

Randolph County Schools Administrative Guidelines

2412 - 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 certified by a physician who specializes 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 and do not replace full time instruction on an ongoing basis. The expectation is that removal from the general school population is one part of a comprehensive treatment plan and students will return to the regular classroom as soon as medically fit. The written statement must include:

- A. the specific reason(s) and period of time the student must remain at home or in the hospital; and
- B. the criteria or conditions under which the student will return to school, and the expected date or such return.

A written statement by a licensed physician who specializes in the health condition must be resubmitted at least every three (3) months if a student's temporary home/hospital instruction is prolonged. Physician forms 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, then returned to the County Office of Attendance.

Home/hospital instructors are responsible for facilitating instruction only for approved content standards and objectives for core courses (English language arts, mathematics, science and social studies). The services are guided by the student's classroom teacher(s); consequently, the home/hospital teacher must be in regular contact with the classroom teacher(s) to:

- A. secure and understand units/lessons, instructional plans and materials (including approved online and virtual options), and
- B. establish procedures for the collection and return of student work to the classroom teacher(s) for feedback and assessment.

Elementary students will be eligible for four (4) hours of instruction per week; secondary students will be eligible for a maximum of six (6) hours per week. In all cases, credit shall be based upon completion of assigned instructional activities and academic performance as defined by established evaluation procedures and will be issued on a pass/fail (P/F) basis. Career/Tech classes may be completed for credit toward graduation only - not national certification - if the home/hospital services are begun during the last grading period of the course.

If a student is deemed unable to attend classes at an established 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.

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: absent one of two weekly sessions would be fifty percent (50%) of the week, or two and one-half (2 ½) days absent; absent both sessions equals five (5) days. Absences will be recorded at the home school, and considered for Department of Motor Vehicle eligibility for a permit or driver's license and the Exemption from Comprehensive Examination Policy.

Home/hospital services, provided for an exceptional student who is unable to attend school temporarily because of an injury, illness or health condition requires a change in the student's placement to Out-of-School Environment (hereinafter OSE) as defined by W. Va. 126CSR16, WVBE Policy 2419: Regulations for the Education of Students with Exceptionalities (hereinafter WVBE Policy 2419), Section 5.1.5.g.E. The change of placement to OSE must be addressed by the student's IEP Team and implemented in accordance with the requirements of WVBE Policy 2419.

Home/hospital services may also be provided temporarily at the direction of the county superintendent for students who have not met the immunization requirements of W. Va. Code §16-3-4.

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