



# Parent Request for Home/Hospital Application

Ogden City Schools has established a program to provide instruction to convalescing students in grades one through twelve who are unable to attend school to help:

- a. alleviate concern over academic work/credit;
- b. maintain the skills necessary for returning to the classroom; and
- c. assure ongoing school and home contact during the term of the illness, injury, or extenuating circumstances.

The Homebound/Hospital Instruction program will be administered according to the following administrative policy provisions:

## **A. Qualification for Services**

1. The student lives within the boundaries of Ogden City Schools and is currently enrolled in an Ogden City School.
2. The student is confined in a home or hospital setting due to physical illness, psychological or emotional illness, injury, disability, or other short term medical necessity.
3. The student has missed or expects to miss a minimum of ten or more consecutive days of school.
4. The student's condition will prevent the student from consistently attending 50% or less of the school day on a daily basis.
5. Homebound/ Hospital instruction is generally considered to be short term and must be requested by a parent or guardian.
6. A written request for services is required from the attending physician. While the input from social workers and other medical professionals may be helpful in determining eligibility for services, their request for service must be accompanied by the medical doctor's diagnosis and formal request for services. The request must include the exam date, diagnosis and /or condition, medication(s) that limit or affect learning, expected duration of confinement, impact of condition on the student's ability to attend school, and any other pertinent information.
7. Parents must make a request to the attending physician that appropriate and necessary information pertaining to the student's medical condition be shared with the nurse or coordinator so that determination of eligibility can be made.
8. The nurse or Homebound/ Hospital Coordinator may contact the physician for further verification and/or information as needed to determine eligibility.
9. If the length of confinement is more than six weeks, a physician's update will be required in order to continue Homebound/Hospital services.
10. Students who are pregnant do not qualify for Homebound/Hospital instruction unless there is a serious medical complication arising from the pregnancy. After delivery, the student is expected to return to school within three weeks at which time Homebound/Hospital instruction will cease.
11. The student is not eligible for Homebound/Hospital instruction if the identified illness pertains to another family member.
12. The student is ineligible for Homebound/ Hospital instruction if he/she is employed and is attending work.
13. Homebound/Hospital services will not be initiated during the final month of the school year.

## **B. Provision of Services**

1. Assessment of the need and eligibility for services will be determined by the Homebound/Hospital team that includes a minimum of a school representative, nurse, and coordinator. Completed forms from a health care professional recommending Homebound/Hospital instruction is not a guarantee of that service. The school team may decide that other interventions or accommodations may be more appropriate for the student. In this case, every effort will be made to reach consensus with the physician and parent.
2. The eligibility decision will be documented and written notice of the team's decision will be provided to the parent.
3. If found eligible, a Homebound/Hospital instruction and transition plan will be constructed and documented and parent/guardian assurances will be agreed to and documented.
4. For students in grade 1-6 curriculum will be based on the current core standards. Students, grade 7-12 will be instructed in a total of four core academic subjects.
5. The Homebound/Hospital coordinator in collaboration with the student's administrator will assign a teacher for Homebound/Hospital services.
6. Homebound/Hospital services may be discontinued for the following reasons:
  - a. Lack of family cooperation with an instruction schedule;
  - b. Lack of medical verification as to current confinement need; or
  - c. Determination that services are worsening the student's condition, increasing or prolonging school phobia or anxiety, are having a harmful impact upon the student or are not in the best interest of the student

## **C. Selection and Responsibility of Instructors and Instruction**

1. A Homebound/Hospital instructor should be an instructor employed by Ogden City Schools.
2. The assigned Homebound/Hospital instructor will contact the parent/guardian to arrange for the homebound visits.
3. The Homebound/Hospital instructor will be responsible to coordinate teaching materials and assignments with the classroom teacher.
4. Teachers will be reimbursed for hours of delivered instruction at their current hourly base rate.
5. One half hour of preparation will be allowed and paid for each two hours of actual instruction.
6. Instruction shall be provided at the student's home or other designated public location.
7. Instruction shall be after regular school hours.
8. Mileage will be reimbursed at the district's current rate of reimbursement and calculated upon the distance from the school to the student's home or other designated public location and then to the instructor's home. Time for travel is not calculated in the two hours of instruction.
9. Generally, one (1) two-hour session shall be provided each week
10. A parent or other responsible adult must be present in the home during the instructional session. If the parent or guardian fails to provide proper chaperonage the instructional session shall be cancelled.

## **D. Grades and Credit for School Attendance**

1. Students who are receiving Homebound/Hospital instruction shall be counted as attending school.
2. Secondary teachers should provide assignment sheets for students in their classes who are receiving Homebound/Hospital Instruction. Substitute assignments will be provided if the regular class activities cannot be completed at home.
3. Upon consultation with the school administration the teacher can give the student an "incomplete" for the course when it cannot be appropriately taught through Homebound/Hospital instruction.
4. Grades earned during confinement will be averaged into the student's grades earned after returning to school to compute the student's final grades. Grades will be awarded by the Homebound/Hospital teacher in collaboration with the classroom teacher.
5. Homebound/Hospital instruction is designed to help students maintain credit. "Make up work" for previous absences or lack of credit generation before the student was enrolled in Homebound/Hospital services will not be addressed.
6. Students receiving Homebound/Hospital services will not receive more credit than could be earned at school during the concurrent grading period
7. Due to time constraints and/or limits on curriculum content that can be covered, and the duration and severity of the illness, students are not guaranteed to be able to earn sufficient credits to stay on track for graduation and their overall grade point average may change.