non-medical reasons, the HHB instructor is not obligated to make up the session. The student may be counted as absent for that week.

## **Scheduling**

- The schedule for instructional sessions with the HHB teacher will be arranged by the HHB teacher in cooperation with the parent and will typically be after the end of the school day.
- **A parent, guardian, or approved adult parent designee must be present during the entire home instructional period.** If an adult is not present at the time of the scheduled session that session will be considered cancelled without notice and the session may not be rescheduled. The student may be counted as absent for that week.

## **Instructional Delivery**

- HHB instruction can be offered on a one-on-one basis, in a small group, at the home of the student, the health care facility in which the student is confined, another prior-approved location, or through online learning courses approved by the local school system. (Depending upon the method of instructional delivery, the instructional hours will vary. Traditional HHB services will consist of 3 hours per week of instruction by a certified teacher as long as the student is physically able to participate.)
- A meeting will be held with the parents/guardians, HHB Coordinator, Principal, Director of Students Services, and Lead School Nurse to determine method of instructional delivery with required HHB services.
- HHB services will not be provided if the student is contagious. The HHB Coordinator may request a physician's note to ensure the student is no longer contagious.
- An individual employed as a HHB teacher must hold a Georgia teacher's certification. HHB instructors must be employed and supervised by a designated official of the local school system.
- For students participating in on-line learning courses the HHB teacher will facilitate the learning process, monitor assignments, and provide tutoring assistance as defined in the IEP, Health Plan, or 504 Plan.
- All state mandated tests will be administered unless the student is approved to take an alternative assessment.
- All HHB students will be encouraged to take all state mandated assessments at the school, if possible.
- The HHB teacher is the liaison between the teacher of record and student. Teacher of record will be responsible for grading all work turned in and issuing grades for the course.

## **Pregnancy Guidelines**

- Students requesting Hospital-Homebound Instruction for pregnancy will not be approved unless the obstetrician has diagnosed them with medical complications that risk the life of the mother or unborn child. If the student requires bed rest and/or hospitalization prior to the delivery of the baby, then Hospital Homebound services may be appropriate.
- Students requesting Hospital Homebound services post-partum:
  - Normal Delivery will be approved for services beginning one week after the date of delivery and ending no more than 3 weeks later.
  - Delivery by C-Section will be approved for services beginning 1 week after the delivery date and ending no more than 5 weeks later.
- Students experiencing delivery complications will be approved for post-partum services in consultation with the physician.

## **Cause for Dismissal**

A student may be dismissed from the Hospital Homebound Program when:

- the Application for Hospital/Homebound Services has expired;
- the student is employed in any capacity or regularly participates in extracurricular activities (student is not allowed to participate in any extracurricular activities while receiving homebound services);
- the parent, guardian, or adult designee cancels two sessions without the appropriate notice;
- the conditions of the location where HHB services are provided are not conducive for instruction or threaten the health and welfare of the HHB teacher (smoke and pet free; quiet with no visitors).
- the school has ended for the regular school year (unless extended time has been approved by the HHB Coordinator).
- the student returns to school or is able to return to school for any portion of the school day.

## **IMPORTANT STEPS:**

1. Notify school counselor, school clinic worker/nurse, school secretary, or HHB Coordinator Susan Sarsany that you need a HHB application.
2. Fill out the application and have your physician sign off on it.
3. Application must be returned to Susan Sarsany at the Board Office: mail it to 181 North Mulberry Street, Jackson, GA 30233; email it to [sarsanys@bcस्क12.org](mailto:sarsanys@bcस्क12.org), or fax it to 770-504-2305.
4. Once the HHB Coordinator receives your completed application, you will be notified regarding approval or denial of services.
5. Notify Susan Sarsany at any time with questions – 770-504-2300.

# Butts County Schools Hospital Homebound Application 2021-2022

**Student Information** (to be filled out and signed by parent): School \_\_\_\_\_

Name of Student \_\_\_\_\_ Address \_\_\_\_\_

Parent's Names \_\_\_\_\_ City, State \_\_\_\_\_

\_\_\_\_\_ IEP/Special Ed \_\_\_\_\_ 504 Phone Numbers \_\_\_\_\_

I have read the Hospital Homebound Services (HHB) guidelines and I understand the reasons for possible dismissal from the program. I agree to the guidelines and requirements of the program and request Hospital Homebound (HHB) services for my child. I understand that HHB services have to be reapplied for every 6 weeks.

- I hereby give permission for the attending licensed physician or licensed psychiatrist to communicate information to and from authorized agents of Butts County Schools regarding my child's medical or emotional condition for which he/she is referred.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Medical Certification** (to be filled out by the physician):

(If approved by the HHB Director, homebound instruction will be approved for 6 weeks, ONLY. Parents will need to re-apply with the physician, if additional time is needed.)

Physician's Name: \_\_\_\_\_ Physician's Signature \_\_\_\_\_

Office Address: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

**A. Illness**

Diagnosis of Physical Illness/Injury: \_\_\_\_\_

Approximate date student will be ready for home instruction \_\_\_\_\_

How long is it estimated (in weeks) that the student will require homebound instruction \_\_\_\_\_

Can the student return to school (in place of HHB services) for any portion of the school day (yes or no) \_\_\_\_\_

If yes, please describe the limitations \_\_\_\_\_

**B. Pregnancy**

Pregnant students are not eligible for hospital homebound services in cases of normal pregnancy. Students may receive HHB services **only** if the physician certifies that a complication exists which will affect the life of the mother or the unborn child and if the student is confined to bed for an extended period of time. HHB services will be provided to the student after the delivery of the baby.

DIAGNOSIS OF THE COMPLICATION: \_\_\_\_\_

Number of days student will be confined to bed: \_\_\_\_\_ Due Date/Date of Delivery: \_\_\_\_\_

**School Use Only:**

Date of Parent Mtg \_\_\_\_\_ Approved \_\_\_\_\_ Not approved \_\_\_\_\_

Method of Delivery Service Approved \_\_\_\_\_

This completed application should be submitted to  
Susan Sarsany, Butts County Board of Education,  
218 Woodland Way, Jackson, GA 30233  
Email Address: [sarsanvs@bcssk12.org](mailto:sarsanvs@bcssk12.org)  
Phone number: 770-504-2300; Fax: 770-504-2305.