

Carroll County Public Schools Home & Hospital Application (Physical Reason) - PAGE 1 of 3

Student Name: _____ Grade: _____ School: _____

Instructions: Parent(s)/Legal Guardian(s)/Medical Provider-Please review the information below which describes the CCPS Home & Hospital Program. This information is provided as an overview of Carroll County Public Schools' (CCPS) Home & Hospital Program.

The CCPS Home & Hospital Program provides instructional continuity to students who are unable to attend their regular school of enrollment due to physical illness/injury, an emotional condition, pregnancy, or a chronic health impairment. Home & hospital is a short-term instructional service mandated by state law with specific guidelines for program implementation and delivery. Services are provided either virtually or in person. Home & hospital services are not intended to replicate the classroom experience and are not intended to help students make up past work prior to the home & hospital services approval period. Services are provided in core subjects only and are intended to keep students academically current until they return to school.

To qualify for home & hospital services, the student must be either absent from school for at least 15 consecutive school days or expected to be absent from school for a projected period of fifteen (15) consecutive school days or more as a result of physical or emotional problems or has a history of intermittent absences due to a chronic health impairment.

Service Option	Description	Services Provided	Additional Information
Concurrent Services	Recommended for students with chronic conditions that may cause them to miss 3 or more consecutive days of school during condition flare ups.	Tutoring services to assist the student with making up missed assignments.	Students expected to attend most days. Only one application per school year is necessary. Parent responsible for collecting missed work.
Full-Time Services	Recommended for students who are experiencing a condition that precludes them from being able to attend school.	Maximum of 8 hours of service per week. Classes offered and total hours of services provided weekly are determined by the Supervisor of Student Services-Student Support.	Designed to support students during their healing and transition period back to the school building. Reverification every 60 calendar days.
Part-Time Services	Recommended for students who can attend school part-time. Student attends school either in the morning or in the afternoon for half of the school day.	Maximum of 4 hours of service per week. Classes offered and total hours of services provided weekly are determined by the Supervisor of Student Services-Student Support.	Supports students who can attend school part-time. Reverification every 60 calendar days, if needed.

***Students who receive IEP services:** The IEP team will schedule a meeting if home & hospital services are approved.

To apply for services:

- Parents complete the parent/legal guardian section of the Recommendation for Home & Hospital Services (Physical Only) and forward the form to the appropriate medical professional.
- The recommendation for home & hospital services for a physical reason must be made by a physician or nurse practitioner.
 - Pregnant students are expected to attend school during their pregnancy. The medical professional must provide an estimated date of delivery on the home & hospital recommendation form. Home & hospital services are provided for six (6) weeks postpartum.
- **Submit the completed application and the signed Parent/Student Requirements for CCPS Home & Hospital form to the Student Services Department by faxing it to 410-751-3695, Attention: Home & Hospital Services Office or email to Maria Martin, Supervisor of Student Services – Student Support: MariaMartin@carrollk12.org**
- The Student Services office will notify you regarding the status of the application within 10 school days of submission.

For Office Use Only

Approved ☐ Denied ☐ Reason: _____

Signature: _____ Date: _____

Student Name: _____ Grade: _____ School: _____

Home & Hospital Provider: _____ Date: _____

The following guidelines have been developed to provide the best experience for your child during his/her participation in the program.

Parent/Legal Guardian Requirements:

- Obtain your child's textbooks, materials, and laptop from the school. If your child completed schoolwork before starting home & hospital services, please submit that work to the school.
- Provide a quiet work environment and proper supervision during home & hospital sessions.
- Confirm service dates/times with the home & hospital provider. Notify the provider before the scheduled class time if your child is unable to participate in the day's session. Excused absences include illness, a doctor's visit, or a death in the family. All absences will be recorded at the school. Try to schedule personal appointments that do not conflict with scheduled sessions.
- Cooperate with the home & hospital provider and provide assistance in helping your child progress academically.
- Keep the home & hospital services office informed of any changes to your child's medical condition.
- Notify the home & hospital services office at 410-386-1822 as soon as you know your child will be released to return to school. Please provide us with a medical release and/or relevant restrictions. This information can be faxed to 410-751-3695 or emailed to MariaMartin@carrollk12.org
- In all situations where a home & hospital provider is assigned to come to the home (In person or virtually), you must ensure that a responsible adult 18 years of age or older is present during all sessions.

Student Requirements:

- Attend all classes as scheduled, on time, and participate through the duration of the class.
- Be prepared for class and participate in class discussions/activities.
- Complete independent work to progress through the courses, as expected.
- Cooperate with the home & hospital provider at all times.

Procedures for Missed Services:

- Home & hospital services are made available to students on the days that school is in session. If school is closed one (1) or more days during the school week, the number of hours is prorated based on the number of days school is open. If school is closed for an entire week, no services are provided. Examples of non-school days include Election Day, Thanksgiving break, winter break, spring break, holidays, and snow days.
- If scheduled services are cancelled by the home & hospital provider, an effort will be made to make up the time missed within a week.
- If the student is unavailable for instruction due to illness, services may be made up within a week of the absence.

Carroll County Public Schools' guidelines on home & hospital services states that:

"The presumption of the home & hospital program is that students are truly home or hospital bound. Therefore, the expectation is that students are not to be involved in such activities as employment, extended travel/vacations, and/or involvement with school social and extracurricular activities. If such issues arise, the Supervisor of Student Services-Student Support shall be informed immediately. In such cases, home & hospital services may be terminated."

***In the event that the above conditions are not met, home & hospital services will be discontinued until the Supervisor of Student Services - Student Support determines the next course of action.**

My signature indicates that I have read and understand the above responsibilities. Failure to accept and sign the Parent/Student Requirements form will result in the denial of services.

Parent/Legal Guardian Name (Please Print)

Parent/Legal Guardian Signature

Date

Student Name (Please Print)

Student Signature

Date

Please return this signed form to the Home & Hospital Services Office via fax to 410-751-3695 or email to MariaMartin@carrollk12.org