



Home & Hospital Instruction Program

Important Note: From the time you receive the Physician's Statement, **we have 5 days** to find a Tutor and begin services, including arrangements for IEP meetings.

School Site Designee	<ul style="list-style-type: none">• Give application to parent (Contains: Parent's Request for Home & Hospital Instruction, Physician's Statement, and Authorization for Release/Exchange of Information).• Go over guidelines of program with parents.• Submit via email or fax to Alternative Programs the parent's request and physician's statement.• If Special Ed, notify case manager (student must have a change of placement meeting; IEP and meeting notes forwarded to Alternative Programs.)• Solicit site Teachers for Tutor position.• If no Tutor found, contact Alternative Programs.• When assigned Tutor reports start date, change student's instructional setting in Synergy to HH until their return. (Do not drop classes.)• Mark attendance in Synergy as HH from first day student met with Tutor until the date they are expected to return.• Be liaison between the Tutor and the students' Teacher(s) to obtain work for student and collect returned work.• Ensure that all state testing dates are communicated to Tutor and arrangements are made for student testing. Inform parents of their option to opt their student out of testing. Obtain letter from parents if student is requesting to opt-out of testing.• Monitor student's anticipated return date. Obtain extension of date if student is going to be out longer. Physician must submit a new Physician's Statement every 6 weeks.• Readmit student upon receipt of Physician's Release and return the instructional setting in Synergy to REG.
Case Manager	<ul style="list-style-type: none">• If student has IEP, call meeting for the change of placement.• Invite Administrator from Alternative Programs.• Assist Alternative Programs in finding a Special Education tutor.
Tutors (Current PUSD Certificated Employee)	<ul style="list-style-type: none">• Make arrangement with Designee and Teacher(s) for student information and class instruction needs.• Contact parent and schedule meetings with student (up to 5 hours per week).• Maintain attendance log of meetings with students.• Email Designee and Alt Programs of official 1st meeting date with student as soon as it occurs.• Verify with Teacher(s) the method of student evaluation of assignments/work.• Provide Tutoring and instruction aligned with student's current class assignment(s).• Maintain constant communication with Teacher(s) and provide grade(s) or status of progress at regular intervals, and upon student's return to school.• Submit time sheet and state attendance log in person to Alternative Programs, at the end of each month. Also include Mileage Claim form with your timesheet.
Current Student's Teacher(s)	<ul style="list-style-type: none">• Work with Designee & Tutor to provide instructional plan/materials for student during HH.• Communicate with Tutor regarding the methods of student evaluation of assignments/tests.• Provide coursework to ensure the success of the student, based on the student's tolerance level. Extensions of time may be necessary.
Alternative Programs	<ul style="list-style-type: none">• Maintain program compliance and oversight. Maintain file of documents & student info.• Discuss with parents other educational options besides home hospital for students.• Work with Site Designee to find Tutor if no site Teacher is available.• Process timesheets for Tutors.• Report to Finance on attendance and Tutor time.

Home & Hospital Instruction Program FAQ Sheet

Background

The Home and Hospital Instruction Program provides on-going academic instruction to students who are unable to attend the regular school day for a period of two weeks or longer due to a TEMPORARY illness, surgery, or chronic medical disorders.

- Home and Hospital serves all K to 12 students enrolled within the Poway Unified School District.
- The process takes at least five working days to initiate depending upon the amount of time it takes to complete the necessary paperwork.
- Home and/or Hospital Instruction is by definition, a temporary program and is not provided for extended periods of time or in lieu of school attendance. The program does not operate over the summer. Illnesses which last from one school year into the next will require a new application at the beginning of the new school year (i.e., fall semester). **The student must submit a new “Physician’s Statement Requesting Home and Hospital Instruction” from his/her diagnosing physician, every 6 weeks.**
- The program cannot support students who are taking certain electives, such as foreign languages, lab sciences, physical education, auto shop, jewelry making, or any other class requiring hands-on instruction.
- **While a student is enrolled in the home hospital program, he/she will not be allowed to return to the school site for any reason – that includes sports practices, competitions, extracurricular activities/clubs, labs, standardized testing or AP exams.**
- [Alternative Programs](#) oversees the program. Contact the office at 748-0010, ext. 2063.

Instruction

Requests for Home and/or Hospital Instruction are initiated at the student’s school site and will be approved by Alternative Programs after an initial conference (either in-person or by phone) with the parent(s) and student.

- A credentialed teacher is assigned as the tutor to the student and work is provided by the regular classroom teachers.
- The Home/Hospital tutor arranges an appointment at the home with the parent or other designated adult present. Instruction begins no sooner than the 11th day of absence. Class work is reviewed and discussed. The tutor is there to assist the student with understanding the assignments provided by the teacher(s). Only the tutor is authorized to collect student work; please do not deliver student work directly to a school site or teacher.
- The state limits the hours of tutoring to a maximum of three hours per day, and five hours per week. The state will not allow a student to also attend classes at a school site while enrolled in the Home/Hospital program.
- No tutoring is allowed on days that school is not in session; the five hours per week is reduced by the number of non-student days.
- Most tutor appointments are after school hours because our tutors must be either a PUSD teacher or substitute.
- If the student has an IEP, a change of placement meeting must be held and the team will decide whether home/hospital instruction is the best instructional setting for the student. A copy of the IEP and meeting notes must accompany the application.
- A new **“Physician’s Statement Requesting Home and Hospital Instruction” from his/her diagnosing physician, must be submitted every 6 weeks.** Please remember HH is for students with temporary illnesses or injuries.
- PLEASE NOTE THIS STATE MANDATE: If a student is in a hospital located in a different school district from the one in which the student’s home is located, there must be an inter-district transfer agreement to the district where the hospital resides, if the hospital’s school district is to provide the instruction.