

HOME/HOSPITAL INSTRUCTION

I. Purpose

State regulations require that instructional services be delivered to public school students who are unable to participate in their school of enrollment due to a physical or emotional condition. In implementing these procedures, Talbot County Public Schools will comply with the Individuals with Disabilities Education Act, American with Disabilities Act, and § 504 of the Rehabilitation Act of 1973, as appropriate.

The purpose of these procedures is to provide appropriate guidelines for the implementation and management of the delivery of educational services to students who are unable to participate in their school of enrollment due to a physical or emotional condition.

II. Definitions

A. Public School Student - any student who is actively enrolled in one of Talbot County's Public Schools.

B. Concurrent delivery of services - instruction that may be delivered to students who can only attend their school of enrollment on an intermittent basis due to a physical condition

C. Therapeutic Treatment Center - any day or residential facility, licensed by a unit of State government, providing treatment for medical, physical, or emotional conditions including drug or alcohol dependency, or both

III. General Guidelines

A. Service Delivery

1. The Office of Student Services for Talbot County Public Schools will determine the manner in which instructional services will be delivered to a student.

2. Instructional services will be delivered by an individual possessing a minimum of a bachelor's degree from an institution of higher education as defined in COMAR 13A.12.01.02B. However, this requirement does not apply to individuals who have demonstrated satisfactory performance as a home and hospital teacher in TCPS prior to July 1, 2001.

3. When possible, services will be delivered by a qualified staff person from the student's school of enrollment. If that is not possible, an effort will be made to find a qualified staff person who is actively employed in TCPS. If that is not possible, an effort will be made to hire a qualified retired TCPS staff person or other qualified community person.

4. Concurrent delivery of home/hospital services and enrollment in TCPS must be provided for students whose physical condition requires the student to be absent from school on an intermittent basis due to a chronic illness.

5. If the student is receiving special educational services at the time home/hospital services are being requested, an IEP meeting must be held to review and modify the student's IEP to reflect the goals and objectives to be implemented while the student is on home/hospital teaching and to determine the hours of services required to assure FAPE.

6. When possible, services will be delivered at the student's school of enrollment after the regular school day's hours. If that is not possible, or deemed to be in the best interest of the student, services will be delivered at a neutral location such as a community center or library.

7. When no other option is available or appropriate, services will be delivered in the student's place of residence. There must be a third party present who is over the age of 21.

8. In some instances, instruction may be delivered virtually if appropriate.

B. Attendance and Time of Instruction

1. Students receiving home and hospital instruction will remain on the regular school roster and be counted as present except when the student is not available for the scheduled instructional service, in which event the student will be counted as absent.

2. The length of instruction for a student who is in a full day program will be a minimum of six (6) hours per week.

3. The length of instruction for a student who is in a half day program will be a minimum of three (3) hours per week.

4. Instruction will begin as soon as possible, but no later than (10) school days following the verification of need for services.

5. The days and hours for home/hospital teaching are arranged by the staff person delivering services and the parent(s)/guardian of the student.

C. Verification Procedures

1. Initial service need is determined by:

- a. Verification of the medical or physical condition, including drug or alcohol dependency, by a licensed physician or nurse practitioner, or verification of an emotional condition by a certified school or licensed psychologist or licensed psychiatrist.
 - b. A statement by the physician, nurse practitioner, psychologist, or psychiatrist verifying that the current medical, physical, or emotional condition of the student prevents the student from participating in the student's school of enrollment.
 - c. Verification must include the reasons home and hospital instructional services are requested and/or the diagnosis, the anticipated date the student will return to the regular school program, and the service provider's signature, address, telephone number, and date.
2. The parent or legal guardian of the student must complete and sign the required forms which may be obtained from the student's school counselor. The Office of Student Services may consult with the parent, guardian, student, psychologist, or physician as appropriate when determining approval for service.
 3. The need for service is to be reviewed no later than sixty (60) calendar days after the initial determination of eligibility.
 4. The parent, guardian, or school may request a review for the need of services at any time.
 5. Continuation of services beyond sixty (60) calendar days requires reverification by a service provider as outlined above in III.C.1.a.
 6. Students with documented chronic illnesses which require concurrent delivery of services are only required to provide annual verification of need. This includes both physical and emotional chronic conditions.
 7. A student receiving services due to an emotional condition that is not chronic may not receive home/hospital services for more than sixty (60) consecutive days. All students receiving home/hospital services due to an emotional condition must have their program reviewed to determine if additional services are needed or if the student should be evaluated to determine eligibility for special education.
 8. Students receiving services who do not acquire reverification as required, and do not return to physically attending their school of enrollment, will be marked absent upon the expiration of time listed as their verified need for service.

D. Management of Home and Hospital Staff

1. The student's Student Services worker serves as the liaison between the student, school, and home/hospital teacher.

2. If a student misses three sessions, refuses to participate, acts in an unsafe manner, or is unsupervised by an adult when the home/hospital session is scheduled, the home/hospital teacher should contact the Student Services Worker immediately.

3. The Student Services Worker is responsible for making sure that all home and hospital staff persons have the necessary forms and guidance needed to complete for reimbursement of services provided.

E. Assignments and Grading of Work

1. The student's regular school of enrollment, facilitated by the student's school counselor, will provide the home and hospital staff person with the materials of instruction. This includes, but is not limited to books, course outlines, tests/exams, projects, service learning information, and any other materials necessary for instruction.

2. Grading will be computed by the student's assigned teachers for all work given during home and hospital instruction.

3. The student's regular school of enrollment will determine the student's final grade, what credits are to be awarded, and the issue of promotion or non promotion. These determinations will be made after careful consideration and consultation among all staff involved.

F. Re-Entry of Student to Their Regular School of Enrollment

1. The student's regular school of enrollment will convene a team prior to the scheduled end of services. The team will be comprised of: the school counselor, the classroom teacher, the school nurse, and the parent/guardian, home/hospital instructor at a minimum. It is recommended that the team also include a school administrator, school psychologist, Student Services worker, and student if possible and appropriate.

2. Prior to the scheduled end of service, the team will begin to design a transition plan.

3. A note is required from a qualifying professional (as outlined in IV.C.I.ac of this procedure) for a student receiving home and hospital instruction to return to school prior to the scheduled end of services.

G. Exclusions

1. Students must be enrolled in Talbot County Public Schools to be eligible to receive services under the provisions set forth in the procedures and corresponding policy.

2. Excluded from these regulations are the home based programs operated through the Office for Children, Youth and Families, the Maryland Infants and Toddlers Program for the birth through 2 year old disabled population, and the Home Instruction as defined in COMAR 13A.10.01.01.

3 Students are not eligible to participate in any extra-curricular activities while receiving full time home and hospital instruction.

H. Dispute Resolution

1. In the event a disagreement arises in the implementation of these procedures, the student, parent, legal guardian, or school may seek a review from the Office of Student Services.

2. In the event that a student, parent, legal guardian, or school disagrees with the result of the review from the Office of Student Services, they may request a review from the Superintendent of TCPS.