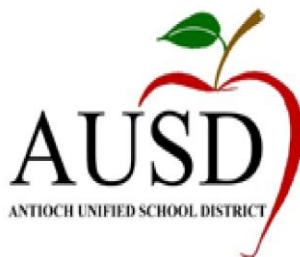


ANTIOCH UNIFIED SCHOOL DISTRICT



HOME & HOSPITAL SCHOOL & PARENT HANDBOOK

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INTRODUCTION

The Home & Hospital Instruction Program provides on-going academic instruction for students unable to attend the regular school day due to **TEMPORARY** illness, surgery, or chronic medical disorders. *The program may not be able to support students who are taking certain electives, such as world language, lab sciences, physical education, auto shop, or any other subjects requiring hands-on instruction.*

A credentialed teacher will be assigned as a Home & Hospital Instruction Tutor. The Home & Hospital Instruction Tutor will contact you to arrange for the first visit as soon as the Home & Hospital Instruction Office receives these completed forms from your student's school site.

Please arrange your time accordingly so that you will be able to make contact with the Home & Hospital Instruction Tutor **and be present when they work with your student**. A clear and quiet workplace for the Home & Hospital Instruction Tutor and your student is requested.

Please understand the Home & Hospital Instruction Tutor functions as a liaison between the school site teachers and students, gathers the assignments, reviews and completes the coursework with the student. Your student is entitled to **one hour of Home & Hospital Instruction per day of regular attendance, up to 5 hours per week**. The expectation is that students will work independently, in addition to the five hours, based upon their tolerance. *Home & Hospital Instruction is NOT the same as everyday classroom instruction because the Home & Hospital Instruction Tutor time is limited and the teacher may not have the academic background to teach all subjects. Therefore, students may be behind the class with assignments and knowledge when they return to class.*

ELIGIBILITY

The determination of a student's inability to attend school will be made by a licensed physician, in writing. The licensed medical professional verifies, in writing, the student's diagnosis and need for Home & Hospital Instruction. Please note, though the medical professional recommends and/or requests Home & Hospital Instruction, Home Hospital Instruction is at the discretion of the district.

Home & Hospital will not be approved for a student that will be home for less than three weeks. The school is responsible to coordinate make up work for the student and ensure continuity of educational services.

Students on Home & Hospital instruction may not attend school-sponsored programs or participate in extracurricular or co-curricular activities while on Home & Hospital based on disability. **This decision will be made by the Director of Student Support Services on a case-by-case basis.**

Parents must complete the Home & Hospital Instruction Packet in order for their child to qualify for the program.

STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAM (IEP)

For students with an IEP who qualify for Home & Hospital, the student's IEP team determines the services deemed necessary to provide temporary intervention to the student by holding an IEP meeting after Home & Hospital have been approved. If a parent or a licensed physician requests that a student with disabilities be placed in Home & Hospital, the IEP team, must hold a placement change meeting. Home & Hospital services cannot begin until this change of placement is completed.

STUDENTS UNDER SECTION 504 PLANS

For students under Section 504 Plans, the school should consider the specifications of the 504 Plan when developing the student's 504 instructional program. A copy of the 504 Plan should be given to the Home & Hospital instructor tutor. The 504 Plan needs to reflect Home & Hospital service. Instruction will not begin until the 504 Plan is completed by the school site.

GRADES / CREDITS

The classroom teacher (teacher of record) will assign all academic work to be completed by the student, delivered through the Home & Hospital Instruction Tutor.

The classroom teacher remains responsible for entering final grades or credits on the student's progress reports and report card.

The classroom teacher will collaborate with the Home & Hospital Tutor to ensure alignment of assignments and instructional goals.

The classroom teacher will grade assignments and report progress.

CURRICULUM AND INSTRUCTION

Every effort will be made to maintain continuity in the course of each class or subject areas taught.

The school should develop a student's "home instructional program" taking into consideration:

- The health of the student
- Physician's orders
- Ability to replicate a course in the home environment

The school is responsible to provide the curriculum.

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TEXTBOOKS AND MATERIALS

When the student is dropped from all their classes, normal practices require the home school to collect all textbooks. Home & Hospital is requesting that the student be allowed to keep his/her textbooks during the time he or she is enrolled in Home Hospital as long as the Home & Hospital teacher is teaching the student the course.

RESPONSIBILITIES OF PARENTS/GUARDIANS

1. **An adult must be present when the teacher arrives or logs in virtually** and must remain for the duration of the session. If the student or adult is not present, the teacher has been instructed to leave.
2. Parent or adult in charge *is expected to initial the teacher's timesheet* weekly through Parent Square for the amount of instructional time provided.
3. Students should expect to spend 4 to 5 hours a day on schoolwork. Parents should verify that work has been completed.
4. Offer a quiet and appropriate teaching environment such as a table and chairs.
5. Parents or family members should refrain from smoking during tutoring hours.
6. Parents and teacher should exchange phone numbers with each other in case an appointment needs to be cancelled or rescheduled. Any cancellations need to be done by an adult or if student is 18 years of age. If student is sick, time cannot be made up.

RESPONSIBILITIES OF STUDENT

1. Be rested and eager to begin work at scheduled time.
2. Be an active participant when the teacher is present.
3. Complete homework assignments on time.

4. Inform the teacher if they are not feeling well at the time of instruction.

HOME & HOSPITAL FACTS

- **Home & Hospital Instruction is not an alternative education program for your student.** The purpose of Home & Hospital Instruction is to minimize the loss of instruction while a student is recovering from a temporary disability. The severity of disability is determined through a medical professional's diagnosis and educational alternatives are considered before Home & Hospital Instruction is authorized. The student will return to their regular school program or an alternative education program as soon as the student is healthy enough to do so, as determined by the medical professional.
- **Please note that instruction provided through the Home & Hospital Program is not equivalent to instruction received in the regular school setting.** While the Home and Hospital Instruction Tutor is a credentialed teacher, they are not responsible for teaching all subject areas and may not have expertise in specific subjects such as Math, English, Social Science, or Science. The tutor primarily serves as a **liaison between the student and classroom teachers**, assisting with homework, tests, and assignments. As a result, students may fall behind in completing coursework and assessments and could be behind schedule upon returning to their regular school program.
- A medical professional does not authorize Home Hospital Instruction. Only the Home & Hospital Instruction Office can authorize service. In completing the Request for Home & Hospital Instruction, a medical professional must provide medical information so a valid and proper student placement can be considered.

BOARD POLICY 6183 AR - HOME & HOSPITAL INSTRUCTION

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home or in a hospital or other residential health facility, excluding state hospitals. This instruction applies to students incurring a physical, mental or emotional disability after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention. It does not apply to students identified as individuals with exceptional needs pursuant to Education Code 56026. (Education Code 48206.3)

Home & Hospital instruction shall be provided only by teachers with valid California teaching credentials who consent to the assignment. (Education Code 44865)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

The district shall offer at least one hour of instruction for every day of instruction offered by the district in the regular education program. No student shall be credited with more than five days of attendance per calendar week or credited with more than the total number of calendar days that regular classes are offered by the district in any fiscal year. (Education Code 48200, 48206.3)

Insofar as possible, the teacher providing home or hospital instruction shall consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program.

The Superintendent or designee may require verification through any reasonable means that the student requires home instruction. In addition, this verification shall also state that the disabling condition will not expose the teacher to a contagious disease that can be transmitted through casual contact. Home & Hospital instruction shall not be denied to students with Hepatitis B, herpes or HIV/AIDS, as long as the home or hospital practices current preventive protocol as determined by the U.S. Centers for Disease Control.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

Non-District Students

A student of another district who is temporarily disabled and confined to a hospital or health facility within this district shall be eligible to receive individual instruction in this district. (Education Code 48207)

In such circumstances, it is the responsibility of the parent/guardian to notify the district of the student's presence in a qualifying hospital. (Education Code 48208)

Upon receiving such notification, the Superintendent or designee shall: (Education Code 48208)

1. Within five working days of the notification, determine whether the student is able to receive individualized instruction and, if so, when it shall begin. Instruction shall begin no later than five working days after the Superintendent or designee has determined that the student is able to receive individualized instruction.

2. Within five working days of the beginning of the individualized instruction, the Superintendent or designee shall provide written notification to the district in which the student was previously enrolled stating that the student shall not be counted by that district for purposes of computing average daily attendance, effective the date on which individualized instruction began.

Alternatively, the Superintendent or designee may enter into an agreement with the district in which the student was previously enrolled to have that district provide the individualized instruction.
(Education Code 48208)

Parental Notifications

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians that: (Education Code 48208, 48980)

1. Individual instruction is available for temporarily disabled students as prescribed by Education Code 48206.3.
2. If a student becomes temporarily disabled, it is the parent/guardian's responsibility to notify the receiving district of the student's presence in a qualifying hospital.

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

44865 Qualifications for home teachers

45031 Home teachers

48200 Minimum school day

48206.3 Pupils with temporary disabilities; individual instruction; definitions; computing average daily attendance

48206.5 Continuation of individual instruction programs for students with temp. disabilities

48207 Pupils with temporary disabilities in hospitals out-side of school district; compliance with residency requirements

48208 Presence of pupils with temporary disabilities in qualifying hospitals; notice by parents or guardians; commencement of individualized instruction

48980 Required notification of rights and availability of nutrition and individualized instruction programs

51800-51802 Employment of home teachers

CODE OF REGULATIONS, TITLE 5

421 Method of verification

423 Prolonged illness

Last Revised

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