

**Clayton County Public Schools –
Hospital-Homebound Department
1058 Fifth Avenue
Jonesboro, Georgia 30236
770-473-2700 Fax: 678-817-3098**

Parental Guidelines

TO: The Parents of: _____ **Student ID:** _____

Guidelines for Hospital-Homebound Instruction

1. An Educational Service Plan (ESP) will be developed with the collaboration of the parent(s)/guardian, HHB teacher, and the school team for the purpose of discussing present levels of performance, deciding educational goals while on Hospital-Homebound services (HHB), and devising a school re-entry plan.
2. During the home instructional sessions, a parent, guardian, or parent designee 21 years or older must be present during the entire visit.
3. At the onset of HHB services, it is the parent's responsibility to obtain textbooks, instructional materials, and assignments. Thereafter, the HHB teacher assists in procuring additional assignments through the coordinated efforts of the student's counselor and the classroom teacher(s).
4. To foster a productive learning environment, parents/guardians are requested to provide a work space free from distractions such as the television, the radio, pets, and visitors.
5. The classroom teacher prepares all hospital homebound assignments and assessments. The HHB teacher will deliver assignments to the HHB student and, upon completion of assignments and/or assessments, will return work to the classroom teacher(s) electronically, in person, or by the district's courier. Upon HHB withdrawal, all original copies will be returned to the classroom teacher.
6. If it becomes necessary to cancel a scheduled instructional visit, please notify the HHB Department 24 hours in advance. A cancelled HHB instructional session may be made-up within the same week, and the student is counted present for that time. If the session is not made-up, the student is counted absent.
7. Before the student returns to school, a "Release to Return to School" form must be completed by the student's attending physician or psychiatrist and sent to the HHB teacher and the student's counselor. The HHB teacher may issue this form, or a copy may be accessed online:
www.clayton.k12.ga.us/departments/student services/hospitalhomebound
8. The parent/guardian must submit an updated medical certification form completed by the attending physician/psychiatrist if HHB services are extended beyond the date on the original medical certification form.
9. The parent/guardian must submit an updated medical certification form completed by the attending physician/psychiatrist if a student requires over ten (10) consecutive days of intermittent HHB service.
10. The HHB teacher may request additional information to clarify a specific referral.

SUBJECT: Reasons for Withdrawal from Hospital-Homebound Instructional Services

1. If HHB services conclude by the ending date on the medical certification form, and the student has a completed "Release to Return to School" form, then the student is withdrawn from HHB services.
2. If the physician/psychiatrist denies an extension for HHB services and submits a written statement to the HHB teacher to support rationale for the denial, then the student is withdrawn.
3. If the physician/psychiatrist retracts the original date of expected length of HHB services and, in writing, withdraws the original HHB eligibility date, then the student is withdrawn from HHB services.
4. If the student has excessive unexcused absences, then he/she is withdrawn from HHB services.
5. If the student engages in employment, goes on an extended vacation, or moves out of the county, then the student is withdrawn from services.
6. When the school year ends, the student is automatically withdrawn and must re-apply for HHB services for the following year.

Parent Signature: _____ Date: _____

HHB Teacher: _____ Date: _____