

HOME AND HOSPITAL PROGRAM PROCEDURES

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I. Introduction

A. Board of Education Policy 5120, *Attendance and Excuses*, emphasizes the value of regular attendance in enabling students to benefit from the school program. Superintendent's Rule 5120, *Attendance and Excuses*, notes that regular school attendance has a positive effect on learning and helps to establish habits necessary for responsible adulthood. Baltimore County Public Schools' (BCPS) Home and Hospital Program provides instruction and services to all students unable to attend school due to a diagnosed physical or emotional condition. Additionally, a Student Support Team (SST) or an Individualized Education Program (IEP) team may review students unable to attend school due to a diagnosed physical or emotional condition to:

1. Determine if students are exhibiting a disability as defined by Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), or the Individuals with Disabilities Education Act (IDEA).

2. Provide a free appropriate public education (FAPE) that allows access to instruction and/or services in the least restrictive setting for all eligible students.

II. Definitions

- A. 504 Plan: Written 504 plans are required for all students qualifying as disabled under Section 504. These plans include accommodations and services specific to the diagnosed physical or mental impairment and the substantial limitation to one or more major life activities. These accommodations and services are necessary to provide equal access to the general education program and ensure FAPE.
- B. Home and Hospital Program: Instructional services are provided to public school students who are unable to participate in their school of enrollment due to a physical or emotional condition.
- C. Individualized Education Program (IEP): IEPs are developed for students with disabilities as defined by IDEA that result in an adverse educational impact. To ensure equal access to the general education program and FAPE, specially designed instruction and related services are provided.
- D. Verification (Reverification): Service need is subject to review 60 calendar days after the initial determination of eligibility or sooner at the request of the parent, guardian, or local school system. Continuation of this service beyond 60 calendar days requires reverification of service need.

III. Eligibility

- A. Full-Time Home and Hospital Program: Any student who receives general and/or special education instruction and services, Grades Prekindergarten to age 21, and is anticipated to be continuously absent for 20 or more days due to a physical or emotional condition, may be eligible for the full-time program.
- B. Chronic Intermittent Home and Hospital Program: Any student who receives general and/or special education instruction and services, Grades Prekindergarten to age 21, and is anticipated to be intermittently absent for 30 or more days during the course of a school year due to a chronic physical condition, may be eligible for the chronic intermittent program.

IV. Application

- A. Full-Time Home and Hospital Program
 1. A parent must notify the administrator, school counselor, or school nurse when a student is anticipated to be absent from school for 20 or more days due to a physical or emotional condition. The school counselor or school nurse should then notify the appropriate school administrator of the parent request for student participation in the full-time program.
 2. The *Professional Statement for Physical Condition* form is completed by a licensed physician and submitted to the school by the parent or physician. This form can be found on the Home and Hospital Center Intranet Web site at

https://intranet.bcps.org/offices/alted/home_hospital/. Upon receipt, the professional statement is reviewed by the school administrator in consultation with appropriate school staff to determine if the student's needs can be met in the comprehensive school setting with or without the addition of accommodations and supports. The school administrator should notify the SST chairperson or the IEP team chairperson to schedule a SST or IEP meeting to discuss the student's need for Home and Hospital services and to complete the *Action Plan* outlining the steps needed for the student's successful reentry to a school program.

3. In cases of a sudden medical emergency, the student's school counselor should complete the *School Referral–Students with Physical Conditions* form, collect copies of other required documents (such as school schedules and transcripts), and disseminate the *Instructional Materials Request* form to the student's classroom teacher(s) for English/language arts, math, science, and social studies. The classroom teacher(s) should complete the *Instructional Materials Request* form and return it to the school counselor. *The Professional Statement for Physical Conditions, School Referral – Students with Physical Conditions, and Instructional Materials Request* forms should be submitted to the Home and Hospital Center. All aforementioned forms can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.
4. The *Professional Statement for Emotional Conditions* form is completed and verified by a licensed psychiatrist, licensed psychologist, or certified school psychologist. This form can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/. Upon receipt, the professional statement is reviewed by the school administrator in consultation with appropriate school staff to determine if the student's needs can be met in the comprehensive school setting with or without the addition of accommodations and supports. The school administrator should notify the SST chairperson or the IEP team chairperson to schedule a SST or IEP meeting to discuss the students' need for Home and Hospital services and to complete the *Action Plan* outlining the steps needed for the student's successful reentry to a school program.
5. If it is determined that the student's needs cannot be met in the comprehensive school setting, even with accommodations, specially-designed instruction, and/or services as appropriate, the student should be referred to the Home and Hospital Program for instruction and services. The school administrator or other school staff is responsible for preparing and submitting a complete referral packet to the Home and Hospital Center. The referral packet includes the following:
 - a. The *Professional Statement for Physical Condition* form, completed and verified by a licensed physician or the *Professional Statement for Emotional Conditions* form completed and verified by a licensed psychiatrist, license psychologist, or a certified school psychologist. These forms can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.

- b. The *School Referral–Students with Physical Conditions* form or the *School Referral – Student with Emotional Conditions* form, completed by the school counselor. These forms can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.
 - c. The *Instructional Materials Request* form, completed by the student's classroom teacher(s) for English/language arts, math, science, and social studies and returned to the school counselor. This form can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.
 - d. The *Action Plan*, completed for all students in the full-time Home and Hospital Program (physical, emotional, and pregnancy). The *Action Plan* should be completed by the SST for general education students and students with 504 Plans, and by the IEP team for students with IEPs. This form can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.
 - e. Current Student Support Plans, 504 Plans, and IEPs, as well as current SST and IEP team notes, should be included in the Home and Hospital Program referral packet.
6. Upon receipt of a complete referral packet, the supervisor of the Home and Hospital Program reviews the application and consults with the school administrator and appropriate student support services staff. Once approved, an instructional program is assigned by the supervisor of the Home and Hospital Program within ten (10) school days. If not approved, the parent/guardian received a letter explaining the reason for denial. Copies of the denial letter are also sent to the appropriate school personnel, including the school principal, IEP chair, school counseling department chair, school nurse, pupil personnel worker (PPW), physical, and to the student file. The application can be resubmitted once revised in accordance with the recommendations made in the denial letter.
 7. A letter indicating the beginning and ending dates of the assigned program is sent from the Home and Hospital Center to the student's school and parent.
 8. The school marks the student present once the Home and Hospital Program has been assigned.
 9. Applications for the Home and Hospital Program must be received no later than four weeks before the last day of school (or four weeks before the last day for seniors.)
- B. Chronic Intermittent Home and Hospital Program
1. The parent and school staff should monitor the student's attendance and work collaboratively to initiate and complete a referral for the chronic intermittent program when it appears the student will meet the eligibility criteria. The referral packet includes the following:
 - a. The *Professional Statement for Physical Conditions* form, completed and verified by a licensed physician. This form can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.

- b. The *School Referral—Students with Physical Conditions* form, completed by the school counselor. This form can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.
2. Parent must notify the Home and Hospital Center, in writing, when the student misses two consecutive school days due to the diagnosed physical condition.
3. The Home and Hospital Center contacts the assigned tutor. The tutor provides one hour of instructional support for each consecutive day of school missed due to the chronic condition.
4. The parent/student secures assignments for the consecutive days missed from the student's content teacher(s). It is the tutor's responsibility to provide instructional support as the student completes these assignments.
5. The parent/student returns all completed assignments to the content teacher(s) for grading, following the procedures and timelines established by each school.
6. The Home and Hospital Center mails a chronic intermittent attendance letter to the school. The letter lists the dates of absences related to the chronic condition, verified by the parent. The school should mark the student present for the dates listed on the letter.
7. It is suggested that the school or parent schedule a meeting at the beginning of each school year with teachers of a chronic intermittent Home and Hospital student to clarify specific site-based procedures. A SST meeting should be scheduled for general education students, including students with 504 Plans. An IEP team meeting should be scheduled for students receiving special education instruction and services. The teams should determine eligibility under Section 504 and/or IDEA, annually discuss and update accommodations and supports needed by the student, and specify procedures for the student to obtain and submit missed assignments.
8. The supervisor of the Home and Hospital Program may refer a student to the SST or IEP team to consider eligibility for identification of disability and provision of accommodations and services under Section 504 or identification of disability and provision of specially designed instruction and services as defined by IDEA.
9. Applications for the Home and Hospital Program must be received no later than four weeks before the last day of school (or four weeks before the last day for seniors.)

V. Program Reverification and Extension

- A. If a student is to be absent beyond 60 calendar days (or beyond the end date on the *Professional Statement*, whichever is shorter), the parent must submit an updated verification of the *Professional Statement* to the Home and Hospital Center.
- B. All chronic intermittent conditions must be reverified annually for students to remain active in the chronic intermittent program throughout the school year.

- C. The Home and Hospital Center sends the parent a reminder letter two weeks prior to the anticipated termination date, alerting the parent that the student will be terminated from the Home and Hospital Program unless a new *Professional Statement* is received, reverifying the physical or emotional condition.
- D. If an updated *Professional Statement* indicating the need to extend the student's time in the Home and Hospital Program is received, a letter is sent to the student's school and parent with updated eligibility dates.
- E. The supervisor of the Home and Hospital Program may refer a student to the SST or IEP team at the school for a review of the student's needs and determination of eligibility for instruction, accommodations, or services under Section 504 or IDEA.

VI. Emotional Condition/IEP Students

- A. A student with an emotional condition with an active IEP is limited to 60 consecutive school days of eligibility for Home and Hospital Program instruction and services.

SSTs should meet periodically to review the action plans of general education students with emotional conditions to ensure students are on track for successful reentry to the comprehensive school setting.

- B. If a student with an IEP is receiving Home and Hospital Program instruction and services for an emotional condition and is expected to need the services for 60 consecutive school days, the IEP team must reconvene prior to the 60th calendar day to complete the following tasks:
 1. Review the student's current educational needs and determine the need for continued Home and Hospital Program instruction and services through the 60th consecutive school day.
 2. Initiate the completion of a new *Professional Statement for Emotional Condition* form verified by the licensed psychiatrist, licensed psychologist, or certified school psychologist. This form can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.
 3. Review the student's current educational needs to update the IEP and determine the program, instruction, and services required after the Home and Hospital Program concludes.
 4. Review and update the *Action Plan* for the student's reentry to the school setting. This form can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.
 5. Send the updated *Action Plan* and IEP team notes to the Home and Hospital Center prior to the end of the Home and Hospital Program.

VII. Pregnant Students

- A. Early in the pregnancy, the parent/student meets with the school counselor or school nurse to initiate the Home and Hospital Program referral.

- B. The OB/GYN completes the *Professional Statement for Pregnancy* and identifies a projected delivery date. This form can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.
- C. The school counselor completes the *School Referral — Pregnancy* form and secures the *Instructional Materials Request* form from the student's teachers. These forms can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.
- D. The supervisor of the Home and Hospital Program sets up an appropriate instructional program. Pregnant students are eligible to begin one week prior to the due date and continue six weeks after the actual delivery date. Following the sixth week, the student is expected to return to the school. If the student does not return to school, she is marked absent and the school should proceed with investigating the absenteeism.

Exceptions:

1. At any point during pregnancy or after delivery, a pregnant student may be placed in the Home and Hospital Program due to a physical condition such as elevated blood pressure, high-risk pregnancy, or other medical issues as determined by her obstetrician. The *Professional Statement for Physical Condition* form must be completed by the obstetrician and submitted to the Home and Hospital Center by the school, parent, or professional. This form can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.
2. Postpartum depression is an emotional condition that must be verified by a licensed psychiatrist or licensed psychologist. If a student is unable to return to school six weeks following delivery because of postpartum depression, a *Professional Statement for Emotional Condition* form must be verified by a licensed psychiatrist or licensed psychologist and submitted to the Home and Hospital Center by the school, parent, or professional. This form can be found on the Home and Hospital Center Intranet Web site at https://intranet.bcps.org/offices/alted/home_hospital/.

VIII. Hospitalized Students

- A. Hospitalized students, including those admitted to inpatient facilities for substance abuse disorders, eating disorders, mental and emotional disorders, or traumatic brain injuries remain on enrollment status at the current school.
- B. The parent contacts the school counselor or school nurse to initiate the Home and Hospital Program referral following the procedures for the full-time program.
- C. In the event that a hospital or facility has an education liaison who contacts the Home and Hospital Center requesting instruction and/or services, the Home and Hospital Center then contacts the school to request the completion of the Home and Hospital Program referral packet.

IX. Grading

- A. Full-time Home and Hospital Program students are graded for the percentage of time they receive Home and Hospital Program instruction and services. A Home and Hospital Program grade report is sent to the school/family during the BCPS quarterly report card window or at the end of Home and Hospital Program instruction. Parents should note that, for example, if the student earned a grade of E (unsatisfactory) while attending school for 80 percent of the quarter and then earned a grade of B (very good) for the 20 percent of time he/she received Home and Hospital Program instruction, the BCPS' report card may reflect a quarter grade of D (poor). Final grades are determined by the student's school of enrollment.
- B. Chronic intermittent students are graded solely by the teacher(s) in the current school of enrollment.

X. State Assessments

- A. All BCPS' students in Grades 3 to 12 participate in statewide testing. Students receiving Home and Hospital Program instruction during a testing window are invited back to the comprehensive school to take the assessment.
- B. In the event that the student receiving Home and Hospital Program instruction and services is unable to attend a testing site due to their verified physical or emotional condition, arrangements can be made to take the assessment at an alternate location.

XI. Participation in Other Programs While on Home and Hospital

When students are assigned to Home and Hospital for emotional and medical conditions, including pregnancy, or through the administrative transfer process, Home and Hospital provides the core academic courses. Programs such as Career Technology Education (CTE), evening school, physical education, etc. are not through the Home and Hospital program.

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