



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# Home/Hospital Handbook

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# Table of Contents

Introduction	2
Eligibility	2, 8
Exceptions	3, 8
Home Instruction	4
Instructional Time	4
Parent / Student Responsibilities	4
Responsibilities of Home/Hospital Teacher	5
Course of Study	6
Grading / Credits / Absences	6
Returning to School	7
Special Education Students	8-9

## **Introduction to the Home/Hospital Program**

Oakland Unified School District's Home/Hospital Program is designed to help maintain a student's continuity of education during a time of illness or other temporary disability. Both general education and special education programs are provided.

The Home/Hospital program supports the student's academic needs until they are able to return to a school based program. Instruction may take place in the home, in an Oakland hospital, or in our classroom at Lakeview School.

The program instructors make every effort to correlate home instruction with the student's school program but Home/Hospital is not equivalent to full-time school instruction. Certain course work cannot be replicated in the home environment, (e.g. lab work, physical education, group work, academic discourse etc.) It is important to understand that there are two concurrent concerns, the student's health and recovery, and the student's continuity of education. Home/Hospital participants must consider that a student's performance may not be equal to the child's performance prior to the illness or injury.

### **Eligibility**

- Students hospitalized for five (5) or more days within the boundaries of the Oakland School District may request educational services delivered in the hospital setting.
- Parents may apply for home instruction if the student will be at home and absent due to temporary disability for an extended period of time (typically more than twenty (20) school days.) If the student will be absent fewer than twenty days, the student may be able to do site based Independent Study on the authority of the school principal.
- The student's medical condition must be verified by signed authorization of the licensed physician treating the child's condition. In the case of a psychiatric diagnosis, the physician signing the authorization must be the psychiatrist or licensed clinical psychologist treating the condition. The physician treating the student shall have determined and indicate in writing that the student is unable to attend school for a period of twenty (20) days or longer certifying that the severity of the condition prevents the pupil from attending a less restrictive placement. The Home and Hospital referral must include the return-to-school date, the medical reason, and the physician's signature. A stay in the HHI program must be reviewed by the program manager, after 60 days, if an extension is requested.
- The student must reside within the Oakland Unified School District's boundaries or be hospitalized at a facility within the district boundaries. Students who are temporarily disabled who are receiving care in an out-of-district residential health facility (excluding

state hospitals) are deemed residents of the district in which the health facility is located. Students will be eligible for instruction through their school district of residence upon release from the facility and return to their home.

### **Exceptions**

- A Home/Hospital teaching assignment cannot risk exposing the home teacher to any contagious diseases, i.e., measles, chicken pox, tuberculosis.
- A change of venue may be necessary should it be determined that safety or health conditions exist preventing instruction from taking place in the home.
- Home and Hospital Instruction will not be provided with fewer than twenty (20) days remaining in the student's school year.
- A revised IEP is necessary for a Special Education Student to be placed on home instruction (see page 8).

## **Home Instruction**

It is the goal of the Oakland Unified School District to provide a positive and meaningful educational experience during the time a child is enrolled in the Home/Hospital program. The student will be provided up to five (5) hours of instruction per week. All efforts will be made to provide a curriculum as consistent as possible with the student's course schedule.

### **Instructional Time**

- Each student is allowed a maximum of five (5) hours of instruction per week or as determined by an IEP (excluding weeks where there is a holiday, staff development, etc., when the student would normally not be in school). One hour of Home/Hospital instructional time is equivalent to a full day of school. Students are expected to complete assignments, homework, projects, and possibly assessments, outside of instructional time.
- Home/Hospital instructional hours will be scheduled cooperatively between the teacher and the parent, during school hours, at times that are conducive to quality instruction. A responsible adult (18 years or older) must be present when the teacher is in the home.

### **Parent / Student Responsibilities**

- It is required that a parent or responsible adult (18 years or older) be in the house throughout the duration of the instructional time. Instruction cannot take place, or be made up, without adult supervision.
- The Home/Hospital teacher is in charge during instruction.
- When a student has enrolled in HHI, communication regarding classes shifts from the school of record to the HHI instructor.
- Parents shall provide an environment for study that is quiet, well-lit and free from interruptions. Pets, friends, siblings, and other children should not be present in study area. Electronics, including television cannot be on during instruction.
- The home environment should be smoke free. If it is not, the meeting place can be changed to an agreed upon alternate location.
- The student should have their school assigned textbooks ready to use.
- Books, supplies, and homework should be on the table ready to use when teacher arrives.
- The student should be rested, be dressed, have eaten and be ready for instruction at the appointed time.
- The Home/Hospital teacher should be informed of any academic or health related problems, including medication, that may affect instruction.
- If the student is unable to keep a scheduled appointment, the teacher is to be contacted at

least an hour in advance of the appointment time.

- Middle and High School students are responsible, if able, for communicating with teacher(s) regarding missed work due to appointment cancellations.
- Middle and High School students risk not passing a course or not receiving credit if too many appointments are missed/cancelled or if assignments are not done/completed.
- The parent/guardian shall be available to confer with teacher to discuss student's progress.



The HHI teachers are dedicated to helping students reach their academic goals. It is important that the student understands that he or she will be required to do their part toward reaching those goals. This will include being ready to study, being present for scheduled meetings, asking teachers for clarification, and doing all assigned work.

### **Responsibilities of Home/Hospital teacher**

All Oakland Unified School District Home/Hospital teachers are California credentialed teachers. Selection of Home/Hospital teacher is based on a combination of availability and specialty of teacher's knowledge areas. Middle and High School students (and occasionally Elementary students) will have a combination of teachers based on student's course schedule.

- The HHI teacher will assist in acquiring necessary instructional materials.
- HHI teacher will coordinate instruction with the teacher(s) from the student's school of record. (*When a student has enrolled in HHI, communication regarding classes shifts from the school of record to the HHI instructor*).
- The student's course curriculum, will be driven, at times, by specific IEP goals, will be followed to the extent it is possible in the home or hospital setting. Some courses (science labs, specialized computer courses, etc.) might not be able to be provided in the home or hospital setting.
- As health permits, student will receive up to five (5) hours of instruction per week. The meeting schedule will be coordinated with parent and student.
- The teacher will arrive for scheduled appointments promptly, or will notify the student/parent of extenuating circumstances (i.e. traffic, an unexpected delay with a previous student).
- The HHI teacher will be prepared with appropriate lessons and homework for teaching session.
- The HHI instructor will make every effort to help students earn full credit while on home instruction. (*Students are at risk of not passing a class or not receiving full credit if they are not fully engaged in instruction, miss too many sessions, or fail to complete assignments*).
- The HHI teacher(s) will prepare a grade report that is forwarded to the student's school of record:

- When a student returns to school.
- At the end of each term during a student's enrollment in the HHI program.
- If the student is in the HHI program for a portion of a term, the grades will be averaged with those of the teacher of record at the school site. When students are in the HHI program for a full term, the HHI instructor furnishes the grade(s).

### **Course of Study**

Every effort will be made to maintain continuity in the course of study for each class or subject area taught. The HHI teacher will develop an appropriate instructional plan and take into consideration:

- Physician's orders.
- Health of the student.
- Ability to replicate a course in the home environment. Some courses (science labs, specialized computer courses, etc.) may not be able to be offered in the home or hospital setting.
- Courses necessary for the student to maintain their academic status.
- Individual Education program.

### **Grading / Credits / Absences**

The Home & Hospital teacher will issue a grade report at the end of each term or, if the student returns to school mid-term, at the point that the student exits the Home/Hospital program.

- If a student is enrolled for an entire marking period, the HHI teacher is responsible for issuing a grade corresponding to credits earned. The HHI office will send the grade report to the school of record. It is the responsibility of the school of record to add the grades to a student's transcripts and issue a grade report to the student at the end of the marking period/semester.
- If the student is enrolled for a portion of the grading period the HHI teacher will award the grade/credits earned for that particular portion. A grade report will be sent to the school of record and the classroom teacher will average the classroom grades with those of the HHI teacher.
- California Education Code states that students shall receive up to five (5) hours of Home/Hospital instruction per week. HHI is intensive, one-on-one instruction.
- Elementary school students will typically meet with one instructor. Note: An hour of instruction equates to a day of school (therefore missing an hour of instruction with the HHI teacher equates to missing a whole day of school).
- Secondary school students typically meet with multiple teachers and may have up to 6 courses. A secondary student may have 3 or 4 teachers. An hour of instruction from a HHI course teacher (i.e., math or English) equates to a week of regular school classes in that subject (therefore missing an hour of instruction with the HHI teacher is equivalent to missing a week of class in that subject).
- Middle and High School students may earn up to 5 credits, per course, per semester (the same as regular school). An Alternative Education teacher may give partial credit. Example: If a student was only able to complete 2 units of Biology with a B+, that is what is added to

the student's transcript.

- If a student earns partial credit in certain required courses (Algebra, Biology, etc.) the student may need to repeat the full semester of that course upon re-entering school since partial courses are not offered at school sites. The credits earned in HHI, including partial credits (i.e. 2 units of Biology) count toward the number of credits required for graduation.

### **Returning to School**

If a student requires an extension for Home/Hospital instruction, beyond the timeframe designated on the application, the *original* physician must submit an *additional* form with a new return to school date and justification to the Home/Hospital office for verification *before* instruction can continue beyond the originally prescribed return to school date. Once received and approved, Home/Hospital will notify the student's regular school of the new return to school date.

It is important for families to consider that although a return to school is typically welcomed by the student, it can be a complicated time of transition. The expectations of home instruction are different than the expectations of a school program. Although the Home/Hospital program makes every effort to support the continuity of education, it is not possible to mirror the classroom. Each school and each classroom teacher treats student absences differently. This can make a student's transition back to school range from pleasant and joyous, to challenging and confusing. If your child has recovered from a physical injury, they may deal with the after effects of some loss of mobility or physical strain. If they are recovering from a chronic illness, they may contend with fatigue when faced with longer, continuous school hours. Whatever the case, although your student may appear "recovered", continued support is essential during the beginning days, weeks or months of the return to school.

## **Home/Hospital Instruction for Special Education**

### **Eligibility**

Supplemental Requirements for Students with an IEP (Individualized Education Program)

- The student must have an IEP however, (RSP students will be supported by the General Education Home/Hospital program).
- An IEP meeting must be convened to discuss and determine change of placement to the Home/Hospital program.

### **The IEP Meeting**

The IEP team will meet to review and revise the student's current IEP. The team will make a determination if the student meets the criteria for Home/Hospital instruction. If the team finds the student to be eligible, a new FAPE offer for Special Education services and placement will be offered and amended in the IEP.

The IEP team should consist of:

- The current Instructional Coach and/or case manager
- The parents/guardian/caregiver of the student (whoever has educational rights)
- A general education teacher
- The special education teacher providing HHI services for the student
- An administrative representative or designee of the district
- A translator if the parent requests one
- Any representative from the hospital or outside agency that provides services that will impact HHI accommodations
- The student, if they are medically, physically or emotionally able to participate

In order to provide the best possible academic support for the students, the IEP team should take into consideration the following which may be affected by the Home/Hospital setting:

- The student's BIP or documented behavior(s)
- The student's English Language proficiency and/or language needs identified

- in the student's IEP
- The student's communication needs and/or needs for assistive technology devices and services, braille materials, etc.
  - The student's social and/or emotional needs

Careful examination of this information will allow the HHI instructors to plan lessons and activities accordingly to ensure the best, positive academic outcomes for the student.

### **Home/Hospital IEP Curriculum**

The Home/Hospital instructional program is aligned with the students' IEPs, CCSS and NGSS. In addition, some instruction may focus on sensory, social, life, and vocational skills as warranted by the needs of the student. Instruction of core content area is provided by a district approved teacher in accordance with IEP goals.

Home/Hospital instructors will use the grading system in accordance OUSD policy with IEP goals, IEP accommodations, modifications and academic growth.