

Adoption Date:	04/14/2014
Revision Date(s):	



## Board Policy 2.4.1

# Temporary Medical Excusals

The Arts Academy Charter School, pursuant to the Pennsylvania School Code and State Board of Education regulations, will review and consider approval of temporary requests for excusals from the compulsory attendance requirements of the Commonwealth of Pennsylvania. Such excusals are discretionary and not required by law.

The Principal shall be responsible for implementing this Policy and for drafting any necessary administrative regulations consistent with this Policy.

### **Eligibility Criteria**

A student will be considered for a temporary medical excusal under the following conditions:

1. Student suffers from a temporary medical and/or psychiatric condition considered medically urgent and so severe that:
  - a. It is likely to persist for more than two (2) weeks during the time that school is in session.
  - b. It is a condition that will prevent the child from attending even part of the school day during the above-referenced timeframe.
  - c. The excusal from school is based upon the recommendation of an appropriately-licensed physician, psychiatrist or licensed psychologist.

### **Conditions for Approval**

The following conditions, rules and/or restrictions apply:

1. The Parent must submit a complete application for approval. Applications are available at the main office and must be fully and properly completed by both the Parent and physician and submitted to the Principal. Incomplete or improperly completed forms will not be considered.
2. Requests for a temporary medical excusal based on mental health conditions require the recommendation and signature of a psychiatrist or licensed psychologist.

Adoption Date:	04/14/2014
Revision Date(s):	

3. Signatures of Licensed Nurse Practitioners or Registered Nurses will not be accepted for the purpose of temporary medical excusals.
4. The school must be granted ongoing permission of the parent/guardian to contact the recommending physician for verification and/or updates of information within the temporary medical excusal application form, including information regarding the medical condition underlying the need for a temporary medical excusal. Revocation of such permission shall constitute revocation of the temporary medical excusal.
5. At any time, the school may utilize its school physician to review and deny or approve a request for a temporary medical excusal.
6. Prior to approval of a temporary medical excusal, the school reserves the right to refer a student to a physician of the school's choice, at school expense for application purposes, if it so chooses.
7. In the event that the school chooses to refer a student to its own physician to determine the necessity for a temporary medical excusal, and the school physician's opinion is contrary to the family physician, or the recommending physician is unable to substantiate the recommendation, it will be left to the determination of the school administration whether to grant a temporary medical excusal.

### **Denial of Temporary Medical Excusal Application**

If, upon the school's review of the application, a temporary medical excusal is not granted and no other accommodation or arrangements are made or permitted by the school, the child will be requested to return to regular attendance. In such a case, the student shall be denied any further temporary medical excusal tutoring services, if currently being provided, and the child would then fall under the mandatory attendance regulations.

Any breach of the above conditions, in part or in whole, may result in the withdrawal of approval of a homebound excuse.

### **Revocation of a Temporary Medical Excusal**

An approved temporary medical excusal may be revoked by the school at any time. Where possible, the school will provide the Parent(s) with at least 48 hours' notice of such termination. Revocation will be immediate where a Parent ceases to permit the school to contact the recommending physician regarding the information contained within the temporary medical excusal application, including obtaining updated information regarding the medical condition that necessitated the temporary medical excusal.

### **60-Day Approval Period**

Adoption Date:	04/14/2014
Revision Date(s):	

Temporary medical excusals approved by the school shall be effective for a specified time period, not to exceed a maximum of 60 calendar days. Upon the expiration of the 60 day period, the student will no longer be lawfully excused by temporary medical excuse. However, the Parent may apply for a renewal of the medical excusal by following the approval process outlined above. Only one renewal shall be permitted, and further requests for renewal shall be denied. Long-term medical excusals in excess of 120 days must be approved by the Pennsylvania Department of Education.

### **Participation in Co-Curricular and Extracurricular Activities**

Students on a temporary medical excusal are not eligible to participate in any clubs, athletics, field trips, programs/performances, and/or other extracurricular activities.

### **Tutoring During a Temporary Medical Excusal**

Tutoring during a temporary medical excusal may be provided at the discretion of the school. Such tutoring should not be considered as a replacement to attendance and instruction in the school setting. Such tutoring is not intended to replace regular instruction, but, rather, is intended to assist with maintaining current skills and prevent regression, if possible, until the student is able to return to regular attendance. Tutoring may be terminated by the school at any time for any reason.

### **Limitations and Conditions of Tutoring During a Temporary Medical Excusal:**

1. Tutoring shall only be provided where the temporary medical excusal period is expected to exceed four (4) weeks.
2. Assigned tutors shall be of the school's choosing.
3. The hours of tutoring shall not exceed five (5) hours per week maximum or the maximum that the health and well-being of the student will allow, whichever is less.
4. The availability and amount of such instruction is subject to the availability of certified teachers to provide such services in the home. If a certified teacher is not available, then homebound will not be provided.
5. The school will attempt to reschedule missed sessions, but it is not obligated to do so.
6. Tutoring during a temporary medical excusal will be based upon provision of assignments and materials from the student's current courses, as provided by the student's teachers. Such teachers have discretion to substitute alternate assignments if the regular assignments are not appropriate for in-home tutoring.

Adoption Date:	04/14/2014
Revision Date(s):	

7. It is the responsibility of the Parent to make arrangements to obtain a student's work from the temporary medical excuse.
8. The school may, at its discretion, choose to utilize online tutoring or other programming in lieu of live tutoring.
9. Due to the nature of course content, it may not be possible for the temporary medical excusal tutor to deliver or teach a particular course content. Where this is the case, the student may be required to work on the materials independently. If the subject is beyond the scope of PA core content guidelines and cannot be covered by home instruction or study, the school is not responsible for covering this material.
10. Each hour of tutoring provided during a temporary medical excusal is expected to be supported by one (1) to three (3) hours of independent study, depending on grade level and as permitted by the student's medical condition.
11. The parent/guardian is required to provide the temporary medical excusal tutor with an educational learning environment within the home conducive to conducting the assigned course work. It is expected that family members will not interfere with tutoring sessions. It is expected that students will be prepared for sessions. The school may terminate tutoring where appropriate workspace and/or an appropriate work environment is not provided.
12. A parent/guardian or other adult authority must be present in the home during temporary medical excusal tutoring.

### **Credits Earned During a Temporary Medical Excusal**

The school may, at its sole discretion, permit a student to complete course work for credit if a student is physically and mentally able to independently complete coursework in a satisfactory manner while on a temporary medical excusal, regardless of whether it chooses to provide a tutor. The decision as to whether to permit students to earn credits during temporary medical excusals is completely discretionary on the part of the school and should not be viewed as an automatic right by students and/or parents. If permission to complete course work for credit is granted, the student must keep up with the class's regular assignments in a timely fashion in order to earn credit. A tutor may administer tests if deemed appropriate by the tutor and/or the school, or the student may be required to postpone taking tests until he/she is able to return to the school setting.

Lack of independent work on the part of the student or non-completion of assignments may result in the loss of credit or the student's receipt of an incomplete for a course. The school shall make the final decision on an award of credit for a course. The decision to provide modified assignments and/or course requirements due to a student's temporary medical excusal status shall be made by the individual teachers as well as the building and/or school administration. The provision of course/class credit based upon such modified assignments and/or course

Adoption Date:	04/14/2014
Revision Date(s):	

requirements shall not generally be granted and must be approved by the building principal.

### **Mandatory Discontinuation of Tutoring**

The Principal, or designee, reserves the right to discontinue tutoring at any time and for any reason. Tutoring will be automatically discontinued where:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health and/or safety of the teacher.
2. A parent/guardian or other responsible caretaker is not at home or does not remain in the home with the student during the hours of instruction;
3. Parents and/or student routinely cancels tutoring sessions;
4. The medical condition of the student is such as to preclude any benefit from such instruction;
5. A student is routinely unprepared for tutoring sessions – each hour of tutoring is expected to be supported by one (1) to three (3) hours of independent study; or
6. The home environment is not conducive to learning (loud noise or other distractions; family members or other individuals interfering with work; no suitable place to work; unsanitary conditions; etc.).

### **Disability Accommodations**

Temporary medical excusals are designed for students with temporary medical conditions and are not intended to be and may not be substituted for appropriate in-school accommodations for students with disabilities who are able to attend some part of the school day. Students with disabilities may be entitled to accommodations during the school day under Section 504 and the ADA. Parents seeking accommodations for their students should contact the building principal.

### **Temporary Medical Excusal NOT a Special Education Placement**

In some cases, a student may receive special education instruction under the Individuals with Disabilities Education Act (IDEA) in the home through his/her IEP. This is called "instruction in the home" and is **NOT** the same as a temporary medical excusal. "Instruction in the home" is a placement within the special education continuum that may be chosen by an IEP team where the Team has determined that an eligible student cannot properly receive a Free Appropriate Public Education (FAPE) in any other setting. The nature of "instruction in the home," as well as the process for obtaining such instruction, is distinctly different from a temporary medical excusal. Any parent or guardian who has additional questions about instruction in the home or needs further clarification of the differences between the two and which is appropriate for a particular student should contact the Director of Educational Support Services.

If a parent believes his/her child may be eligible for special education services, the parent has the right to request that the child be evaluated for special education services. Requests for evaluation should be made to the Director of Educational Support Services.