



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4257

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CATEGORY: **Instruction, Special Programs**

EFFECTIVE: **1-29-62**

SUBJECT: **Home and Hospital Instruction**

REVISED: **2-25-04**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for providing home teacher service to homebound or hospitalized children.
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 46307, 56001, 56100, 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 Special Education Division, Office of Instructional Support.
2. **Home and hospital teacher service** is available to homebound or hospitalized students 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. **Homebound students** may be either special education or regular education students; the latter are served on a space available basis. Special education students are generally provided with a maximum of 300 instructional minutes per week as their physical condition and appropriateness permits or as stated on their Individualized Education Plan (IEP); other students may receive up to 150 minutes per week.
4. **Eligibility Requirements**
 - a. **Home confinement:** At least twenty (20) school days from the time “Physicians Statement” form is received by the Home/Hospital Program Office. Medical diagnosis must be verified by a licensed physician.
 - b. **Hospital confinement:** Varying periods; criteria is a function of chronicity, diagnosis, duration.

- (1) Students are served by in-house teachers at Balboa and Children's hospitals. Students in other hospitals are served by itinerant staff.
 - (2) Students who are from other districts and are in San Diego hospitals are eligible for immediate instruction from in-house teachers at Balboa and Children's hospitals. Students in other hospitals 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** is the same as for regular elementary or secondary as stated on their IEP.
 7. **Extended school year program** is available for special education students if it is on their IEP.

D. IMPLEMENTATION

1. **Enrollment**
 - a. **Person requesting services** (parent/guardian, principal, teacher, nurse, agency) obtains "Request for Medically Homebound and Hospital Program" form from the Special Education Division.
 - b. **Special Education** staff supports the parent's/guardian's completion of the appropriate section on the form and the forwarding of it to the physician.
 - c. **Special Education Division Home/Hospital Program Office** receives form from the physician recommending home services by completing appropriate section on form.
 - d. **Special Education Division Home/Hospital Program**
 - (1) Determines appropriateness of the program for the child.
 - (2) Notifies school of regular attendance when child is receiving home or hospital teaching services.
 - (3) Notifies school of regular attendance when child will be transferred to the Home/Hospital Program. This request will be at discretion of the Home/Hospital Program.

- (4) Assigns student to a home teacher and notifies parent/guardian.
- (5) Processes students who qualify for special education services in accordance with Procedure 4230.

e. **School of regular attendance**

- (1) Marks "H/H" on attendance report by the student's name and marks apportioned absences (thus collecting A.D.A. for days of illness).
- (2) For students transferred into the Home/Hospital Program
 - (a) Drops student from active enrollment by preparing transfer form following usual transfer procedures.
 - (b) Forwards cumulative student records to Special Education Division Home/Hospital Program.

2. **Transfer/Withdrawal.** Special Education Division:

- a. **When student** has recovered sufficiently to return to regular school of attendance, follows transfer procedures outlined in Procedure 4610 (special education), 6145 (elementary), or 6146 (secondary), as appropriate.
- b. **When student** completes school year as a home or hospital student, determines recommendations regarding his/her fall placement and notifies parent/guardian of such recommendations.

E. FORMS AND AUXILIARY REFERENCES

- 1. Request for Medically Homebound/Hospital Program Form certifying severity of illness and projected date of return to school, available from the Special Education Division Home/Hospital Program Office, Attachment

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Leslie Fausset
For the Superintendent of Public Education