Mt. Diablo Unified School District

HOME & HOSPITAL
SCHOOL & PARENT HANDBOOK

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This handbook is presented to the parent/guardian of a Home & Hospital student as well as the home school of the Home & Hospital student in an effort to ensure a smooth transition into the Home & Hospital program, provide quality instruction, and give direction for re-entry back into the regular school setting.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Services</td>
<td>4</td>
</tr>
<tr>
<td>Eligibility</td>
<td>4</td>
</tr>
<tr>
<td>Students with IEPs</td>
<td>5</td>
</tr>
<tr>
<td>Students under Section 504 Plans</td>
<td>5</td>
</tr>
<tr>
<td>Foster Youth Students</td>
<td>5</td>
</tr>
<tr>
<td>Exceptions</td>
<td>6</td>
</tr>
<tr>
<td>Requests for Home Instruction</td>
<td>6</td>
</tr>
<tr>
<td>Grades / Credits</td>
<td>7</td>
</tr>
<tr>
<td>Seniors</td>
<td>7</td>
</tr>
<tr>
<td>Curriculum and Instruction</td>
<td>7</td>
</tr>
<tr>
<td>Textbooks and Materials</td>
<td>8</td>
</tr>
<tr>
<td>Home School Procedures</td>
<td>9</td>
</tr>
<tr>
<td>District Forms for H&amp;H</td>
<td>9</td>
</tr>
<tr>
<td>Termination of Services</td>
<td>9</td>
</tr>
<tr>
<td>Extension of Services</td>
<td>9</td>
</tr>
<tr>
<td>Responsibilities of Parents/Guardians</td>
<td>10</td>
</tr>
<tr>
<td>Responsibilities of Student</td>
<td>10</td>
</tr>
<tr>
<td>Board Policy 6183</td>
<td>11</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Home & Hospital program (“H&H”) is a temporary program designed to help maintain a student’s academic standing during a time of illness or other temporary disability. Students are entitled to a maximum of 5 hours per week of home instruction. The teacher will be there at times agreed upon and at a minimum of up to 1 hour per day. No sessions are allowed on holidays or weekends.

The purpose of the H&H program is to support the student in maintaining a continuity of instruction during the student’s absence from the regular program.

Parents may apply for home instruction the first day their child is absent from school. Students must have a medical or psychological condition, verified by a doctor’s signed authorization which requires the need for home instruction for a minimum of five days from the date of the doctor’s authorization.

Once the H&H application has been received, instruction may begin once the credentialed teacher contacts the family.

Please read this handbook carefully. During the course of the H&H placement you may have questions or concerns. The Mt. Diablo Unified School District encourages your calls should you have questions, concerns or just need general information: (925) 363-3408, or email at homehosp@mdusd.org.

SERVICES

H&H offers one hour of instruction by a certificated staff for every day of instruction offered by the District in the regular program. Services follow the district calendar.

An absence in H&H is when the H&H teacher shows for an appointment and the family and student are not at home, or the student is tardy three (3) times. Three tardies equal one absence. By the third absence, a letter will be sent home and a CWA will be sent to the house. By the fourth absence, the student will be referred to SARB (Student Attendance Review Board).

ELIGIBILITY

The determination of a student’s inability to attend school will be made by a licensed physician, in writing. The physician provides a diagnosis, specifies whether the student can or cannot attend school and specifies the duration in H&H.

H&H will not be approved for a student that will be home for less than 5 days. The school is responsible to coordinate make up work for the student and ensure continuity of educational services.

H&H will not accept any new requests when there are less than twenty (20) calendar days remaining in the school year.
All H&H services will conclude by the end of the year of the District calendar.

**Students with Individualized Education Program (IEP)**

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

CCR Title 53051.4(d) states:

“When recommending H&H, the individualized education program team shall have in the assessment information a medical report from the attending physician or the report of the psychologist, as appropriate, stating the diagnosed condition and certifying that the severity of the condition prevents the pupil from attending a less restrictive placement. The report shall include a projected calendar date for the pupil’s return to school. The IEP team shall meet to reconsider the individualized education program prior to the projected calendar date for the pupil’s return to school.” The psychologist referenced here is the psychologist who is treating the student in a clinical setting. It is not the school psychologist.

**Students under Section 504 Plans**

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

**Foster Youth Students**

School administrators may not unilaterally place students in the Home & Hospital program. Foster youth may not be placed in Home & Hospital without the direct involvement and consent of James Wogan, Administrator, School Linked Services.

The purpose of home and hospital instruction is to help students maintain continuity of instruction during a period of temporary disability. Any student with a temporary disability that makes attendance in regular classes or another educational program impossible or inadvisable must receive individual instruction provided by the student’s school district, Education Code 48206.3.

A “temporary disability” is defined as a physical, mental or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program, and after which the student can reasonably be expected to return to regular day classes or the alternative education program without special intervention. A temporary disability does not include a disability for which a student is identified as an individual with exceptional needs pursuant to California Education Code (EC) Section 56026.

All Foster Youth students must follow procedures for Home & Hospital enrollment. The appropriate forms need to be completed and sent to the Home & Hospital office.
EXCEPTIONS

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 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.

REQUESTS FOR HOME INSTRUCTION

1. Parent/Guardian begins the process.
   a. Parent obtains a request for Home Instruction from the student’s school. The forms can also be downloaded from the District website. Choose “Schools” located on the left, then click on “Home & Hospital” located under Alternative Schools and Programs.

2. Parent fills out and signs Page 1 of the form and takes the form to the physician to complete and sign Page 2. The licensed physician must provide:
   a. Full name and signature.
   b. Address where the hospital or clinic is located.
   c. Phone and fax number.
   d. Nature of the temporary disability that causes the student’s temporary absence from the school campus.
   e. Whether or not the student can be accommodated in regular school.
   e. Duration of the absence, the anticipated number of weeks the student will be absent from school campus.
   f. Specific information related to illness and if disease is contagious.

3. Parent takes the request to school. The school completes Page 1 of the request for Home Instruction providing the following documents:
   a. A copy of the student’s schedule showing teacher contact information.
   b. A copy of the latest IEP or 504 Plan if applicable.

4. The school forwards the complete request packet to Home & Hospital, Attn: Barbara Scott, Administrator.

5. The student’s school is notified by H&H:
   a. A start date when H&H services are to begin and end.
   b. The name of the H&H teacher and courses being taught.
   c. If student has IEP, H&H rep is invited to the IEP and the change of placement is done in SEIS by the home school.
   d. If student has a 504 Plan, the 504 Plan must include H&H services.
   e. Inactivate the student for legally mandated attendance.
GRADES / CREDITS

The classroom teachers work closely with the H&H teacher(s) for assignments. The H&H teacher(s) will grade assignments and report progress. If a student is enrolled in H&H for a partial grading period, the H&H teacher(s) will issue a report card showing progress grades. These grades will be taken into consideration by the classroom teacher(s) and it will be the responsibility of the classroom teacher(s) to report the final grade and credits for the course(s). If a student is in Home & Hospital for an entire quarter or semester grading period, then H&H will issue the grades and credits.

H&H teachers cannot change prior grades issued by the home school nor can H&H make-up quizzes and missing assignments prior to the enrollment date into H&H. Students who enter H&H two weeks prior to the semester ending will receive the grades they were earning from their home school.

Seniors: All seniors enrolled in Home & Hospital fulltime will be allowed to take their finals with the Home & Hospital teacher. It is the responsibility of the home school to provide the final as well as the answer sheet to the Home & Hospital teacher. It will be the responsibility of the Home & Hospital teacher to grade the final.

If a student needs to complete a Senior Project, and they are enrolled fulltime in Home & Hospital, it will be the responsibility of the Home & Hospital teacher to adhere to the senior project guidelines. The Senior Project will be presented to the Home & Hospital teacher who will take that project into account when issuing the final grade in English IV.

Seniors in H&H may participate in all senior activities, but will need to request an “Assurance of Good Standing” form signed by the Administrator of H&H before attending such activity.

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:

a. The health of the student.
b. Physician’s orders.
c. Ability to replicate a course in the home environment (e.g., P.E., AP, Honors, lab sciences and some language courses cannot be replicated).

SPECIAL NOTE: There are courses designed as college preparatory courses that receive UC approval and possible advanced college credit. These courses not only have rigorous requirements, but many include an external exam as well. Many courses in the Science and elective areas offer activities that may only be completed using the equipment and/or facilities available on campus. The school should exhaust the means to duplicate these environments at home using on-line courses or other appropriate means. In some instances, when the school is unable to replicate these environments at home, the counselor should propose what classes would be more appropriate while in the H&H program.
The school is responsible to provide the curriculum.

The H&H teacher is responsible for the instruction and to provide progress reports to the school if the student is enrolled for a partial grading period.

As of October 2011, H&H will no longer be treated as a “program.” H&H is now considered another school in the District (#90). Since H&H is another school in the District, the current school of attendance will no longer enter an “H” in the Student Program field on the Student Data screen. There are three options to process H&H students:

1) If a student is expected to be enrolled in H&H for **four (4) weeks or less (short term):**
   When school is notified of a start date in H&H inactivate the student at your school. DO NOT remove student from classes. Update enrollment record using the date of the school day before they are starting H&H. Then add a “V” code in the attendance Program field to indicate Non-Instructional Services at your school. Re-enroll the student by updating the enrollment record with the “V” program code using the date the student is starting H&H. Use H as an attendance code when taking attendance. When the student returns from H&H, inactivate the student again. Remove the “V” code from the Program field. Re-enroll the student again by updating the enrollment record without the “V” program code.

2) If student is expected to be enrolled in H&H for **more than four (4) weeks (long term):**
   When school is notified of a start date in H&H inactivate the student at your school. Student may be removed from classes. Update enrollment record using the date of the school day before they are starting H&H. When the student returns from H&H, re-enroll the student by updating the enrollment record. Administrator can then place student back in classes.

3) If student is taking concurrent classes:
   When school is notified of a start date in H&H inactivate the student at your school. DO NOT remove student from classes. Update enrollment record using the date of the school day before they are starting H&H. Then add a “N” code in the attendance Program field to indicate No ADA Receiving Instructional Services at your school. Re-enroll the student by updating the enrollment record with the “N” program code using the date the student is starting H&H. Keep concurrent classes and remove student from classes they will not be attending at your school. When the student returns from H&H, inactivate the student again. Remove the “N” code from the Program field. Re-enroll the student again by updating the enrollment record without the “N” program code. Administrator then needs to give student a full schedule of classes.

Keep in mind that once a student is removed from classes, parents will no longer be able to view those classes in Homelink.

**TEXTBOOKS AND MATERIALS**

When the student is dropped from all their classes, normal practices require the home school to collect all textbooks. H&H is requesting that the student be allowed to keep his/her textbooks during the time he or she is enrolled in H&H as long as the H&H teacher is teaching the student the course. If a course cannot be replicated or taught in H&H, then the home school can require the student to return the textbook. When H&H notifies the school of enrollment, they will indicate which courses are being taught.
HOME SCHOOL PROCEDURES

Home & Hospital guidelines are as follows:

- H&H will assign a teacher to work with the student. This teacher will be responsible for reporting attendance for the student and H&H will report attendance for ADA.
- Attendance for H&H students is done electronically by teachers using ABI.
- The number of minutes of instruction is entered in the register for the appropriate day. Attendance cannot be reported for more than 300 minutes per week. The 300 minutes may be indicated in various ways, such as 60 minutes five times per week; 75 minutes four times per week; or 100 minutes three times per week. The total weekly minutes cannot exceed 60 times the number of available teaching days in a particular week. For example, if there is a holiday and it is only a four-day week, there would be a limit of 240 reportable minutes that week.
- All attendance needs to be completed electronically on the last day of the attendance month. Attendance reports are then generated by the attendance secretary of H&H and submitted to the District Attendance Office.

**District Forms for H&H:**
- Medical Referral
- Non-Medical Referral *(Special Ed. students only – completed by Program Specialist)*
- Psychiatric Referral

**TERMINATION OF SERVICES**

Since H&H is a short-term intervention to address a student’s temporary absence from the school campus, the H&H services will terminate either:

- Upon receipt of a written report from the student’s physician notifying the school that the medical/psychological condition of the student no longer impedes the student’s ability to attend regular school; or
- At the end of the current school year.

**EXTENSION OF SERVICES**

H&H services may be extended if the student’s physician notifies the school that the medical/psychological condition of the student continues to impede the student’s ability to attend the regular school and the anticipated number of weeks the student will continue to be absent from the school campus due to this condition.
RESPONSIBILITIES OF PARENTS/GUARDIANS

1. An adult must be present when the teacher arrives and must remain for the duration of the session. If the student or adult is not present, the teacher has been instructed to leave. This is considered a “No Show” and after three “No Shows”, you may receive a warning letter. Parents should contact teacher to re-schedule any missed appointments.

2. Parent or adult in charge is expected to sign the teacher’s timesheet at the end of each session 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. Students should not be expected to run errands, do housework, etc. during times allotted for study. Parents should provide ample study time – free from home responsibilities.

5. Offer an appropriate teaching environment such as a table and chairs. Do not expect a teacher to sit on the floor.

6. Do not plan to visit friends or run errands during the actual lesson times. An adult must be present during appointed times.

7. Do not expect students to answer the phone or doorbell during lessons.

8. Parents or family members should refrain from smoking during tutoring hours.

9. Parents and teacher should exchange phone numbers with each other in case an appointment needs to be cancelled or re-scheduled. 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.

10. Please turn down the volume on the TV, video game or music systems.

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.
BOARD POLICY 6183 – HOME AND HOSPITAL INSTRUCTION

All Students

A student with a temporary disability which makes school attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction in the student’s home, in a hospital or other residential health facility, excluding state hospitals if the student is deemed a resident of the district. (Education Code 48206.3)

A temporary disability applies to a physical, mental or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program and after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention. A temporary disability does not apply to students identified as individuals with exceptional needs pursuant to Education Code 56026. (Education Code 48206.3)

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

The district shall offer 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 more than the total number of calendar days that regular classes are maintained offered by the district in any fiscal year. (Education Code 48206.3, 48200)

The teacher providing Home and Hospital instruction shall contact the student’s previous school and teacher to determine:

1. The course work to be covered;

2. The books and materials to be used;

3. Who is responsible for issuing grades and promoting the pupil when appropriate;

4. For pupils in grades to 7 to 12, the teacher shall confer with the school administration to determine:

   a. The hours the student has earned toward semester course credit in each subject and the grade as of the last day of attendance;

   b. Who is responsible for issuing credits when the course work is completed;

   c. Who will issue the diploma if the pupil is to graduate.

Instruction may be delivered individually, in small groups or by teleclass.

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 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 U.S. Centers for Disease Control.

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 primary 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 receipt of 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(b))

1. Individual instruction is available for temporary disabled students as prescribed by Education Code 48206.3.

2. If a student becomes temporarily disabled, it is the parent/guardian's primary responsibility to notify the receiving district of the student's presence in a qualifying hospital.
**Special Education Students**

School age special education students shall receive special education and related service in the Home and Hospital Program if the student's individualized education program ("IEP") team recommends such instruction or services. To be eligible for instruction in the Home and Hospital Program, the IEP team must have a medical report from the attending physician and surgeon or the report of the psychologist, as appropriate, stating the diagnosed condition and certifying that the severity of the condition prevents the pupil from attending a less restrictive placement. The report shall include a specified date for the projected return of the student to the classroom. Home and Hospital placement determinations must be made by the IEP team.

Instruction in the Home and Hospital Program shall be provided by a general education teacher, the special education teacher or the resource specialist, if the teacher or specialist is certified to provide such instruction and services and if the provision of such instruction and services by the teacher or specialist is feasible. If not, the appropriate related services specialist shall provide such instruction.

For special education students with a medical condition related to surgery, accidents, short term illness or medical treatment for a chronic illness, the IEP team shall review, and revise, if appropriate, the IEP whenever there is a significant change in the pupil's current medical condition. (5 CCR 3051.4)

**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

Policy MT. DIABLO UNIFIED SCHOOL DISTRICT
adopted: October 28, 2008 Concord, California