

Charles County Public Schools

Home & Hospital Instruction

Guidelines and Procedures Manual



Home & Hospital Instruction Guidelines and Procedures Manual

Purpose:

To provide procedures and guidelines to ensure compliance with the Code of Maryland Regulations (COMAR).

Introduction/Program Description:

Provide instructional continuity to students who are unable to participate in their regular school of enrollment due to a physical illness/injury, emotional crisis (including substance abuse), pregnancy, or chronic health impairment(s). The program is a short-term instructional service and is not intended to replace school services and is, by design, temporary. Please be aware that home & hospital teaching does not replicate the classroom experience and is not intended to help students make up past work.

Home & Hospital (H&H) Instruction allows students the opportunity to continue their academic education as they prepare for their eventual return to the school building. In order to be eligible for services, the student must be expected to be absent from school for a projected period of more than three (3) consecutive weeks as a result of a medical or emotional condition.

Pregnant students are expected to attend school during their pregnancy. The doctor must provide an estimated date of delivery on the application. Instructional services are provided for six (6) weeks postpartum.

Initial Application Process:

- Parent obtains the application from the school or H&H office.
 - *If the application is for an **emotional condition**, a **licensed psychologist, school psychologist, or psychiatrist** must sign the paperwork. The treating professional must also complete a treatment plan.*
 - *If the application is for a **medical condition**, a **medical doctor, nurse practitioner or physician assistant** must sign the paperwork.*
- Parent submits the application to the school. A treatment plan must be provided if the student is requiring H&H services for an emotional condition. The healthcare examination must be on or after July 1st and within 6 months of the medical professional's signature.
- Upon receipt of the application, the school completes the student information page of the application. All signatures need to be provided on the application before submitting it to the H&H office.
- All applications must be approved by the H&H office before any services will be initiated. A parent signature is required for the application to be approved.
 - *The H&H office has a right to deny an application due to insufficient information, medical diagnosis, or the lack of the appropriate medical professional's signature.*

- *If the parent/guardian does not provide consent for the school system to contact the medical professional, the application will be denied and the student will not receive services through the Home and Hospital Program.*
- *The H&H office will communicate to the school regarding the status of the application.*
 - A confirmation email will be sent to the school confirming the approval of the application.
 - If additional information or clarification is needed, a school based designee (H&H representative, school psychologist, or school nurse) should contact the doctor's office. The parent signature on the application provides a release of information.
- The school-based H&H representative will contact the parent/guardian regarding the status of the application. A parent signature is required for the application to be approved.
- Once the application is approved, the school-based H&H representative is responsible for contacting the appropriate team members if the student has an Individualized Education Program (IEP), Section 504, or Student Support Team (SST) Plan.
- A letter will be sent to the parent from the H&H office confirming application approval.
- The initial H&H application provides services for sixty (60) calendar days; any continuation beyond sixty (60) calendar days requires a re-verification of service.
- An IEP meeting will need to be held for any students receiving special education services.

Re-verification Process:

- H&H applications must be re-verified every sixty (60) calendar days. The healthcare examination must be within 6 months of the medical professional's signature.
 - *A new treatment plan must be submitted with each re-verification for students requiring services for an emotional condition.*
- The application must be submitted prior to the end of the current period of H&H instruction. If a new application is not received, services will be terminated.
- If an application is received after termination, new services may not be provided retroactively.
- An IEP meeting needs to be held for any student receiving special education services that requires continuation beyond sixty (60) calendar days.
 - *Students with disabilities receiving H&H services due to an emotional condition should **not** exceed sixty (60) consecutive school days, and would be a highly unusual circumstance.*
 - *If the student was on H&H for an emotional condition, the team must implement a re-entry plan within sixty (60) school days before services can be continued, even if a sixty (60) day re-verification has been received from the medical professional.*

Re-entry Plan:

- According to COMAR, H&H is a temporary support service, and not an alternative placement. From the beginning of the process, emphasis is placed on returning the student to school. The parent and student will meet with the school-based team (school counselor, administration, and other personnel) to plan for the student's return to school.
- Once the school team and/or private therapist or physician feels that the student may be ready to return to school, methods of enhancing a transition back to school should be developed by the team.
- The following transitional strategies and supports have been found to be helpful:
 - *The student initially attends school part of the day.*
 - *The student returns for a small amount of time to meet with the school psychologist or counselor and engages in nonacademic activities or actively plans for his or her return to school.*
 - *The student's daily schedule is modified to best meet current needs.*

Responsibility of the IEP Team:

- Initial H&H application:
 - *An IEP meeting will take place to review and revise the student's IEP.*
 - Determine the instructional services and make needed revisions to the IEP to be implemented in the H&H setting.
 - Complete the Request for Special Education Services form documenting the instructional hours as well as any related services. Submit the completed form to the H&H office.
 - If the student is receiving H&H services due to an emotional condition, the student's IEP team may need to consider additional services to address the emotional condition which precipitated the student's need for the services.
 - Provide a copy of the student's active IEP and a list of related services to the H&H office.
 - Schedule a follow-up meeting within the sixty (60) calendar day time period to discuss a re-entry plan to school.
 - Students with disabilities receiving H&H services due to an emotional condition should not exceed sixty (60) consecutive school days. Exceeding sixty (60) consecutive school days would be a highly unusual circumstance.
 - If the student was on H&H for an emotional condition, the team must implement a re-entry plan within sixty (60) school days before services

can be continued, even if a sixty (60) day re-verification has been received from the medical professional.

- Re-verification application:
 - *An IEP meeting will take place to review the need for continued H&H services.*
 - The home instructor should be invited to the IEP meeting. If the instructor is unable to attend the meeting, written input should be provided.
 - The IEP team will review and revise the student's IEP, as appropriate, including the plan to return the student to a school-based program, and the appropriate placement in the least restrictive environment (LRE).
 - A student with a disability on H&H instruction for an emotional condition may be eligible for another period of services if proper procedures are followed:
 - *The IEP team ruled out that the student's emotional condition was not caused by the educational placement.*
 - *The student is unable to return to the school of enrollment, despite implementation of a re-entry plan.*
 - *Appropriate re-verification documentation was submitted by the appropriate medical professional.*
 - Provide the H&H office a copy of the amended IEP.

Instructional Services:

- State regulations require that local school systems begin providing instructional services within ten (10) calendar days of receipt of the application.
- State regulations require that a minimum of six (6) hours of instruction per week be provided to students who are enrolled in full-time H&H.
- State regulations require three (3) hours of instruction per week be provided to students enrolled in half-day programs.
- The number of instructional hours for students receiving special education services will be determined by the IEP team.
- State regulations require that instructional services be delivered by an individual possessing a minimum of a bachelor's degree.
- Services may be provided in the home school, home, hospital, or community setting.

Hospitalization:

- If the student is hospitalized in Charles County, instructional services are provided by CCPS H&H staff at the hospital or at home following the student's discharge.
- If the child is hospitalized outside of the county, arrangements may be made with teaching staff from that area to provide instructional services if no educational services are provided by the hospital.
- The parent is responsible for informing the home school when a hospitalization is imminent.

Calendar:

- H&H services follow the Charles County Public Schools (CCPS) calendar; including holidays, school breaks, and any school closings.
- The last day for H&H services for a regular education student is the last Friday in May.
- The last day for H&H services for a student receiving special education services is the last day of school for students.
- For home and hospital services to be provided, an initial application must be received in the H&H office at least three weeks before the last day of instruction.

Assignments/Coursework:

- The classroom teacher is responsible for providing the home instructor all instructional materials and resources for students in grades K-5.
- The H&H office will provide coursework for students in grades 6-12. If a course is not available through H&H, the school will provide and grade the work.
- Selected courses may be available for online instruction.
- While a student is enrolled in H&H fulltime, the opportunity for grade and credit recovery is not available.
- Due to the limited number of hours of instructional tutoring support, students are required to complete work independently between tutoring sessions to maintain their progress in the regular curriculum.

School Attendance:

- Student remains on the regular school roll and marked as "present." However, there are some circumstances where the student may be withdrawn while receiving treatment at an outside facility or hospital.
- Upon application approval, the schedule will reflect home teaching for any courses offered through the H&H office.

- The schedule will remain the same if the school is providing coursework for a subject.

Home and Hospital Attendance:

- If the parent cancels an instructional session, the home & hospital instructor may reschedule and make up for the missed session. However, instructional sessions are not to be made up for unlawful absences or if the student is repeatedly unavailable for instruction without medical documentation.
- Absences on the part of the instructor must be made-up. A substitute instructor is not provided if the assigned instructor is temporarily unavailable.
- If a student has not been available for instruction on a consistent basis, without additional medical documentation addressing the student's status, the situation will be reported to school administration to initiate procedures for a violation of the compulsory attendance law.
- Students cannot be simultaneously enrolled in both the CHIPS and Home and Hospital programs.

Extracurricular Activities/School Events:

- Any request for students to participate in extracurricular activities or school events will need the approval from school administration.
- If the student is out for a physical/medical condition, the school has a right to request a medical release from the recommending medical professional.

Grades:

- Grading will be calculated in accordance with CCPS grading policies and procedures for students in grades K-12.
- Grades will be awarded by the home instructor for students in grades 6-12 for any courses offered through H&H. These grades are to be averaged proportionately with grades earned while in school.
- The home instructor and classroom teacher will need to determine who will be responsible for grading the work for students in grades K-5.
- The classroom teacher is responsible for generating a report card for students in grades K-5 at the end of each quarter using information provided by the home instructor.

State mandated testing:

- Students in grades 3-8 will have an opportunity to participate in the Partnership for Assessment of Readiness for College and Careers (PARCC) assessment and the Maryland Integrated Science Assessment (MISA) at the home school. It is the responsibility of the parent to contact the school-based testing coordinator for specific testing dates and times.

- Special testing arrangements will be made for students who are enrolled in a high school course with an assessment required for graduation. A letter from the H&H office will be sent to the parent/guardian informing them of the testing location and times.

School responsibilities:

- Receive, review, and date applications.
- Upon receipt of the application, complete the student information page of the application. All signatures need to be obtained on the application before submitting it to the H&H office.
- If additional information or clarification is needed, a school-based designee (H&H representative, school psychologist, or school nurse) should contact the doctor's office. The parent signature on the application provides a release of information and is required for the application to be approved.
- Communicate with the parent about the approval process.
- For home and hospital services to be provided, an initial application must be received in the home and hospital office at least three weeks before the last day of instruction.
- Communicate and contact the appropriate team members if the student has an Individualized Education Program (IEP), Section 504, or Student Support Team (SST) Plan.
- Maintain the student on regular school roll and mark as present. Upon application approval, the student's schedule will reflect Home Teaching.
- Keep open communication with the parent regarding the student's status.
- Promote and encourage the student's re-entry to school by collaborating with the family and all appropriate staff to develop a transition plan.
- Provide a reminder to the parent as the sixty (60) day due date approaches.
- Request updated documentation every sixty (60) calendar days via phone, email and/or letter. *Please provide the H&H office documentation of this request.*
- Provide textbooks for courses when not available from the H&H office.
- Provide and grade all work for courses not available from the H&H office.
- Document and take notes at all meetings where H&H services are discussed.
- Communicate any questions or concerns with the H&H office.

School Psychologist:

- For students who are receiving services through H&H for a diagnosed emotional or behavioral condition, the school psychologist should:
 - *Review the application.*
 - *Develop a transition plan with the assistance of the school team, as needed.*
 - *Collaborate with private providers to plan and program transition schedules.*
 - *Participate in ongoing reviews of H&H services.*

Special Education Case Manager:

- Contact the H&H office at 301-934-7457 or 301-934-7391 for the home instructor’s contact information.
- Communicate and provide support to the home instructor regarding the implementation of the Individualized Education Program (IEP).
- Provide the H&H office and home instructor a copy of the student’s IEP along with data collection sheets to progress monitor the goals and objectives outlined in the IEP.
- Participate in ongoing reviews of H&H services for the student.
- Contact the home instructor prior to the IEP meeting to collect progress data and information.
- Communicate any questions or concerns with the H&H office.

Pupil Personnel Worker (PPW):

- Advocate for appropriate interventions for students in need.
- Provide community-based connections.
- Communicate consistently with the family regarding the child’s medical status.
- After being notified from the H&H office, follow-up with the family regarding any attendance concerns.
- Develop or assist with a transition plan, as needed.
- Participate in ongoing reviews of H&H services for the student.

Parent responsibilities:

- Provide the school with the initial H&H application signed by the appropriate medical professional.
- Provide updated medical documentation every sixty (60) calendar days should there be an extension of services, including an updated treatment plan for an emotional condition.

- Continually collaborate with your child's school administration, teachers, and medical personnel.
- Communicate and coordinate with the home instructor to develop a consistent instructional schedule.
- Adhere to the instructional schedule and ensure student availability.
- Assure that someone 21 or older will be available in the home at the time of the instructional session.
- Regularly communicate with the home instructor to cancel a scheduled appointment in a timely fashion.
- Communicate expectations with the home instructor.
- Sign the bi-weekly contact log after each instructional session verifying the date/time of the session.
- Adhere to the guidelines outlined in the parent/guardian contract that was reviewed at the initial visit.
- Communicate with the home school, home instructor, and H&H office when a hospitalization is imminent.
- Inform the school and home instructor when the student will be returning to school.
- Submit an online instructor evaluation at www.ccboe.com under Departments then choose Home and Hospital Instruction.
- Collaborate and communicate with the school to implement a re-entry plan.
- Contact the H&H office with any questions or concerns.

Student responsibilities:

- Meet with the home instructor on a consistent basis and participate fully in the instructional sessions.
- Be prepared with the appropriate books and materials for each instructional session.
- Demonstrate an attitude of respect toward the home instructor.
- Adhere to the home instructor's timelines regarding work completion.
- Complete regular coursework between instructional sessions.

Home Instructor responsibilities:

- Contact the parent within 24 hours of being assigned a student to initiate services.
- Document all attempts to initiate services on the required form.
- At the initial visit, set a regular and consistent schedule that provides at least six (6) hours of instructional support per week.
- Document all instructional services or attempts on the bi-weekly contact log, including parent and home instructor cancellations.
- Make all attempts to reschedule any missed sessions.
- Communicate expectations with the parent/guardian and the student.
- Be a reliable support to the student and family, making sure you are available during the scheduled instructional sessions.
- Look at the scope of material/work and long range plan to ensure completion by end date.
- Set due dates for work.
- Grade work.
- Provide final grades to the H&H office by the designated due dates.
- Support student instruction based on individual needs.
- Communicate with the H&H office if the parent is non-responsive to communication, there is difficulty scheduling instructional sessions, or if the student is repeatedly unavailable for instructional sessions.

Home & Hospital Office responsibilities:

- Receive, review, and approve H&H applications.
- Provide a confirmation email of approval to the home school.
- Mail confirmation letter of approval and Home and Hospital Instruction Guidelines and Procedures Manual to the parent.
- Assign a home instructor who will provide regular instruction in the areas specified by the H&H office and school.
- Communicate with the school regarding the student's schedule and courses offered through H&H.
- Provide coursework and grades for classes offered through H&H.
- Communicate with the parent, school, and home instructor regarding any questions or concerns.

- Send sixty (60) day reminder emails to the school requesting updated documentation for continued H&H services.
- Provide support to the schools, parents/guardians, and home instructors for students receiving services through H&H.

Home & Hospital Contact Information:

- H&H Coordinator: Brooke Kohlhorst
 - *Phone: 301.934.7391*
 - *Email: bekohlhorst@ccboe.com*
- H&H Facilitator: Beverly Goodell
 - *Phone: 301.934.7457*
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