

HOME & HOSPITAL SCHOOL APPLICATION PROCESS

Detailed Explanation

1. A parent contacts school nurse and indicates need for home instructor.
2. School nurse assists the parent with Home & Hospital School Application
3. Parent has the student's doctor complete the medical part of the Home & Hospital Application. If the parent brings the information from the physician prior to obtaining the application form, the school nurse may complete the application with the parent. In rare cases, the school nurse may contact the physician to expedite the completion and submission of the application with the parent.
4. Once the school nurse has received the completed application, she reviews it to ensure the student and diagnosis meets the guidelines.

The nurse indicates her findings at the bottom of the application in the "Nurse Notes" section. If the nurse feels that the request is inappropriate, she may request that the application be reviewed. A review team consisting of the Director of Health Services, or the designees will then review the application. Nurses are encouraged to provide any additional pertinent information with the application.

5. Completed application is forwarded to Health Services & Programs at 851 S. Hamilton Blvd., P-1. Applications may also be faxed to (909) 469-6192. Forms that do not contain the nurse's signature or that need to be reviewed will delay the process.
6. Once an approved application is received, the Health Services staff member will recruit an instructor to provide home schooling. After the instructor has accepted the assignment, the Health Services staff member will notify the school, central attendance, School Nurse, Health Services Assistant, and counselor as appropriate.
7. The Home & Hospital instructor will meet with the student's counselor for secondary or principal for elementary to determine which courses the student is taking that can be offered in the Home & Hospital Program. Every effort should be made to maintain the same curriculum while the student is receiving Home & Hospital services. Curriculum is determined based on length of time in classroom and availability of a Home and Hospital instructor to teach the subject matter. Course availability and offerings is subject to approval of the school counselor (secondary) or principal (elementary) based on recommendations from the Home & Hospital instructor.
8. The purpose of the Home & Hospital Program is to "bridge the gap" between the student leaving and returning to school. The Home & Hospital instructor obtains the counselor's signature for secondary students or the principal's signature for elementary students on the "Curriculum Checklist" indicating approval of the courses/classes prior to beginning services with the student

9. During the first week of service, the Home & Hospital instructor provides the Health Services office with the following signed forms:
 - a) Curriculum Checklist
 - b) Parent Instruction/Course Letter
10. Once the Health Services office receives the signed “Curriculum Checklist”, the Health Services staff member will notify the student’s school and appropriate staff that the student is receiving Home & Hospital services. The notification will indicate the date that services started and the projected date when the student will return to school. The student’s cum folder, Progress Report Card, and grades all remain at his or her school site.
11. When the student is ready to return to school, the Home & Hospital instructor will provide grades for the period of time that the student was receiving services. For elementary students, grades will be given to the Principal and for secondary students; grades will be given to the registrar. These grades can then be added to or averaged with the student’s grades prior to his or her illness or injury.
12. If a student’s need for services extends beyond the end of the semester or grading period, the instructor providing services must then obtain approval for second semester courses as explained in step seven.
13. A student, who has been receiving Home & Hospital services and has not returned to his or her school by June, will be “returned” to his or her school site at the end of the school year. The student’s grades will be given to his or her school at the end of the school year. The school will need to record and process those grades as outlined in step 11. This is done to facilitate the recording of grades and to insure that the student is enrolled in the appropriate classes in the fall. If Home & Hospital instruction is needed next year the process begins with step one.
14. All attempts will be made to use the course work supplied by the classroom teacher. If not possible, or mutually agreed upon by the Home & Hospital instructor and classroom teacher, the Home & Hospital instructor will generate the assignment for the student.
15. Students who complete a full semester under Home and Hospital Instruction will receive their final report card from the Home and Hospital Instructor who will provide those grades to the School’s Registrar.

Students who complete a partial semester under Home and Hospital Instruction will have their grades averaged between the Home and Hospital Instructor and the Classroom Teacher(s) of record. The Classroom Teacher of record is responsible for reporting the final grade to the School’s Registrar.

SECTION 14