

RANDOLPH COUNTY HOME/HOSPITAL INSTRUCTION PROGRAM PROCEDURES

The Randolph County Home/Hospital Instruction Program shall provide educational services to an enrolled student who cannot attend school because of a temporary or long-term illness or disability, as recommended by a physician in the area of health concern. Home/hospital instructional services are provided when a child is medically not able to attend school for a period of three consecutive weeks or more.

Applications for home/hospital services are available in the County Office of Attendance. The form must be completed by the student's parent/guardian and attending physician and submitted to the County Office of Attendance. In cases of long-term home/hospital instruction, medical validation must be submitted for each semester. Elementary students will be eligible for four (4) hours of instruction per week, and secondary students will be eligible for a maximum of six (6) hours per week.

Upon notification to the home school and again at the beginning of the second semester, if necessary, a meeting will be held of the appropriate school team (IEP, 504, SAT Intervention) for the purpose of determining an educational plan for the student. This meeting will be required for the student's parent/guardian; the home/hospital attendance exemption will begin on the date following the school team meeting. The school team will determine class schedule, classroom-homebound teacher input/expectations, grading, location of instruction and other matters as required. Home/hospital program students enrolled in Career/Tech Education or Science classes must be enrolled in a "Textbook" class that does not require lab attendance, which may entail a schedule change. The homebound instructor and the classroom teacher will confer with the school principal to determine such an adjustment. In all cases, credit shall be based upon completion of assigned instructional activities and academic performance as defined by established evaluation procedures. The homebound teacher will be responsible for administering any test or comprehensive exams during the homebound period. If the homebound teacher is in charge of instruction at the end of a grading period, s/he will be responsible for reporting the student's grades to their home school. Classes may be graded on a pass/fail basis.

If a student is deemed unable to attend classes at a central location, an attempt will be made to engage a teacher from the student's home school. If an instructor from the home school cannot be recruited, the position for a certified instructor will be posted, resorting to the substitute list, if necessary. Parents/guardians of homebound students must provide transportation to the designated location or make arrangements for an adult to be present in the home while the teacher is instructing the child.

Home/hospital instruction is provided with the mutual understanding that the student is too ill or disabled to attend school. Consequently, if the student is unavailable for instruction during the scheduled time with the homebound instructor, a written excuse will be required, and the absence will count proportionately to the percentage of the school week that is missed. For example, missing one of two weekly sessions would be 50% of the week, or 2½ days absent. Absences will be recorded at the home school, and considered for driver license verification and the Exemption from Comprehensive Examination Policy.