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| FREDERICK COUNTY PUBLIC SCHOOLS | Reg. No. 400-37 |
| Subject: HOME/HOSPITAL TEACHING SERVICES | Issued: 7/1/83 |
| Preparing Office: OFFICE OF THE SUPERINTENDENT | Amended: 2/27/15 |

I. Policy

II. Procedures

A. Purpose

1. This regulation applies to the provision of Home/Hospital Teaching Services (H/HTS) to all students enrolled in Frederick County Public Schools who are unable to attend school due to a physical or emotional condition.
2. H/HTS shall be available to all students during convalescence or treatment time in a medical facility, day or residential therapeutic or drug treatment center, or a student's place of residence. (Refer to COMAR 13A.03.05.03A)

H/HTS services are provided to students identified with disabilities in accordance with federal and state special education laws and regulations, including COMAR 13A.05.01. The student and parents shall be involved in the process included within these laws and regulations.

3. H/HTS is not intended for brief, consecutive absences. H/HTS is not intended for long-term placement. The services are short term and provided in an attempt to keep eligible students abreast of their courses so that upon their return to school they will be able to make a smooth transition back to their mainstream courses. It is available for:
 - a. Any eligible high school student who cannot attend regular school for a minimum of ten (10) consecutive days (for high schools with a four-period school day); and
 - b. Any eligible student at all other schools who cannot attend regular school for twenty (20) consecutive days.
4. Concurrent delivery of instructional services shall be provided for an enrolled student whose physical or emotional condition requires the student to be absent from school on an intermittent basis. These conditions include, but are not limited to kidney failure, cancer, asthma, cystic fibrosis, sickle cell anemia, depression and bipolar disorder.

B Eligibility for Non-Disabled Students

1. Initial service need is determined by:
 - a. Verification of a physical condition, including drug and alcohol dependency, by a licensed physician or nurse practitioner or verification of an emotional condition by a certified school psychologist, licensed psychologist or a licensed psychiatrist, and
 - b. A statement by the physician/nurse practitioner or psychiatrist/psychologist verifying that the current physical or emotional condition prevents the student from participating in the student's school of enrollment.
2. Service need for a physical or emotional condition is subject to review sixty (60) calendar days after the initial determination of eligibility or sooner at the request of the parent, guardian or Frederick County Public Schools. (Refer to COMAR 13A.03.05.04.C.)
3. Continuation of this service beyond sixty (60) calendar days requires re-verification of service need, in accordance with 1a and 1b above. (Refer to COMAR 13A.03.05.04.C.) Re-verification for students on concurrent services is required annually.

C. Eligibility for Disabled Students

1. Initial service need is determined by:
 - a. Verification of a physical condition, including drug and alcohol dependency, by a licensed physician or nurse practitioner or verification of an emotional condition by a certified school psychologist, licensed psychologist or a licensed psychiatrist, and
 - b. A statement by the physician/nurse practitioner or psychiatrist/psychologist verifying that the current physical or emotional condition prevents the student from participating in the student's school of enrollment.
2. Service need for a physical condition is subject to review sixty (60) calendar days after the initial determination of eligibility or sooner at the request of the parent, guardian or Frederick County Public Schools.
3. Service need for a disabled student with an emotional condition cannot exceed sixty (60) consecutive school days.

D. Process for Accessing Home/Hospital Teaching Services for Non-Disabled Students

1. Parents/guardians or school psychologists should contact the pupil personnel worker (PPW), who is the liaison to the student's home school, to request forms for services, return forms that have been completed and to ask questions or clarify information.

2. A completed application that includes the required verification information must be submitted to the PPW, who may request a treatment plan from the physician/nurse practitioner or psychiatrist/psychologist. (Refer to B.1.)
3. Upon approval for H/HTS, the PPW will assign an H/HTS teacher for the student.
4. H/HTS may be arranged, approved and supervised only by a PPW, the director of Student Services, or the deputy superintendent or designee.
5. Disagreements that arise in the implementation of H/HTS that cannot be resolved by the H/HTS teacher will be referred to the director of Student Services for resolution.
6. Students who are pregnant are eligible to receive H/HTS prior to delivery date only when a doctor determines that attendance in school would be detrimental to the student or her unborn child, and this information is documented on the application for H/HTS. The student is entitled to six (6) weeks of H/HTS after the delivery date. Extension of H/HTS beyond six (6) weeks after delivery requires a physician's/nurse practitioner's signed request.
7. All high school students may receive H/HTS for a maximum of two (2) academic courses.

E. Process for Accessing Home/Hospital Teaching Services for Disabled Students

1. Parents/guardians or school psychologists should contact the pupil personnel worker (PPW), who is the liaison to the student's home school, to request forms for services, return forms that have been completed, and to ask questions or clarify information.
2. A completed application that includes the required verification information must be submitted to the PPW, who may request a treatment plan from the physician/nurse practitioner or psychiatrist/psychologist. (Refer to C.2.)
3. Upon approval for H/HTS the PPW will assign an H/HTS teacher for the student. The school Individualized Education Program (IEP) team must convene an expedited IEP team meeting to review and revise the student's IEP. (Refer to COMAR 13A.05.01.10C[6][A]) Steps 'a' through 'd' below must also be followed:
 - a. The IEP team meeting must be held to reflect the provision of H/HTS at the start of the H/HTS instruction.
 - b. The IEP team determines the instructional services to be provided to the student and develops a plan for returning the student to a school-based program. (Refer to COMAR 13A.05.01.10C[6][b]). A copy of the student's IEP must be submitted to the H/HTS teacher.
 - c. IEP team meetings must be held to reflect the end of H/HTS and to document the student's return to the school-based program.
 - d. Each time the home/hospital teaching is extended, the IEP team must convene.

4. H/HTS may be arranged, approved, and supervised only by a PPW, the director of Student Services, or the deputy superintendent or designee.
5. Disagreements that arise in the implementation of H/HTS that cannot be resolved by the H/HTS teacher will be referred to the director of Student Services for resolution.
6. Students who are pregnant are eligible to receive H/HTS prior to delivery date only when a doctor determines that attendance in school would be detrimental to the student or her unborn child, and this information is documented on the application for H/HTS. The student is entitled to six (6) weeks of H/HTS after the delivery date. Extension of H/HTS beyond six (6) weeks after delivery requires a physician's/nurse practitioner's signed request.
7. All high school students may receive H/HTS for a maximum of two (2) academic courses.

F. Teacher Qualifications

H/HTS teachers must have a bachelor's degree from an institution of higher education as defined in COMAR 13A.12.01.02B. This requirement does not apply to H/HTS teachers who have demonstrated satisfactory performance in FCPS before July 1, 2001. All H/HTS teachers will be required to participate in training regarding child abuse and safety issues.

G. Scheduling of Services

1. H/HTS teachers will work cooperatively with parents/guardians to arrange sessions for instruction at mutually agreeable times.
2. Full-time students may have a minimum of six (6) hours of H/HTS per week.
3. Students who have less than three and one-half (3.5) hours of academic programming per day may have a minimum of three (3) hours of H/HTS per week.
4. School holidays will not be instructional days except in unusual circumstances. H/HTS teachers must have the approval of the director of Student Services to teach on school holidays. Saturday instruction is appropriate if parents agree.
5. Instructional services must begin as soon as possible, but no later than ten (10) calendar days following the verification of the need for services based on the student's inability to attend school. (Refer to COMAR13A.03.05.03D[4])

H. Location of Services

Generally, H/HTS are provided in the student's home. A parent must be present, or arrange to have a trusted adult present, during the instructional period. H/HTS may also be provided in a public setting conducive to teaching and learning, e.g., public library.

I. Instructional Programs and Materials

1. The H/HTS teacher will contact the home school to obtain teaching material and parameters of course work to be covered.
2. The student's regular school should provide instructional materials. The H/HTS teacher must use materials approved by Frederick County Public Schools.
3. The pupil personnel department has a library of supplementary materials to assist H/HTS teachers.

J. Communications to/from H/HTS Teachers

1. The H/HTS teacher and the pupil personnel worker who assigned the teacher shall discuss all questions and problems that arise for the teacher.
2. Each year a copy of this current regulation should be distributed to each person who is providing H/HTS.

K. Attendance Procedures

Students will be counted present at their regular schools for attendance at H/HTS sessions. When the student is not available for instruction, the H/HTS teacher will notify the school and the student will be counted as absent.

Approved:

Original signed by

Theresa R. Alban
Superintendent