

Summerville Union High School District

**Home/Hospital
School & Parent Handbook**

17555 Tuolumne Road
Tuolumne, CA 95379

Ph: (209) 928-4228
Fax: (209) 928-1422

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Kellene Ditler, Home/Hospital Coordinator (kditler@summbears.net)

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Introduction

Any pupil with a temporary illness or injury which makes attendance in regular classes impossible or inadvisable may receive Home/Hospital Program instruction. Instruction in the Home/Hospital Program will be provided by the Summerville Union High School District.

The purpose of the Home/Hospital Program is to support the student in maintaining a continuity of instruction during the student's absence from the regular program. Students are entitled to a maximum of 5 hours per week of home instruction.

To qualify for the Home/Hospital Program instruction, the student's illness or injury must be diagnosed and verified in writing by a licensed physician. The term "temporary disability" means disabled by accident or by physical, mental, or emotional illness for a period of three (3) weeks or longer.

Please read this handbook carefully. During the course of a Home/Hospital placement you may have questions or concerns. The Summerville Union High School District encourages your calls should you have any questions, concerns, or just need general information.

Eligibility

1. The physician shall have determined, in writing, that the student is unable to attend school for a period of three (3) weeks or longer. Home instruction is limited to the period of time advised by the physician. If additional time is required, an extension is required from the physician.
2. "Individual instruction" means instruction provided to an individual pupil in the pupil's home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by regulations adopted for that purpose by the State Board of Education.
3. "Temporary disability" means a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes without special intervention. A temporary disability shall not include a disability for which a pupil is identified as an individual with exceptional needs pursuant to Section 56026.
4. The student enrolled in the Home/Hospital program will not be allowed to participate in any extracurricular activities, including but not limited to practices, games, performances, dances, etc.

Exceptions

1. A Home/Hospital teaching assignment cannot expose the home-teacher to any contagious disease (i.e., measles, chicken pox, mononucleosis, tuberculosis, etc.).
2. A change of venue may be necessary should it be determined that safety or health conditions exist preventing instruction from taking place in the home.

3. Home/Hospital instruction will not be assigned when there are less than twenty (20) days remaining in the student's year.
4. For home-teacher to be assigned to a special education student, a completed Individualized Education Plan (IEP) is required. If a parent or medical doctor requests that a special education student be placed on Home/Hospital teaching, it must be addressed by the IEP team as a change of placement.

CCR Title 53051.4(d) states:

“ When recommending placement for home instruction, the individualized education program team shall have in the assessment information a medical report from the attending physician and surgeon or the report of the psychologist, as appropriate, stating the diagnosed condition and certifying the severity of the condition prevents the pupil from attending a less restrictive placement. The report shall include a projected calendar date for the pupil's return to school. The individualized education program team shall meet to reconsider the individualized education program prior to the projected calendar date for the pupil's return to school.”

If the IEP team determines that Home/Hospital instruction is free appropriate public education, the IEP team must revise the goals and objectives so that they are appropriate through the projected time of home instruction.

Course of Study

1. Every effort will be made to maintain continuity in the course of study for each class or subject area taught.
2. Developing a student's home instruction plan:
 - a. Consideration is given to a physician's orders.
 - b. Health of the student
 - c. Ability to replicate a course in the home environment (e.g. P.E., Pre-AP and AP, lab sciences, and some language courses cannot be replicated).

SPECIAL NOTE: These are courses designed as college preparatory classes that receive University of California and possible advanced credit. These courses not only have rigorous requirements, but many require an external exam as well. Many courses in the science and elective areas offer activities that may only be completed using the equipment and/or facilities available on campus. If your student will be absent for an extended period of time (more than six weeks), please speak with your student's grade level coordinator to discuss what classes would be more appropriate while on the Home/Hospital program.
 - d. Courses necessary for the student to maintain their academic status.
 - e. The course of study for a special education student will be consistent with the instructional objective of the IEP.

Request for Home/Hospital Program Instruction

1. Parent/Guardian begins the process.
 - a. Parent obtains a request for Home Instruction from the school or the school website (search for “Home/Hospital”)
 - b. Parent fills out and signs Page 1 of the form and takes the form to the physician to complete and sign Page 2. The licensed physician must provide:
 - i. Full name and signature
 - ii. Address where the hospital or clinic is located
 - iii. Phone and fax number
 - iv. Nature of the temporary disability that causes the student’s temporary absences from the school campus
 - v. Whether or not the student can be accommodated in regular school.
 - vi. Duration of the absence, the anticipated number of weeks the student will be absent from school campus.
 - vii. Specific information related to illness and if disease is contagious.

2. Parent takes the request to school, and returns to Grade Level Coordinator or Attendance Secretary. Doctor can also fax page 2 of form to (209) 928-1422.
 - a. The request is reviewed by Grade Level Coordinator, and upon approval forwarded to the Home/Hospital Coordinator to implement.
 - b. The parent/guardian is notified within five (5) working days.

3. The Home/Hospital Coordinator will complete the following:
 - a. Start and projected end dates for Home/Hospital services
 - b. The name of the Home/Hospital teacher
 - c. If student has IEP, change of placement must be completed
 - d. Forward copy of request to Registrar to change student’s status in PowerSchool. The school must inactivate the student for legally mandated attendance monitoring purposes only. The school will make every effort to return the student to the same classroom upon student’s return to campus.
 - i. Registrar will forward copy of request to Attendance Secretary to monitor teacher’s weekly attendance register.

Parent/Guardian Responsibilities

It is the desire of the Summerville Union High School District to provide a positive and meaningful educational experience for your child while they are on the Home/Hospital program.

We will provide a credentialed teacher for up to five (5) hours per week. The teacher will work closely with your student's regular classroom teachers to insure a current and relevant curriculum is being offered.

The District reserves the right to cancel enrollment if the student is not benefitting from the program, or the conditions in which instruction is being provided is not conducive to learning, if the number of student absences is excessive, or the District cannot find a teacher.

In order to provide the best possible instructional program during this time, we are requesting that the parent/guardian participate in the following ways:

1. It is required that the parent or an adult be in the home during the instructional time. **No instruction can take place without an adult present.** If the student or adult is not present, the teacher has been instructed to leave. This is considered a "No Show." Parents should contact teacher to re-schedule any missed appointments.
2. Students should expect to spend 4 to 5 hours a day on schoolwork. Parents should verify that work has been completed.
3. Provide an environment for study that is quiet, well-lit, and free from interruption. Pets should be secured in an area away from the student/teacher study area.
4. No siblings should be present in the study room during lesson time. If other arrangements need to be made, discuss this with the home-teacher.
5. Supplies left for the student by the instructor should be on the table ready to use when the home-teacher arrives to begin instruction.
6. The student should be rested and ready for instruction.
7. Inform the home-teacher of any academic or health-related problems your student may be experiencing that may affect the home instruction.
8. If your student is unable to take instruction at the scheduled time, please contact the home-teacher. Make-up hours may be arranged during the same week as the absence only.
9. Meet and confer regularly with the home-teacher to discuss your student's progress.
10. Contact the Home/Hospital Coordinator should you have any questions or concerns.

The Home-Teacher

The home-teacher for your student will be selected from properly credentialed teachers previously approved by the Board of Trustees. These home-teachers will be assigned by the school administration.

Selection of the home-teacher for your student will be based upon established and approved practices. Consideration to fairness, appropriateness and special circumstances are also factors that influence teacher assignments.

Home-Teacher Responsibilities

1. Develop and coordinate with the parent a program for the student that will incorporate up to five (5) hours of instruction per week.
2. Maintain an effective and ongoing working relationship with the student's classroom teachers in order to obtain instructional materials (e.g. textbooks, worksheets, tests, and course objectives) that provide for a program as consistent as possible with the program available in the school setting.
3. Obtain the student's schedule and/or IEP goals and strategies from appropriate staff.
4. Submit required forms in a complete timely manner as requested.
5. Completed work by the student shall be turned in to the teacher of record in a timely manner by the home-teacher.
6. The home-teacher will submit a "Home/Hospital Weekly Attendance Register" to the Attendance Secretary to comply with state mandated requirements for attendance.
7. The home-teacher will take the required timesheet to the school principal for signature, and Attendance Secretary to verify hours worked before submitting to the District Office.
8. When a special education student is placed on Home/Hospital, the case manager will remain in place. The home-teacher assigned to a special education student may not possess a special education credential.

Instructional Time

1. In Home/Hospital instruction, one (1) hour is equal to one (1) day of school.
2. Each student is allowed up to a maximum of five (5) hours of instruction per week (exceptions: weeks where there is a holiday, staff development, etc., and the student would not normally be in the regular classroom). These hours constitute instructional time only.
3. Home/Hospital instruction session should be scheduled cooperatively between the parent and the home-teacher at times that are conducive to quality instruction.

Concluding Home/Hospital Instruction

1. Each student must have a specific date of conclusion on the request.
2. The school will make every effort to return the student to the same schedule upon the student's return to campus.
3. At the conclusion of Home/Hospital instruction, parents should contact the Home/Hospital Coordinator to make an appointment for re-enrollment to the regular program.
4. All Home/Hospital placements automatically terminate at the end of the student's instructional school year. Should the need for Home/Hospital instruction still exist for the next year, **the parent must reapply for the services.**

Returning to School

1. When the doctor releases the student, he/she may return to school.
 - a. If a student is returning to school *at the end of the term originally prescribed by the physician*, a physician's note is **not** required.
 - b. If a student is returning to school **before the end of the term originally prescribed by the physician**, **a physician's note is required**. The physician's certification will need to be brought to the Home/Hospital Coordinator or Attendance Secretary prior to the student's return to school.
 - c. Any recommendation for a partial return requires both a physician's note and 504 Plan team considerations. Determination will be made on a case-by-case basis, by an Individualized Plan team composed of those knowledgeable about the student.