

## **HOME HOSPITAL GUIDELINES FOR SCHOOL YEAR 24/25**

### **PARENTS RESPONSIBILITIES**

You should prepare for this in advance unless it is something that can't be planned.

Parent/Guardian or a designated adult by the Parent/Guardian must be present when the HH Instructor is there.

Your student will not be able to participate in any extracurricular activities or go to a job.

You must stay in contact with the HH Instructor and be present for all visits.

If your student does not show up for the scheduled time it will be counted as an unexcused absence more than 2 unexcused absences will require the student to come back to school.

If your student falls behind on assignments they will be required to come back to school.

Your student is required to be at school for KSA testing.

### **STUDENTS RESPONSIBILITIES**

You will not be able to participate in any extracurricular activities or go to a job.

You should be present for all scheduled meetings with the instructor, if you have more than 2 unexcused absences you will be required to come back to school.

You should keep current on all assignments, if you fall behind you will be required to come back to school.

You must be at school for KSA testing.

### **HOME HOSPITAL INSTRUCTORS RESPONSIBILITIES**

You must fill all the paperwork out and submit it on the last day of the month. If paperwork is not filled out correctly or does not make it to the Board Office on the last day of the month it may result in a delay of payment.

You must contact the Parent/Guardian once notified of the student entering Home Hospital to set up your appointments with the student.

You will have to meet with the student in person whether it is at the home or the Library, if there are extenuating circumstances that will have to be approved through Kevin Stephens.

It is your responsibility to coordinate with the counselors to get your assigned Home Hospital students the KSA testing.

### **HOME HOSPITAL COMMITTEE RESPONSIBILITIES**

To approve or deny the paperwork from the doctor.

Review paperwork at least every 6 months, but could be as frequent as every 2 weeks.

Extensions will need to be approved by the committee, however extensions can only be granted for 2 weeks with a specialist filling out the paperwork.

All Home Hospital students will be required to be at school during the KSA testing window which is the last two (2) weeks of the school year unless there are extenuating circumstances.