

HOME AND HOSPITAL INSTRUCTION - requirements

A student with a temporary disability, based on medical or psychiatric diagnosis, which makes school attendance impossible or inadvisable shall receive individual instruction at home or in a hospital or other residential health facility within the district. Such instruction may be given from one to five (5) hours a week. This instruction applies to student(s) incurring a physical, mental or social-emotional disability after which they can reasonably be expected to return to regular day classes or an alternative education program after *one semester*.

Home or hospital instruction shall be provided only when a student is expected to be out of school for four 21 days or longer. Home teaching is a short-term placement, not to exceed one semester (semester defined by the OUHSD school calendar for the year services are provided). If need for continued instruction after one semester a student study team will discuss alternative placement if and when necessary. Only in exceptionally rare cases will the district extend Home and Hospital Instruction up to, but not to exceed, one additional semester (semester defined by the OUHSD school calendar of the year services are provided).

Home or hospital instruction shall be provided by teachers holding a valid California teaching credential. The home teacher will receive a list of courses and grades in order to transition the student into Home and Hospital Instruction. The home teacher will work with the school counselor assigned to the student to schedule into online courses via the district student information system. After and upon student receiving their updated schedule of online classes the home hospital teacher will work weekly with the student and family to monitor progress in courses, update and document student progress, and input the students grades each grading period. A non-online courses will be approved only when the course does not exist in any of the district approved online course programs.

When seeking instruction for a student at home or in a hospital located within the district, the parent/guardian shall present this request at the home school. The request must include a physician's, Psychiatrist's or licensed therapist's written description of the disabling condition shall include physician's, psychiatrist, or licensed therapist signature, address and name of their practice, phone number, email and fax number. The physician's, psychiatrist, or licensed therapist shall have determined in writing that the student is unable to attend school and will not expose the home teacher to any contagious disease that can be transmitted by casual contact or cause undue harm due to their diagnosis. The school site Student Study Team, including the nurse, psychologist, administrative designee, and counselor, may determine the appropriateness of the placement. If a student has a Section 504 plan or is suspected of being disabled as defined under Section 504 or receives special education services, HHT placement shall be considered and determined through the Section 504 and Special Education FAPE process.

The district shall notify parents annually that (1) individual instruction is available for temporarily disabled students and (2) when a student becomes temporarily disabled, it is the parent/guardian's responsibility to notify the district in which the student is receiving care.

An out-of district student temporarily disabled and confined to a hospital or health facility within this district shall receive individual instruction when the district is notified by the student's parent/guardian. Within seven to 10 business days of notification, the district shall determine whether the student is able to receive instruction and, if so, when it shall begin.

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HOME AND HOSPITAL INSTRUCTION - Process

The procedures is as follows:

MEDICAL HOME TEACHING

Students placed on home and hospital teaching must be unable to attend school for a minimum of 21 days. Home and hospital Teaching will be conducted in increments of one, two or three hour sessions. A student shall not be taught more than three (3) hours in any day nor more than five (5) hours in any week. The maximum number of hours taught shall not exceed the number of days in the semester. Instruction may be conducted on Saturdays if the *teacher, parent, and student* are in agreement and it is documented in the contact log. The home teacher will not instruct a pupil unless a parent or guardian is present. A full time teacher will not home teach more than ten (10) hours per week and will not teach on Sundays, holidays or vacations.

Home/ Hospital teaching requests are processed through the school nurse and counselor with administrative designee oversight. The nurse will maintain all auditable records for Medical Home/ Hospital Teaching.

MEDICAL HOME TEACHING PROCEDURE

- A. A nurse opens a file when the application and physician recommendation is completed.

The nurse will provide the student or parent a "Physician Recommendation" form which must be completed and signed by the attending physician. The "Physician Recommendation" must include a signed note from physician, psychiatrist or licensed therapist pending the condition being treated or diagnosed.

The determination to assign a home instructor is made if a physician, psychiatrist or licensed therapist note states that the student will be out of school 21 or more days and the Student Study Team agrees to the placement. Attach form B (Request for HHT) to the application form and file, must be signed by all required attendees of the SST.

The nurse maintains a file for each student enrolled in home and hospital teaching. This file includes the original copy of the physician, psychiatrist or licensed therapist recommendation form and the record of the home teaching assignments including subjects taught, teachers assigned and length of time of the assignment. The nurse's record is the auditable account.

If student is unable to be in classes for 2 or more periods Independent Study Short Term placement may be considered pending the HHT request.

- B. The nurse initiates the request for home teacher by notifying the counselor. The counselor in turn notifies the administrative designee.

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The student's counselor shall verify student's enrollment status and include a printout verifying enrollment with request for placement in the program. The counselor will then schedule an SST with all required parties to attend. Upon or after the SST, pending approval, the counselor will complete the "Application for Home and Hospital Instruction" form and delineate the recommended course of study. Course of study will be entirely online unless the course needed does not exist in any of the district approved online programs.

The counselor submits all necessary forms to the designated site administrator for site approval. All documents are then forwarded to the office of Student Support Services and upon approval the forms are returned to the site principal or designee and copies distributed to the nurse, records clerk, attendance clerk, and principal's secretary.

- C. According to internal school procedures, the counselor or principal's secretary, administrative secretary finds teachers to do home teaching in coordination with Student Support Services. In cases when no site teacher may be found Student Support Services will consult the eligibility list or retirees list, provided by Human Resources, pending time lapsed.

The student's regular teachers are offered the home teaching opportunity first. Then, after 2 days, all district employees are offered the positions in accordance with the gainful employment provision of the collective bargaining agreement. Finally, if not yet filled, after 2 additional days retirees and other non-district employees may be offered the position(s).

- D. The home teacher(s) makes contact with student's parent/guardian within 3 days of their approval to provide HHT and make individual time arrangements. The HHT teacher shall contact the student's counselor to transition the student from onsite instruction to online HHT instruction.

The home teacher will not instruct a pupil unless parent or guardian is in attendance. The teacher shall confirm the student's presence and readiness to receive instruction prior to making the home visit. No compensation shall be earned if the student is not present or fails to actively participate in receiving instruction.

- E. Principal's secretary or staff designee gives copy of completed "Application for Home and Hospital Instruction" and a copy of all time sheets to the nurse for filing and auditing purposes.

Timesheets and Home and hospital Teaching Verification Forms initialed and signed by the parent are required of each home teacher and should be submitted to the Principal or designee where the student would normally attend school at the end of the month when services were rendered. Home and hospital teachers are not to accumulate or delay the submission of timesheets. Failure to submit time sheets promptly negatively affects the district's ability to generate attendance revenue and will be deemed sufficient grounds to discontinue a teacher's service

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in the program.

The Principal or their designee shall review all time sheets and logs to ensure compliance with these procedures prior to sending time sheets to the Assistant Superintendent, Educational Services or designee. Included in this review will be confirmation that all time sheets that are due have been submitted. The Principal or their designee will contact all teachers who fail to submit a timesheet promptly and direct the teacher to do so immediately. This process applies to all forms of HHT.

If the home teacher is teaching both students in general and special education programs, a separate timesheet must be used for the students in special education and another timesheet for the students in general education. Each timesheet should be marked with the students' program; "general" or "special education". This will ensure correct accounting of home teaching time in each program.

F. When student is readmitted, he/she brings a note from his/her physician and checks in through the health office.

G. Submission of Grades

The home teachers must submit the student's grades to the site records clerk immediately at the end of each grading period or at the end of home teaching. At the completion of home and hospital instruction the teacher must submit all necessary documents (i.e. master agreement, contact log, record of work completed).

VARIATIONS OF MEDICAL HOME TEACHING

The following variations of home teaching are available to students in need of such modifications.

Audit-home teaching - The purpose of this instruction is to provide an opportunity for attendance at on site instruction for students too ill to attend classes on a regular basis. This program modification alleviates some of the social isolation and depression experienced by some students assigned home teaching. The steps toward implementation are outlined:

The counselor will contact the classroom teacher and request that a place be reserved in class for the student on home teaching. The student will be dropped from class rolls with the understanding that they will attend class when able.

The home teacher will be responsible for instruction and assessment of the student.

Combination/ home teaching - The purpose of this instruction will be to accommodate the student based on the nature of their condition in order to provide the best combination of HHT and on site instruction. This will be done in consultation with

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the student's counselor, nurse or psychologist, administrative designee and the family.

SPECIAL EDUCATION HOME TEACHING

Students placed on home teaching must be unable to attend school for a minimum of four (4) weeks or 20 days. Home Teaching will be conducted in increments of one, two or three hour sessions. A student on special education home teaching shall not be taught more than three (3) hours in any day nor more than five (5) hours in any week, unless approved by the Director of Special Education. The maximum number of hours taught shall not exceed the number of days in the semester, unless approved by the Director of Special Education.

The home teacher will not instruct a pupil unless the parent or guardian is present. The teacher shall confirm the student's presence and readiness to receive instruction prior to making the home visit. No compensation shall be earned for times when the student is not present or failed to actively participate in receiving instruction.

A full time teacher employed by the district will not home teach more than ten (10) hours per week and will not teach on weekends, holidays or vacations.

All auditable Special Education Home Teaching-documents/files-will be maintained in the student's special education file and will be the responsibility of the student's Special Education Case manager.

The Director of Special Education will regularly provide an updated list of students and teachers in the program to the Assistant Superintendent, Educational Services or designee.

A. IEP Team Meeting initiates placement to Home Teaching

In the event that Home/Hospital teaching is identified as the appropriate placement for a student by the IEP Team, this will be indicated as the instructional placement on the IEP document as DIS - Home and Hospital Teaching. In addition, the Application for Home/Hospital teaching (Form A) will be completed and a copy submitted to the Record Clerk and Nurse.

Most of the time, home teaching should be short-term placement. However, a severe medical situation, or other special circumstance determined by the IEP team may require longer home teaching service. At the end of home teaching a new IEP must be developed to change the student's program to the next appropriate placement.

B. Site designee initiates request for home teacher

When a student in Special Education needs home teaching, the site designee will identify a suitable home teacher for the student. Sites are responsible for obtaining suitable home teachers, thus this instructional option is to be offered only when identified special education teachers are available.

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Home teachers for students needing Specialized Academic Instruction, need a Special Education teaching credential for the Specialized Academic Instruction courses identified on the student's IEP. Regular education teachers may be used for HHT for all regular education courses.

- C. Home Teacher makes contact with student's parent/guardian and makes individual arrangements for the home teaching schedule.

The student's Special Education Case Manager will brief the home teacher on the student's needs and provide instructional materials.

- D. Timesheets

The home/hospital teacher is required to submit timesheets to the Principal where the student would normally attend at the end of the month when services were rendered. Home teachers are not to accumulate or delay the submission of timesheets. Failure to submit timesheets promptly negatively affects the district's ability to generate attendance revenue and will be deemed sufficient grounds to discontinue a teacher's service in the program. Two copies of the Home Teaching Verification Forms signed by the parent shall be attached to the timesheets and submitted by each home teacher. The timesheets for students in special education must be marked as "Special Education".

If the home teacher is teaching both students in general and special education programs, a separate timesheet must be used for the students in special education and another timesheet for the students in general education. Each timesheet should be marked with the students' program; "general" or "special education". This will ensure correct accounting of home teaching time in each program.

- E. Changes to Home Teaching Placement

If at any time during home teaching the appropriateness of home teaching for the student is in question, the home teacher should consult with the case carrier to discuss the matter. If a change in program is to be considered, the case carrier will call an IEP Team meeting to resolve the situation.

- F. Submission of Grades

The home teacher must submit the student's grades to the Special Education case carrier/district student information system immediately at the end of a grading period or at the end of home teaching.

- G. Documents

An IEP or IEP addendum is needed for Special Education students on home teaching. In addition, the Application for Home Instruction is completed with a copy submitted to the Records Clerk and Nurse.