

ADMINISTRATIVE REGULATION

Placentia-Yorba Linda Unified School District

Instruction

6172 - AR

HOME AND HOSPITAL INSTRUCTION

A. Purpose and Scope

Students who are temporarily hospitalized or who are undergoing medical or psychological treatment that does not allow them to participate in their regular school program shall receive individualized instruction from the district in which the home or residential health facility is located. These administrative regulations provide the operational procedures for implementation of Board Policy 6172 and related education codes. The purpose of home/hospital instruction is to maintain a pupil's educational progress while absent from their regular instructional program.

B. General

1. Student Eligibility

- a. Eligible students are those who incur a temporary disability that makes attendance in regular day classes or an alternative education program impossible or inadvisable for a period of at least four weeks at the formal recommendation of a licensed physician and/or psychologist.
- b. Temporary disability is defined as 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 the regular day class or alternative program without special intervention.
- c. A temporary disability does not include a disability for which the pupil has been identified as an individual with exceptional needs and is eligible to receive an IEP.
- d. A student who has been designated as a pupil with exceptional needs or who may now be permanently disabled and be suspected of having special education needs should be referred for an educational evaluation to determine educational needs and eligibility.
- e. New pupils who were not previously enrolled in the district but were temporarily disabled during the summer are eligible for service when the regular school term begins.
- f. Students will not be allowed to work while on home instruction without a written release from the physician and prior written approval of the principal and the director of instructional support. It must be demonstrated that the student's illness specifically prevents school attendance while allowing for employment outside the home.

- g. The maximum duration for approval of Home Hospital instruction shall be for no longer than three months. At the end of three months, a new Home Hospital application should be submitted to the director of instructional support/designee for review.

2. Residency

Eligible students residing in a hospital, residential health facility, or licensed children's institute (LCI), excluding a State hospital, within the boundaries of the Placentia-Yorba Linda Unified School District are deemed to have complied with the residency requirements for school attendance.

3. Instruction shall be provided in a hospital, residential health facility, or in the pupil's home (including LCI).
4. Assignment of teachers
 - a. Home/hospital teachers are assigned to regular and special education students with temporary disabilities by the director of instructional support designee after the parent's request and the physician's verification of the disabling condition have been approved by the director/designee.
 - b. Home/hospital teachers are assigned by the executive director of special education designee to special education students with long-term disabilities that preclude participation in regular or special education program(s). Home/hospital instruction must be determined by the IEP team as the most appropriate placement for the student and shall be based on medical, psychological, and educational information.
5. A home/hospital teacher is a certificated teacher who is supervised by the department of alternative education to instruct students in the home or hospital. Only one hour of paid time is provided per assignment for the home/hospital teacher to obtain books and assignments and to consult with the student's teachers, counselor, or principal. Therefore, every attempt should be made to assist the home/hospital teacher when his or her needs are known.
6. A student enrolled in home/hospital instruction shall remain enrolled in the school of residence for accounting purposes. The student shall have the right to return to their previous classroom(s) upon his/her return to school.

C. Forms Used and Additional References

1. Home/Hospital Packet
2. Student Grade Report

D. Procedures

1. A parent who wishes to have his/her child receive home teaching should direct a request for home/hospital instruction to the school principal/designee.
2. The principal/designee shall contact the parent by either telephone or home visit to confirm the reason for request.

3. The principal/designee shall schedule a 504, IEP or Home Hospital meeting. For students referred for Mental Health reasons, a School Psychologist should attend the meeting.
 - a. For regular and special education students with temporary disabilities, a Home Hospital Packet (Exhibit A) shall be given or sent to the parent for a licensed physician to complete. If a letter or note from the doctor is submitted instead, information must be submitted on letterhead or imprinted prescription form and must include all of the information contained on the district form.
 - b. Physician must certify that the student will not expose the home teacher to any contagious disease that can be transmitted by casual contact.
 - c. For special education students whose disability requires a change in placement, an IEP team meeting shall be held pursuant to district procedures.
 - d. If a health condition is identified which requires home instruction and that health condition is acute or suggests that the student may have a disability (e.g., health impairment, emotional disturbance) as defined in federal or state regulations, a referral should be made to determine eligibility for special education. The school would be responsible for conducting an evaluation to determine eligibility for special education and the specialized services required. Such services include, but are not limited to, individual consultation, home or hospital instruction, and other instructional methods using advanced communication technology.
4. The parent must return the Home Hospital Packet (Exhibit A) with sections one and two completed. Principal/designee shall complete section 3 and forward the packet to the director of instructional support/designee.
5. Upon receipt of the completed Home Hospital Packet (or letter from the doctor), and the IEP or 504 team's recommendations (when applicable), and following review and approval of the request, the director of instructional support designee will assign a home/hospital instructor as soon as possible.
6. A maximum of 300 minutes of instruction per student on regular teaching weeks is allowed. No holiday time is included.
7. Within five working days of receipt of the parent/guardian notification that a pupil has been admitted to a health facility within the district, the district shall determine if the pupil will be able to receive instruction. If the student can receive instruction, the district shall begin the instruction no later than five working days after the positive determination is rendered.
8. If a student from another district enters a hospital or health facility within the district, the director of instructional support designee shall provide written notice to the school district in which the student previously attended classes that the student shall not be counted by that district for purposes of computing average daily attendance.
9. Responsibilities of the Principal/Designee
 - a. Notify the director of instructional support designee each year of the name of the person who is responsible for processing requests for home/hospital instruction.

- b. Complete section 3 of the Home Hospital packet (Exhibit A) and forward both to the office of the director of instructional support designee to officially request a home/hospital teacher.
- c. Follow routine attendance procedures by keeping an ill child on the school attendance register.
- d. Cooperate with the assigned home/hospital teacher by providing textbooks, teacher manuals, evaluation devices and scoring keys, any special materials, and assignments from regular class teachers so that the purposes of home/hospital teaching may be achieved. Tests and quizzes may be modified by the home/hospital instructor in order to align student evaluation with the home/hospital curriculum.
 - 1) In the secondary schools, long-term absences require the course outline or blocks of instruction so defined for the home/hospital teacher that instruction can take place within the same framework as that of the classroom teacher.
 - 2) Home/hospital teachers are paid the hourly rate and mileage compensation according to the negotiated certificated contract. They are paid for the time they spend with the student (a total of five hours per week) and for one hour of time spent gathering homework assignments or conferencing with the classroom teachers, per assignment.
- e. Require the student, upon returning to school, to present a statement from the attending physician indicating approval (restrictions may be included) for the student to resume regular school placement.
- f. Notify the office of the director of instructional support designee if the student does not return to school at the designated time or if there is a change of enrollment of any kind.
- g. See that complete cumulative records of the student enrolled in home/hospital instruction are available to the home/hospital teacher upon request. These records must be kept in the active files of the school.

10. Responsibilities of the Classroom Teachers

- a. Provide the home/hospital teacher with the class syllabus (if appropriate) with the student's assignments in each course, necessary and supplementary materials, tests, quizzes and scoring keys, and alternative assignments for lab or physical education requirements.
- b. The regular classroom teacher will provide the final grade for a student by averaging the grades received while on home/hospital instruction with those grades received while participating in the regular classroom. Averaging should follow the same procedures a teacher would use if the student were in the classroom throughout the semester. Alternative arrangements for grading may be made by the regular teachers and home/hospital teacher.

11. Responsibilities of the Home/Hospital Instructor

- a. The teacher shall adhere to the following guidelines in addressing the curriculum content and structure of the educational program: (a) the goal of the instruction is to maintain a student's former level of performance while recovering from the temporary disability; (b) instruction offered in a group setting is allowable; (c) to the extent possible, the pupil may continue to work from the same texts utilized prior to the temporary disability; (d) the readiness and degree of concentration which the pupil can devote to educational instruction may be influenced by the type of temporary disability or treatment being received.
- b. When assigned a case, teaching should begin as soon as possible. Therefore, contact with the school should be made immediately.
 - 1) If appropriate, examine the class record with the student's principal and/or counselor and/or teacher(s) noting such data as academic progress, ability, attendance, goals, etc.
 - 2) Determine the student's course(s) of study for the duration of the disability or for the period of time specified by the school/home teacher team, and determine who will assign the final semester grade.
 - 3) Provide notification of home instruction to regular classroom teacher(s).
- c. Contact the student's parents to establish a routine for visits.
 - 1) Notify the parent and agree upon a make-up date when unable to meet for home instruction.
 - 2) Determine that a parent or other adult will be present during all home visits.
 - 3) Arrange the lesson for a later date if you learn that a parent or other adult will not be present during a home visit.
- d. Inform the office of the director of instructional support designee when a date for the commencement of instruction is established.
- e. Notify the office of the director of instructional support designee when the last day of home instruction is determined so the school can be informed that the student is to be returning.
- f. Assume the responsibility for collecting books and assignments, providing appropriate instruction, administering and grading tests.
- g. When a student returns to his/her regular or alternative education classroom, the home/hospital teacher is responsible for submitting a grade to the student's regular teacher for the work completed while on home/hospital instruction. Records of assignments given and completed and grades received shall be maintained. Arrangements may be made with the regular teacher to grade assignments submitted by the home/hospital teacher.

- h. When a temporarily disabled student who has participated in the regular or alternative education classroom program is unable to return to the regular classroom prior to the end of the semester, the home/hospital teacher shall be responsible for assigning the final grade for the courses taught in the home/hospital instructional program. The final grade shall include the grades obtained in the regular classroom prior to the temporary disability. These grades shall be submitted to the school of attendance for posting on the permanent record card using Student Grade Report (Exhibit B).

Home/hospital instructors teaching middle and/or high school students at the end of a semester shall submit a completed Home/Hospital Instruction Student Grade Report to the student's middle or high school counseling office by Monday following the last day of the semester. The counselor or designee shall manually post the submitted home/hospital instruction courses/grades to the display/update screen for secondary student grades (GRDCRT) in time to ensure generation of a grade mailer.

When there is a question regarding the appropriate grading of a student in a course, the home/hospital teacher should consult with the student's classroom teacher and/or school administrator. To establish a semester grade, the teacher should average grades received in the regular classroom program with those received while on home/hospital instruction. The semester grade, therefore, should reflect the student's performance over the entire semester.

- i. Students enrolled in home/hospital instruction for a complete semester shall receive credits and grades from the home/hospital instructor based on the completed coursework.
 - 1) One and one-quarter (1.25) credits shall be earned for each 20 hours of complete work.
 - 2) A student will need a minimum of 80 hours of completed work to fulfill a five-credit course.
 - 3) The student's credits and grades will be logged into the student's permanent record at the school of attendance.
- j. Submit registers to the office of the director of instructional support designee on the last day of each school calendar month.
 - 1) Submit monthly attendance reports and mileage forms at that time.
 - 2) Submit time sheets the 12th of each month.
- k. Timesheets and registers must coincide as to dates of instruction. Enter the dates of the school month at the top of the register page with a slash mark in the box under a given date to indicate one hour of teaching. On another timesheet, you may add one hour per assignment to the time sheet for the time spent collecting material or consulting with the teacher/counselor/principal. Add that hour either prior to beginning the assignment or at the completion of the assignment.

One hour per day is maximum to be shown on the register and on the timesheet even though you may have taught 1 1/2 hours for two days. Show this as one hour for three separate days with the time sheet reflecting the three separate dates.

- l. Teaching is arranged at the convenience of the home teacher, including Saturday, but the total number of hours taught per school month may not exceed one hour for each day that school is in session. Sunday teaching is illegal.
- m. Return the signed register to the office of the director of instructional support designee on the last day of the school year along with outstanding monthly reports.

12. ADA Reporting

- a. Each clock hour of teaching time devoted to individual instruction shall count as one day of attendance per pupil taught.
- b. In no case shall a pupil be credited with more than five days of attendance per calendar week or more than the total number of calendar days that regular classes are maintained by the district in any fiscal year.

13. Role of the Parent

- a. For a regular or special education student with a temporary disability that precludes school attendance, obtain a copy of the Home Hospital Packet and submit it to the attending physician or obtain a letter/note from physician on letterhead or imprinted prescription form. Submit the completed packet letter to the student's school of attendance.
- b. Arrange scheduled times for instruction with the home/hospital teacher.
- c. Assure that an adult is in the home when the home/hospital teacher is in attendance.
- d. Provide a suitable home situation where the teacher and student can study free of distractions.
- e. Notify the home/hospital teacher as soon as possible if for any reason it is inadvisable for the home/hospital teacher to instruct at the scheduled time.
- f. Obtain a note from the physician indicating approval for the student to return to school and submit note to regular school of attendance.
- g. Notify the home/hospital teacher when the student is released by the doctor to return to regular classes.

14. Role of the Director of Instructional Support Designee

- a. Assign home/hospital teachers to cases as requests are verified and notify the school of the assignment.

- b. Supply to each new home/hospital teacher a packet containing: guidelines, register, mileage reimbursement claim forms, hourly time sheets, monthly attendance reports (and example of completed monthly attendance report), a district school calendar, student grade reports, and model email request for assignments from classroom teacher(s).
- c. Handle payroll details and mileage for home/hospital teachers.
- d. Complete monthly ADA reports.
- e. Inform the school's principal/designee or the attendance/counseling office at the secondary level of the date that home/hospital instruction begins.
- f. Inform the principal/designee or school's attendance/counseling office at the secondary level of the date that home/hospital instruction will end and the date the student should be re-entered on the attendance rolls.
- g. Send the completed home/hospital packet to the school office.

E. Approved by:

<u>Candy Plahy</u>	<u>10/30/19</u>	<u>Greg Plutko, Ed.D.</u>	<u>10/30/19</u>
Responsible Division Head	Date	Superintendent	Date