

Pleasanton Unified School District



**Home and Hospital Program
School and Parent/Guardian Guidelines**

**4665 Bernal Avenue
Pleasanton, CA 94566**

925-426-4290

Existing law requires students subject to compulsory education to attend full-time school. On rare occasions, students are too ill to physically attend school. We are pleased to provide this document to the parent/guardian of a student who is in need of Home & Hospital instruction. We understand that being out of school for even a short period of time can be challenging. Our goal is to provide a smooth transition into the home and hospital program, provide instructional support and then guide and support re-entry back into the school setting.

Home and Hospital

The home and hospital program is a **temporary** (six weeks or less) support for students designed to help maintain adequate academic standing during a time of illness or disability that prevents the student from attending school daily. Within five (5) working days following notification from the parent or guardian, the school district shall determine whether the student will be able to receive individualized instruction, and, if the determination is positive, when the individualized instruction may begin. Individualized instruction shall start no later than five (5) working days after the positive determination has been made. (EC Section 48208)

Through the home and hospital program, students will be provided with a maximum of 5 hours per week of home instruction, typically 1 hr per school day. The home instructor will work with the family to meet with the student, in the presence of a responsible adult, at the student's home or other mutually agreed upon location. Home instructors aim to be flexible but meeting times may be limited by the current caseload of the teacher. Home instructors are not permitted to meet with students on weekends, holidays, or non-school days.

The health and wellbeing of our students is of primary concern. Due to the inherent challenges with properly supervising students who are, under the advice of a licensed physician, deemed too ill to attend school, we are unable to permit students who are receiving home and hospital instruction to attend extra-curricular school-based activities or to come onto campus at any time prior to the production of the medical release form (Form E) signed by the licensed physician who recommended home and hospital instruction.

Secondary students who are on partial home teaching assignments will be considered attending full time if they attend a minimum of four class periods per school day. These students will then be permitted to attend any and all extra-curricular activities, health permitting. The school may require a note from a physician to verify that the student is well enough to participate.

The purpose of the home and hospital instruction is to support the student in maintaining continuity of instruction during the student's absence from the regular program. A pupil with a

temporary disability that makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive either individual instruction at home provided by the school district in which the pupil is deemed to reside, or individual instruction in a hospital or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or other residential health facility is located. California Education Code 48206.3.

“Temporary disability” means 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 regular day classes or the alternative education program. A temporary disability shall not include a disability for which a pupil is identified as an individual with exceptional needs pursuant to California Education Code Section 562026. For the purposes of the home and hospital instruction program the Pleasanton Unified School District defines temporary as six school weeks.

Parents/guardians may request home instruction the first day that their student is absent from school and when it is evident that the absence will be prolonged. Students must have a medical or psychological condition verified by a doctor’s authorization which recommends the need for home instruction for a minimum of 10 school days. The school site counselors and administrators will review and approve or deny the request and if approved, forward to the home and hospital department for assignment of a teacher.

Please read this handbook carefully. The home and hospital instruction program is a very restrictive environment designed only to support students who are temporarily (six weeks or less) disabled. Please call or email if you have additional questions or concerns about home and hospital placement.

Services

Home and hospital instruction is provided by a certificated staff member. One hour of instruction is offered for each day a student is unable to attend school. Services follow the school district calendar with no instruction on weekends or holidays.

An absence in home and hospital occurs when a home and hospital teacher arrives to meet a student and the student is not home or when a student cancels a meeting with less than 24 hours notice. If the student is tardy to a meeting three times that may be counted as one absence.

When home and hospital instruction is requested for a student with an IEP who qualifies due to a temporary disability the request will be processed immediately as to not delay delivery of instruction to the student. After the approval of home and hospital instruction the site administration will schedule a change of placement meeting with the IEP team. While home and

Students with Individualized Education Programs (IEPs)

Home and hospital instruction will not be initiated for any student when there are less than 20 days remaining in the school year. release.

Home and hospital instruction will not be provided for students that will be home for less than 10 days. If a student is receiving home and hospital instruction and medical circumstances change they will be permitted to return to school prior to the end of the 10 days with a physician's

It is also important to understand that a physician cannot prescribe the parameters for home and hospital instruction. The home and hospital program has practical and logistical limitations and the physician note should simply state that home instruction is needed. If the physician specifies other details, such as frequency of meetings, time of day, subject matter to be exempted from, etc. these details can not be included in our home and hospital plan for the student.

The determination of eligibility for the home and hospital instruction program will be made with the recommendation of a licensed physician, in writing, and the recommendation of the school administrative team. In addition to verification from a licensed physician that a student requires home and hospital instruction, the verification should also state that the disabling condition will not expose the teacher to a contagious disease that can be transmitted through casual contact. Home and 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 US Centers for Disease Control.

Eligibility

For students in the home and hospital program, after three absences a letter will be sent to the home and a Child Welfare and Attendance clerk will be notified. Continued absences may cause a student to be referred to the Student Attendance and Review Board (SARB). Parents/guardians may reschedule meetings provided they give adequate notice, at least 24 hours, and hours must be made up the same week that the student misses.

hospital instruction may begin prior to the IEP team meeting, it is a priority to hold the change of placement meeting as soon as possible and with each renewal/extension.

Students with Section 504 Plans

A copy of the plan will be provided to the home and hospital instruction and specifications of the plan will be considered when developing the instructional program.

Requests for Home Instruction

There are three ways that home instruction may be initiated.

Parent/Guardian initiated requests

1. Parent/guardian in conjunction with school personnel begins the process. A copy of the request for home instruction may be obtained from the student's school or downloaded from the district website www.pleasantonUSD.net
2. Parent/guardian completes and signs form B "Request for Home & Hospital Instruction Placement".
3. Parent/guardian completes and signs form C "Medical Verification for Home Instruction" and Form D "Parent/Guardian Authorization to Exchange and Release Pupil Record Information". Parent/guardian then must take Form C and Form D to the licensed physician. The licensed physician must complete the forms accurately, include a probable return date & provide specific information related to illness if the disease is contagious and stamp the document with the medical office stamp.
4. Parent/guardian takes the request to the school site. The site team will complete their portion of Form B and approve or deny the request.
5. The school personnel will then forward the completed request packet to the home and hospital department.
6. The home and hospital department will assign a Home Instructor (may take a few days to secure a teacher).
7. The student's teachers/administrators and counselors will be notified by the home and hospital department of the placement with the following details:
 - a. A start date and end date.
 - b. Name of the home instruction teacher.
 - c. If student has an IEP a reminder to hold a change of placement meeting.
 - d. If assignment request is over 6 weeks, the site will be asked to hold a meeting to determine whether an extension is necessary.

Individual Education Plan Service Request

1. The IEP team determines that the student will receive home and hospital teaching as a service provided as part of the Individual Education Plan and details are outlined in the IEP.
2. The case manager or program specialist will complete Form B and return to the home and hospital office.

Administrative Request

1. The superintendent or their designee may assign a student to home and hospital placement.
2. The superintendent or designee will complete Form B and return to the home and hospital office.

Grades

Every effort will be made to maintain continuity of instruction while the student is out. The school, in conjunction with the family and home instructor will develop a student's home instruction program. The health of the student, the physician's recommendation and the ability to replace the course in a home environment will be taken into consideration.

The school and assigned teachers are responsible for providing the curriculum. Please note that there are some courses that by their nature are not able to be replicated in the home instruction environment. Many courses in the Sciences and other elective areas utilize equipment, expertise and/or facilities that are only available on school campuses. Every effort will be made to maintain the continuity of instruction and it is important to understand that some courses are not appropriate in the home setting. Students may be offered alternate assignments or courses depending on the circumstance.

The teacher of record at the student's home school is responsible for providing, grading and evaluating the student's work.

Extension of Home and Hospital Services

If a student requires home and hospital instruction for longer than six weeks they will no longer be provided with curriculum from the home school and assigned teachers. Alternative online

1. An adult must be present when the teacher arrives and must remain for the duration of the session. If the student or adult are not present at the scheduled meeting time then the time is considered an absence. Parents/guardians should contact the home instructor to reschedule any missed appointments.
2. Students should expect to spend 4 to 5 hours a day on schoolwork (health permitting). Parents/guardians will confirm that the work is completed.

Responsibilities of the Parents/Guardians

Long term home and hospital placement will require a further evaluation of the student's instructional plan and may require movement into independent study and changes to the student's courses.

In limited circumstances, requests for extensions may be considered. A meeting with the student's administrator, counselor, school nurse and a school social worker will be scheduled to evaluate the request.

Home and hospital is a short term intervention designed to support a student with a temporary disability. After six weeks of home and hospital instruction the student will be recommended to return to the school site upon receipt of Form D "Medical Release to Return to School" which must be completed by a licensed physician.

Re-Entry into the School

Students receiving instruction through independent study will receive grades from the independent study/online course teachers.

If recommended by a medical professional, the student will continue to receive 1 hour per day of home instruction from a credentialed teacher to assist in the completion of the online coursework.

A meeting with the student's school site administrator, counselor, school social worker, school nurse and coordinator of extended day interventions will be scheduled every 6 weeks to keep the team up to date with the needs of the student and the student's academic progress.

courses through independent study will be utilized to the extent possible. Adjustments to the student's schedule may be necessary in these cases.

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

(cf. 4113 - Assignment)

(cf. 4112.2 - Certification)

credentials who consent to the assignment. (Education Code 44865)

Home or hospital instruction shall be provided only by teachers with valid California teaching

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6158 - Independent Study)

(Education Code 48206.3)

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.

PUSD Board Policy 6183 - Home and Hospital Instruction

1. Be rested and ready to work.
2. Be an active participant in the lessons.
3. Complete all work on time.
4. Maintain academic integrity at all times.
5. Inform the home instructor if you are not feeling well at the time of the meeting.

Responsibilities of the Student

3. An appropriate environment for the student to meet with the home instructor will be provided.
4. Do not plan to leave at any time during the home instruction session. An adult must be present at all times.
5. Parents/guardians and other residents of the home should refrain from smoking or alcohol during the home instruction session.
6. Please confine any animals for the duration of the home instruction session.
7. Please remove any other distractions such as television, loud music or video games.

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 students' 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 or 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)

Nondistrict 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)

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

Board Policy

PLEASANTON UNIFIED SCHOOL DISTRICT

approved: April 28, 2015 Pleasanton, California