



ADMINISTRATIVE PROCEDURE

CATEGORY: Instruction, Special Programs

SUBJECT: Home and Hospital Instruction

A. PURPOSE AND SCOPE

1. To outline administrative procedures for providing teacher service to children who are homebound or hospitalized.
2. **Related Procedures:**
 - Individuals with exceptional needs 4230
 - Transfer of special education students 4610
 - Transfer and withdrawal, K-6 6145
 - Transfer and withdrawal, 7-12 6146

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy F-2700; Education Code Sections 42238.5, 46307, 48206.3, 48208, 56001, 56100, 56167, 56345, 56363; California Code of Regulations Title 5, Sections 3042, 3051.4, 3051.17.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Student Services Division, Office of Children and Youth in Transition Department.
2. **Home and Hospital teacher service** is available to students homebound or hospitalized who are unable to attend classes for extended periods of time, generally four school weeks or more. When conditions are appropriate and facilities are available, homebound students may be taught on a class basis in a teleteaching class using special telephone equipment.
3. Home and Hospital teacher service provides a general education program for students K-12, and also provides special education instruction for students with Individualized Education Programs (IEP). Students are offered one hour of instructional services for each school day. The time and frequency of instructional services for students in special education is based on their IEP.

4. **Eligibility Requirements**

- a. **Home confinement:** Medical diagnosis must be verified by a licensed physician and/or licensed clinical psychologist, as appropriate. Anticipated home confinement must be confirmed for at least twenty (20) school days from the time “Physicians Statement” form is received by the Home and Hospital Program Office. Physician’s statement must indicate a projected return to school date.
 - b. **Hospital confinement:** Varying periods; criteria is a function of chronicity, diagnosis, duration.
 - (1) Students from district or out of district schools are served by in-house teachers while at Kaiser-Permanente, Naval Medical Center- San Diego and Rady Children’s hospitals. Students in other hospitals within district boundaries are served by itinerant staff.
5. **Graduation with School of Residence.** If requirements for a high school diploma are completed while a student is enrolled with a home teacher, arrangements are made to have that student graduate with the class from his/her school of residence.
 6. **Progress reporting.** Parents are notified of student’s academic progress every six weeks, or as indicated in their student’s IEP.
 7. **Extended school year program** is available for students in special education if it is indicated on their IEP.

D. **IMPLEMENTATION**

1. **Referral Process**
 - a) **Nurses, physicians, psychologists, school staff, social services, or others** may refer the parents to the Homebound Program for consideration of services.
 - b) **Parents** initiate contact with the Home and Hospital Program and request a Request for Services packet that includes an Authorization for Use or Disclosure of Health Information to and from Schools form (HIPAA release) directly from the Home and Hospital Program office.
 - c) **Once the completed forms are received,** Home and Hospital personnel determine the student’s eligibility while considering the least restrictive environment. The Home and Hospital staff may consult with the

physician/licensed clinical psychologist to gather more information, as necessary.

- d) **Notification of eligibility** is provided to the parent, referring party, and the school that the student attends. The student will remain on the referring school's roster until a Home and Hospital teacher is assigned and the enrollment forms are completed.
 - e) **Students in Special Education** are required to have a new IEP for change of placement prior to program entry, conducted by their current case manager. Home and Hospital staff will consult with the current school staff and shall be invited to attend. Other students may be referred for a special education assessment if deemed appropriate.
 - f) **School of regular attendance**
 - (1) Continue to report attendance in accordance to district attendance procedures until the student enrolls with the Home and Hospital program.
 - (2) For students transferred into the Home and Hospital Program
 - (a) Drops student from active enrollment by preparing transfer form following usual transfer procedures.
 - (b) Forwards cumulative student records to the Home and Hospital Program.
2. **Transfer/Withdrawal.:**
- a) When it is determined by a physician's order that the student may return to a school campus transfer procedures outlined in Procedure 4610 (special education), 6145 (elementary), or 6146 (secondary), are to be followed.
 - b) Home and Hospital staff will facilitate the transition of student to a school site or program. Students receiving special education support will require an IEP meeting to indicate a change of services.

E. FORMS AND AUXILIARY REFERENCES

- 1. Request for Service Form certifying severity of illness and projected date of return to school, available from the Home and Hospital Program Office, Attachment

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EFFECTIVE: 1-29-62

REVISED: 9-22-10

F. REPORTS AND RECORDS

G. APPROVED BY

A handwritten signature in black ink, appearing to read 'M. A. ...', is written over a horizontal line.

General Counsel, Legal Services
San Diego Unified School District