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HARDIN COUNTY SCHOOLS

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TO: Parents and Students Requesting Home/Hospital Instruction

FROM: Hardin County Schools

SUBJECT: Home/Hospital Instruction

Directions

1. Parents/Guardians must complete all of **Section I**.
2. Appropriate Medical Professional must complete **ALL** of **Section III**.
3. Return the completed Application Form to **Wes Blair, Director of Alternative Programs or Lisa Brown, Homebound Coordinator** at the Hardin County Schools Board of Education located at 65 W.A. Jenkins Rd in Elizabethtown.
4. Once received, the Home/Hospital Review Committee will review the applications and complete Section II.
5. Upon approval, you will be contacted by Student Services Department and assigned a Home/Hospital teacher who will set instruction dates and times.

Eligibility and Mandates

1. Students who anticipate absences for **more than five consecutive school days** for medical purposes may apply for Home/Hospital Instruction to help minimize learning disruptions caused by a lengthy school absence due to a medical diagnosis.
2. A student cannot be enrolled in home/hospital instruction until the completed Application Form (Sections I & III) is received and approved by Review Committee at the Board of Education office. The original Application Form can be mailed or submitted to the Hardin County Schools Board of Education, 65 W.A. Jenkins Rd. Elizabethtown, KY 42701 to the attention of Wes Blair or Lisa Brown. If you have any questions, please call Wes Blair at 270-769-8826 or Lisa Brown at 270-769-8851.
3. Section III of the Application Form must provide satisfactory evidence in the form of a signed statement from a licensed physician, psychologist, psychiatrist, or a public health officer that the condition of the student renders inadvisable attendance at school for **more than five (5) consecutive school days**.
4. Students qualifying for home/hospital instruction because of emotional or psychological problems must have a signed statement from a licensed psychologist or psychiatrist certifying that the student is unable school and the student must be receiving regular treatment from the psychologist or psychiatrist who signs the Application Form.

5. Any student who is excused from school attendance for more than six months must have two (2) signed statements from a combination of the following professional persons: a licensed physician, psychologist, psychiatrist, and /or health officer.
6. Since pregnancy is not considered a physical or health impairment, the condition itself, barring complications, would not constitute a need for home/hospital instruction.
7. Students must receive an hour of instruction twice a week to be counted in full attendance. The home/hospital teacher will notify the parents as to the schedule for instruction in the home. Students should schedule any personal activities after these hours (excluding doctor appointments).
8. A responsible adult must be in the home and be visible during the home/hospital teacher's visit.
9. Prior to the teacher's visit, an adequate work area free from distractions must be prepared.
10. The student and/or parent is responsible for making arrangements with the student's classroom teachers regarding assignments not completed prior to placement in the Home/Hospital Program.
11. All subject assignments including tests for each nine-week grading period must be completed not later than two weeks (10 school days) following the ending date of the grading period.
12. A student cannot be gainfully employed or participate in school-related extra-curricular activities such as sports, during the time that he/she is enrolled in the Home/Hospital Instruction Program.
13. Elementary and Middle School Promotion and Retention:
 14. The decision to promote or retain shall be made by the principal after involvement of classroom teachers and the home/hospital teacher and shall be consistent with HCAR 08.22.
 15. Exceptional children must meet all of the above criteria. In addition, an admissions and release committee (ARC) shall determine that an exceptional child shall be eligible for home/hospital instruction provided certain criteria are met.
 16. Exemptions and status of all children under the provisions above must be reviewed annually with the evidence required being updated.

****Please feel free to contact Mr. Blair/Ms. Lisa Brown if you have any questions regarding this program, its policies and procedures.**

Office: 270-769-8826

Fax: 270-769-8865

Email: wes.blair@hardin.kyschools.us

Office: 270-769-8851

Fax: 270-769-8865

Email: lisa.brown@hardin.kyschools.us

Application for Home/Hospital Instruction

(please type or print neatly)

Section I

To be completed by the parent (s) /guardian (s) prior to full completion by the authorized health professional.

School District _____ School _____

Grade _____ County of Residence _____

Last Date Attended _____ Special Education Student _____ Yes _____ No _____

Name of Student _____ Date of Birth _____

Address of Student _____ Zip Code _____

Sex _____ Race _____ Social Security # _____ Telephone # _____

Full Name of Father/Guardian _____ Work Phone _____

Full Name of Mother/Guardian _____ Work Phone _____

List any Special Education Programs in which your son or daughter may be enrolled: _____

Directions to Student's Home _____

Pursuant to KRS 159.030, Section (2), before granting an exemption under paragraph (d) of subsection (1) of this section, the board of education shall require satisfactory evidence, in the form of a signed statement of a licensed physician, advanced registered nurse practitioner, psychologist, [or] psychiatrist, chiropractor or public health officer, that the condition of the child prevents or renders inadvisable attendance at school or application to study. On the basis of such evidence the board may exempt the child from compulsory attendance. Any child who is excused from school attendance more than six (6) months must have two (2) signed statements from two different local health personnel which can be a combination of the following professional persons: a licensed physician, advanced registered nurse practitioner, psychologist, psychiatrist, chiropractor and health officer. Exemptions of all children under the provisions of subsection (1) (d) of this section must be reviewed annually with the evidence required being updated.

Pursuant to 704 KAR 7:120, the condition of pregnancy is not to be considered a physical or health impairment in and of itself, and the nature and extent of any complication shall be delineated prior to consideration of home/hospital instruction for this condition.

RELEASE OF INFORMATION

I understand that the Home/Hospital Review Committee may request a review of the information provided on these forms by local health personnel. I hereby authorize this committee to have access to pertinent information regarding this request.

Parent/Guardian Signature

Date

Section II

This section is to be completed by the Home/Hospital Review Committee.

Name of Student _____

Date Application Received: _____ Approved _____ Denied _____ Incomplete _____

If approved, date of services will be from _____ until _____
(Review Date)

If eligibility for services denied, reason for denial

If incomplete application, type of additional information requested _____

Date of Request _____ Person Contacted _____

Signatures of Committee Members:

Director of Pupil Personnel _____ Date _____

Home/Hospital Services Teacher
or Program Director _____ Date _____

Local Health Personnel _____ Title _____ Date _____

Comments:

Professional Statement

Section III

This section is to be filled out by the authorized health professional.

It shall be determined that a child or youth is to be provided home/hospital instruction if the condition of the child or youth prevents or renders inadvisable attendance at school as verified by signed professional statement in accordance with KRS 159.030 (2) and 704 KAR 7:120.

Please Note: Home Instruction (homebound) is **short-term** instruction provided in a home or other designated site for a student who is **temporarily** unable to attend school. According to state guidelines, **two hours of home instruction each week** is the equivalent to one full week of school attendance. **Home instruction is not designed to take the place of a more appropriate school placement.**

Name of Student _____

Please check one of the following:

_____ The student can attend school without any type of modifications or special provisions.
Comments _____

_____ The student can attend school only with modifications or special provisions.
Describe Modifications Needed _____

_____ The student is unable to attend school at this time due to health concerns, and I do support Home/Hospital instruction (If checked, please complete the rest of this section).

_____ I do/_____ do not support home/hospital instruction for this student. If you do not support home/hospital instruction at this time, please state your concerns and/or recommendations: _____

If you do support home/hospital instruction at this time, please fill out the rest of Section III

Diagnosis _____ Prognosis Good _____ Fair _____ Poor _____
Specific reason (s) why the student is unable to attend school at this time: _____

How long have you been seeing the patient for the diagnosis listed? _____

Approximate length of time student will need Home/Hospital Instruction _____

Please summarize test and all other data collected that supports the need for Home/Hospital Instruction at this time.

What is the treatment plan for the patient? _____

What is the expected duration of treatment? _____

What ancillary services are involved in treatment? _____

List consultants/specialist to whom this student has been referred.

Name	Specialty	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Will you be following the patient? ____ Yes ____ No If not, who will?

Name _____ Phone Number _____

Address _____

Anticipated date of student's return to school _____ | _____ |

What are your recommendations to assist this student in his/her return to school? _____

Remarks/Comments: _____

Signature of Authorized Professional _____ Title _____ Date _____

Please Print or Type Name of Professional: _____

Office Address _____ Phone Number _____

_____ Fax Number _____
