

GATEWAY UNIFIED SCHOOL DISTRICT

HOME/HOSPITAL STUDY PROGRAM

POLICIES & PROCEDURES HANDBOOK



4411 Mountain Lakes Blvd., Redding, CA 96003

www.gateway-schools.org

PURPOSE

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. To qualify for the home/hospital 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 weeks or longer while a student is enrolled in regular day classes or an alternative education program, and after which the student can reasonably be expected to return to regular day classes or the alternative education program without special intervention. (www.cde.gov)

A temporary disability does not include a disability for which a student is identified as an individual with exceptional needs pursuant to California *Education Code (EC)* Section 56026.

A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, located outside of the school district in which the student's parent or guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. (*EC* Section 48207)

It is the primary responsibility of the parent or guardian of a student with a temporary disability to notify the school district in which the student is deemed to reside of the student's presence in a qualifying hospital. Within five working days following notification from the parent or guardian, the school district shall determine whether the student will be able to receive individualized instruction, and, if the determination is positive, when the individualized instruction may begin. Individualized instruction shall start no later than five working days after the positive determination has been made. (*EC* Section 48208)

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 one school year. If additional time is required beyond the current school year, a new Request for Home/Hospital study for Home Instruction is required from the physician.
2. Temporarily disabled students who are receiving care in an out-of-district residential health facility (excluding state hospitals) are deemed residents of the district in which the health facility is located. Students will be eligible for instruction through their school district of residence upon their release from the facility and return to home.

California Education Code 48206.3 (a) Except for those pupils receiving individual instruction provided pursuant to Section 48206.5, a pupil with a **temporary disability** which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside.

(b) For purposes of this section and Sections 48206.5, 48207, and 48208, the following terms have the following meanings:

- 1) "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.
- 2) "Temporary disability" means a physical, mental, or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program, and after which the pupil can reasonably be expected to return to regular day classes or the alternative education program 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.

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 by the District that safety or health conditions exist preventing instruction to take place in the home.
3. Home/hospital instruction will not be assigned when there are less than ten (10) days remaining in the student's school year.
4. For a home teacher to be assigned to a special education student, a completed Individualized Education Plan (IEP) is required. If a parent or a medical doctor requests that a special education student be placed on home/hospital teaching, it must be addressed by the IEP team, as it is a change of placement. CCR Title 5 Education section 3051.4 (d) states:

"When recommending home/hospital instruction, the individualized education program team shall have in the assessment information a medical report from the attending physician or the report of the psychologist, as appropriate, stating the diagnosed condition and certifying that 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." The psychologist referenced here is the psychologist who is treating the student in a clinical setting. It is not the school psychologist.

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

5. Home/Hospital instruction will not be assigned when other programs will create a less restrictive placement.

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. Courses necessary for the student to maintain their academic status.
 - d. The course of study for a special education student will be consistent with the instructional objectives of the IEP.

REQUEST FOR HOME/HOSPITAL STUDY PROGRAM INSTRUCTION

1. Parent/Guardian begins the process:
 - a. Obtain a Request for Home/Hospital Study form from your student's school.
2. A completed application must provide:
 - a. Name of physician.
 - b. Name and address of physician's facility.
 - c. Nature of temporary disability.
 - d. Duration of the absence.
 - e. Is the disability contagious?
 - f. Make sure form is complete and signed.
3. Return document:
 - a. Parent returns the completed "Request for Home/Hospital Study" form to your student's school site administration.
4. The request is reviewed by the student's District Home/Hospital study program and District Nurse:
 - a. **The parent/guardian is notified within five (5) working days.**
5. A Home/Hospital study teacher will be assigned by the district Home/Hospital study program.
6. Distribution of request copies and/or parent letter:
 - a. Parent/guardian
 - b. School of Attendance: attendance, registrar, counselor, site administration, regular classroom teacher
 - c. Home Teacher
7. The student's school will:
 - a. Make the necessary changes in the Student Information System (AERIES) to indicate the student is on Home/Hospital. Attendance codes are marked with an "L" while in Home/Hospital.
 - b. Make every effort to return the student to the same classroom upon student's return to campus.
8. Upon Return:
 - a. In some rare instances, upon return to the regular school campus, the student's class schedule may not be exactly the same as it was prior to home instruction.

PARENT RESPONSIBILITIES

It is the desire of the Gateway Unified School District to provide a positive and meaningful educational experience for your child while they are on the Home/Hospital Study 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 teacher(s) to insure a current and relevant curriculum is being offered. The District reserves the right to cancel enrollment if the student is not benefiting from the program, or the conditions in which instruction is provided is not conducive to learning, or if the number of student absences is excessive. In order to provide the best possible instructional program during this time, we are requesting that the parent participate in the following ways:

1. If the student has an active 504 and/or Individualized Education Plan (IEP) parent and student will have to meet with 504 Coordinator or IEP team before Home/Hospital study begins.
2. Obtain assignments from the classroom teachers until the Home/Hospital study teachers are assigned.
3. Plan the schedule of instruction with the Home/Hospital study teachers. When possible, parent or guardian requests will be considered, but not all requests can be accommodated. All appointments between student and home instructor must be done after school hours and during GUSD instructional days.
4. **Ensure that a parent, guardian, or designated adult is in the home during the entire period of instruction.** If an adult is not in the home at time of instruction, the teacher will cancel the session. It is required, and absolutely necessary, that there be a third person (adult) in the home during the entire teaching time.
5. Provide an appropriate learning environment free of interruptions and with proper lighting and necessary equipment, such as a desk or table, pencils, paper, books, and other materials as needed.
6. Ensure that all pets are confined prior to the arrival of the home instruction teacher.
7. Make sure the student is ready for instruction at the time designated by the Home/Hospital study teacher.
8. Supervise daily homework.
9. Make every effort to see that the student completes school assignments.
10. Keep all appointments with the hospital/home study teacher.
11. Notify the home instruction teacher prior to the scheduled session if the student is unavailable because of a contagious disease or an emergency.
12. Participate in the student's school reintegration process.

THE HOME/HOSPITAL STUDY TEACHER

The Home/Hospital study teacher for your child has been selected from credentialed teachers. These home teachers will be assigned by the Home/Hospital study program. Selection of the Home/Hospital study for your child will be based upon established and approved practices. Consideration to fairness, appropriateness and special circumstances are also factors that influence teacher assignments.

HOME/HOSPITAL STUDY TEACHER RESPONSIBILITIES

1. Within 24 hours of accepting a student assignment, contact the parent or guardian and schedule hospital/ home study. If contact is not made with the parent or guardian within 48 hours of assignment, document all attempts and contact the Home/Hospital study program.
2. Notify the Home/Hospital study program of time and location of scheduled instructional sessions and of any changes in scheduled sessions.
3. Communicate regularly with the parent/guardian regarding the student and his/her progress.
4. Provide instruction to student and administer tests, exams, or other assessments with the goal of keeping the student as current as possible with classroom instruction.
5. After each instructional session, assign work to be completed by the student before the next instructional session.
6. Communicate with the classroom teacher, preferably weekly, but at least biweekly, to remain informed about classroom activities and to keep the classroom teacher informed about the student's academic progress, effort, and circumstances.
7. If the student is expected to take a final examination, coordinate with the classroom teacher to obtain a copy of the exam and all preparatory materials. Consult with the school testing coordinator regarding state tests. If the student is eligible for alternative state assessments, work with the IEP case manager and school testing coordinator.
8. Complete the Weekly Home/Hospital Study Student Attendance Record documenting instructional time and subjects taught at the conclusion of each week and turn it into the Home/Hospital study coordinator bi-weekly. ADA is manually calculated from this attendance record at the district office.
9. **It is required to have a parent or other responsible adult in the house when home instruction is being conducted.**
10. Provide the allotted instruction for each class. Home/Hospital Study teachers may not shorten approved instructional time, even at the request of the parent or guardian, and then request payment for the full time allocated. The time indicated on the time sheet must be the same and does not include preparation and travel time. Instruction time is the actual time spent with the student.
11. If student is unavailable or the required adult is not in the home, mark the session as a "no show," and notify the Home/Hospital study program.

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 (excluding 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. Within these guidelines, hospital/home study instruction sessions should be scheduled cooperatively between the parent and the home teacher at times that are conducive to quality instruction.

CONCLUDING HOSPITAL/HOME STUDY INSTRUCTION

1. Each student must have a specific date of conclusion on the request.
2. The school of residence will make every effort to return the student to the same classroom/class schedule upon student's return to campus.
3. At the conclusion of home/hospital instruction, parents should contact the academic counselor or site administration to make an appointment for the student's re-enrollment.
4. All hospital/home study placements will automatically terminate at the end of the year. Should the need for hospital/home study instruction still exist for the next school year, the parent must reapply for the services.
5. Upon conclusion of hospital/home study instruction, the home teacher will provide progress grades for each subject in which the student received instruction. Grades must be submitted to the registrar's office.

RETURNING TO SCHOOL

1. When the doctor releases the student, they may return to school.
 - a. If a student is returning to school *at the end for the term originally prescribed by the physician*, **no** doctor's release note is required.
 - b. If a student is returning to school **before** *the end of the term originally prescribed by the physician*, **a doctor's release note is required.**
 - c. The doctor's early release certification will need to be brought to the school of residence prior to the student's return to school.
 - d. Any recommendation for a partial return requires both a physician's note and 504 and/or IEP team consideration. Determination will be made on a case-by-case basis.



SCHOOL SITE CONTACT INFORMATION

- BUCKEYE SCHOOL OF THE ARTS: (530) 225-0420
- CENTRAL VALLEY HIGH SCHOOL: (530) 275-7075
- GRAND OAKS ELEMENTARY SCHOOL: (530) 275-7040
- MOUNTAIN LAKES HIGH SCHOOL: (530) 275-7000
- SHASTA LAKE SCHOOL: (530) 275-7020

HOME/HOSPITAL PROGRAM CONTACT: (530) 245-7904 (Student Service's Office)

(530) 245-7920 (Fax)