



HOME/HOSPITAL INSTRUCTION

REFERENCE MANUAL FOR STUDENTS IN GENERAL EDUCATION

If you have any questions, please contact the Student Support Services Department at the Davis Joint Unified School District.

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HOME/HOSPITAL INSTRUCTION (EDUCATION CODE 48206.3)

- Temporarily disabled students are entitled to instruction in their homes or in hospitals.
- Students receiving special education services and on an IEP can also receive home instruction if it is the District's offer of FAPE (must have IEP team meeting to evaluate).
- Temporary disability is defined as a physical, mental, or emotional disability whereby the pupil can reasonably be expected to return to regular day or alternative classes without special intervention.
- Students must be referred by a licensed physician.
- Students with permanent illness or disability should have an Individualized Education Plan (IEP) assessment.
- For students with chronic health problems, consider offering independent study, by itself or combined with split site instruction, to accommodate an educational plan that meets the needs of the student. A 504 plan may be needed if the student does not qualify for special education services.

RESIDENCY REQUIREMENTS

- Residency is determined as the school district in which the hospital or other licensed facility is located where the student is receiving medical services.
- Admission to the hospital/facility automatically makes the student a resident of the school district in which the hospital is located, as of the day admitted.
- If a student is currently confined to a facility not located in the DJUSD attendance area, instruction by DJUSD may only occur if an interdistrict transfer agreement is obtained.

ENROLLMENT CRITERIA

- Official documentation from the student's physician must verify that a student requires home/hospital instruction for a minimum of one week and a maximum of eight weeks. The physician **must** complete Medical Authorization and indicate a projected return date.
- Student must be hospitalized or medically home bound and unable to participate in any education setting (comprehensive and/or alternative programs). This includes both ROP and/or Work Experience program involvement, as well as attending any school function or extra-curricular activity. If the student is capable of attending a shortened day, then the

parent/guardian should contact the school site administrator/counselor to explore making modifications to the student's schedule.

- Student must not suffer from a condition that could expose the teacher to a contagious disease that can be transmitted through casual contact. Home/hospital shall not be denied to students with Hepatitis B, herpes, or HIV/AIDS as long as the home or hospital practices current preventive protocol as determined by the U.S. Centers for Disease Control.
- Home/hospital instruction is only available during the regular school year and **does not** have a summer school program.
- If the student is receiving special education services, they can receive home instruction services if it is the District's offer of FAPE. Students receiving special education services must have a special education teacher delivering instruction.

APPROVAL SCREENING PROCESS

- Parent/guardian initiates request at the school site by having a conference with school nurse regarding home/hospital instruction. Ideally the parent should provide sufficient advance notification (7-10 days) to allow time to complete the application paperwork, locate a teacher, and prepare educational materials.
- School nurse provides parent/guardian with home/hospital information, including the Home/Hospital Manual and the appropriate forms.
- Students receiving special education services will be give the Home Instruction request form and medical authorization form and referred to the school psychologist to arrange an IEP meeting.
- School nurse works with Administrator/Counselor to locate a home/hospital teacher for student.
- Parent/guardian brings the Medical Authorization form to the physician for completion and returns it to the school nurse along with the Home/Hospital Request form.
- School nurse obtains the approval of the site administrator, notifies the student's counselor (secondary students) or principal (elementary students) and forwards completed request form and medical authorization form to the Student Support Services Department for final approval by the Director.
- Student Support Services will notify parent that application has been approved and a search for the teacher has begun.

- In consultation with the site administrator and classroom teacher(s), the counselor evaluates transcripts, credits and current grades to determine which of the student's courses can be managed in the home setting. They will evaluate the student's academic needs and will develop a tentative academic schedule which sometimes includes dropping classes without penalty.
- If a 504 Plan is in place the counselor will evaluate the need for academic accommodations and will relay this information to the home/hospital teacher.
- The district strives to have a teacher in place within **5 working days** of application approval. Every effort will be made by the school site and the Student Services department to assign a teacher as quickly as possible.

UPON FINAL APPROVAL BY STUDENT SERVICES

- School site administrator or counselor locates a home/hospital teacher from the faculty to work with the student and provides Student Support Services with the name of the teacher. If the school is unable to locate a home/hospital teacher from their site within 48 hours, Student Support Services will assist. Home/hospital teacher may be a substitute teacher or existing staff member and should be credentialed for the grade levels taught.
- Home/hospital teacher contacts Parent/Guardian to set-up appointment times/days (**parent/ guardian is required to be present during instruction**).
- If the home/hospital teacher is employed at the student's site, then the home/hospital teacher will collect work from the classroom teacher(s). If the home/hospital teacher is not a site employee, then the site administrator or counselor will collect the assignments from the teacher(s) to give to the home/hospital teacher. Completed work will be given to the site administrator or counselor to be returned to the classroom teacher(s). The classroom teacher(s) grades the work and assigns course grades.
- The student is allowed to have a maximum of 5 hours of instruction per week (each hour of instruction translates to 1 day of attendance). The 5 hours can be delivered in any combination of days and length of time each day.
- Student Support Services will notify the attendance secretary when home/hospital instruction begins.

RETURN TO SCHOOL

- The parent/guardian **MUST** notify the school site administrator or counselor a minimum of one day, prior to the student returning to school.

- The home/hospital teacher and school site administrator or counselor will notify the school nurse and the Student Support Services office of the date the student returns to class.
- The home/hospital teacher returns the student's completed work to the site administrator or counselor, who gives it to the classroom teacher(s) for final grading. Any concerns regarding grades/credits should be directed to the school site administrator.

STUDENT RESPONSIBILITIES

- Attend all scheduled meetings with the home/hospital teacher (maximum of 5 hours per week).
- Complete all assignments with quality work as assigned by the classroom teacher. Failure to successfully complete assignments will reflect on student's grades.
- **WILL NOT** be on any District property or campus during regular school hours or attend school events that occur after hours or on weekends or occur off-site.
- Must follow the Discipline Code and Behavior Guidelines of the District.
- Students on home/hospital instruction may not attend school-sponsored internship programs or participate in extra-curricular or co-curricular activities while on home/hospital.

PARENT/GUARDIAN RESPONSIBILITIES

- Complete their portion of the home/hospital request form and have physician complete the Medical Authorization form.
- Arrange to be in the home during the home/hospital instruction appointment.
- See that all assignments are completed prior to the next scheduled home visit.
- Review student's completed work DAILY.
- See that student remains at home during regular school hours.
- Notify the home/hospital teacher directly to cancel or reschedule appointments. Missed appointments may be the basis for the student's participation in the program to be re-evaluated by the Student Support Services Department.

- Notify the site administrator or counselor a minimum of one day prior to the student returning to school. The administrator or counselor will notify the school nurse, teachers, and attendance secretary and may arrange for a re-entry meeting with the student and parent.
- Incomplete or poor quality work will reflect on the student's grades.
- If the doctor recommends an extension of the home/hospital beyond the original time period, the parent must submit a new Medical Authorization form to Student Support Services for approval.

SCHOOL NURSE RESPONSIBILITIES

- Meet with parent to explain home/hospital program, including its benefits and limitations.
- Provide parent with Home/Hospital Manual and paperwork for parent and physician to complete.
- Work with site administrator or counselor to identify home/hospital teacher while waiting for Medical Authorization form to be returned by parent.
- Collect paperwork, sign and forward to Student Support Services Director for final approval.
- Parents of students receiving special education services will be given the home instruction form and the medical authorization form
 - Give completed forms to school psychologist
 - Alert the school psychologist of the request and need to schedule an IEP team meeting
 - Notify special education department of home instruction request.

SITE ADMINISTRATOR OR COUNSELOR RESPONSIBILITIES

- Identify home/hospital teacher from site (work with Student Support Services if site teacher cannot be found within 48 hours).
- If student is receiving special education services, the school psychologist will be notified to schedule an IEP team meeting. If Home Instruction is part of the District's offer of FAPE then the special education department will locate a special education teacher.
- For non-site teachers, collect work from teachers and make available to home/hospital teacher.

- Modify student's schedule if needed (i.e. drop class without penalty).
- Provide home/hospital teacher with list of accommodations in 504 plan.
- Stay in contact with parent periodically throughout home/hospital period to identify plan for student's return.
- Inform school nurse of date that student plans to return to school.
- Facilitate a re-entry meeting with student, parent, administrator, counselor, and nurse prior to student returning to classroom.
- Notify attendance secretary when student returns to class.

STUDENT SUPPORT SERVICES DEPARTMENT RESPONSIBILITIES

- If student receives special education services, send application to special education department and inform parent that an IEP team meeting must be held to consider application.
- Notify parent when application approval has occurred.
- Assist site with locating home/hospital teacher if needed.
- Notify the site attendance secretary when student is ready to begin instruction.

HOME/HOSPITAL TEACHER RESPONSIBILITIES

- Coordinate with site administrator, counselor, or student's teacher(s) to collect student assignments and return completed work.
- Email or speak with student's teachers regarding any questions about the assignments.
- Contact the parent/guardian and/or student prior to the appointment to ensure parent and student are home. If they are not available, document the reason for absence and re-schedule appointment for later that week.
- Report all absences/missed appointments to the site administrator/counselor.
- Conclude each instructional session by collecting the student's completed work for each subject and providing new assignments as needed.

- Keep record of visits and length of time on the district's Certificated Time Sheet and Report Claim for Individual Instruction. Return forms along with Mileage Claim form to the Student Support Services Department at the end of each month. The teacher can log 5 hours of student visits plus one hour of prep time each week.

CLASSROOM TEACHER RESPONSIBILITIES

- Provide the home/hospital teacher with appropriate assignments that the student can complete at home to maintain his/her former level of learning while recovering from a temporary disability.
- Grade all work that the student completes while on home/hospital.

FORMS

- Home/Hospital Instruction Request
- Medical Authorization
- Report Claim for Individual Instruction