

Home and Hospital Instruction

Section A - Introduction

It is the policy of the Board of Education that the school district provide home or hospital instruction at school district expense to students absent from school for a period of time as defined by Illinois School Code (105 ILCS 5/14-13.01(a)) because of a medical condition, or while awaiting placement in a district-approved program.

Section B - Eligibility

Eligibility shall be determined by State law and the Illinois State Board of Education rules governing:

1. The home and hospital instruction provisions for students with or without special education services; or
2. The continuum of placement options for students who have been identified for special education services.

Appropriate educational services from qualified staff will begin no later than five (5) school days after receiving a completed Home and Hospital Instruction Medical Certification Form using the school district's standardized form from:

1. A physician licensed to practice medicine in all of its branches;
2. A licensed physician assistant; or
3. A licensed advanced practice registered nurse.

Home and hospital instruction medical certifications from medical providers are valid for six (6) weeks. An updated Home and Hospital Instructional Medical Certification Form using the school district's standardized form must be submitted before the expiration of the original request for services to continue.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction:

1. Before the birth of the child, when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction; and
2. For up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate coursework and facilitate a student's return to school.

Section C - Services Provided

Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. Home and hospital instruction shall be provided for the following courses:

- English;
- Mathematics;
- Science;
- Social Studies; and
- Other courses required for graduation when available and approved by the Assistant Principal for Student Services or the student's IEP team.

Services shall be provided only on days when Glenbrook High School District 225 is in session unless otherwise agreed by all parties. Services shall only be provided during the regular school term. In extraordinary circumstances, the Assistant Principal for Student Services may grant an extension for services beyond the regular school term.

Section D - Procedures for Implementing Home and Hospital Instruction

The Student Services department at the student's home school shall coordinate an eligible student's home and hospital instructional services. All requests for services should be submitted to the Assistant Principal for Student Services or their designee.

Upon receipt of a request:

1. The medical certification will be reviewed to confirm eligibility.
2. Upon approval of eligibility, the student's parents/guardians will be notified and services will be scheduled to begin within five (5) school days.
3. The appropriate staff will be notified.
 - a. The Instructional Supervisor for Special Education or designee will schedule an IEP meeting for students currently receiving services through an individualized education program to discuss appropriate instructional services. Following the IEP meeting, the Instructional Supervisor for Special Education or designee will be responsible for communicating decisions regarding services to the Home and Hospital Instruction Coordinator.
4. The Home and Hospital Instruction Coordinator will collect schoolwork, and if needed, assign tutors.
5. Parents/guardians or the student is responsible for scheduling sessions with all tutors.
 - a. Parents/guardians are required to be present if tutoring is taking place in a residential setting.
6. Tutors will be responsible for submitting a timesheet to the appropriate Student Services department in the manner defined by the Business Services department. If a contracted service provider or hospital is providing instructional services, they are responsible for submitting a monthly invoice for services at the appropriate negotiated rate.

Section E - Eligible Service Providers

All teachers providing home and hospital instructional services must be licensed by the Illinois State Board of Education with the appropriate teaching endorsement(s) (Ill. Admin. Code 23§ 1.610). When appropriate, the school district may utilize a contracted service provider to provide home and hospital instructional services.

A Glenbrook High School District 225 teacher may be permitted to provide home and hospital instructional services for a student who is in the teacher's class. Services may be provided in person or through an online platform with synchronous, two-way communication.

A hospital may be approved to provide instructional services to students in its care, at the approved district's rate. However, the student's parent or guardian must follow the procedures outlined in Section D before services are rendered. The school district is not obligated to pay for any services not approved in writing by Assistant Principal for Student Services or their designee.



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