



## Home-Hospital Procedures

1. To be eligible for Home-Hospital services, the parent/guardian must contact the student's school to inform them of the need.
2. The necessary paperwork will be provided to the parent by the nurse's office. This paperwork needs to be completed by the parent/guardian and the treating physician. In order to be eligible for Home-Hospital services the treating physician must certify that the student is unable to attend regular school for a period of at least three weeks.
3. Allow up to one week from the presentation of the completed paperwork for staff to determine appropriate placement and up to another week before instruction begins.
4. The law requires that a parent/guardian or adult designee to be present in the home each time the home teacher meets with the student.
5. The teacher must meet face-to-face with the student five (5) hours per week. If the parent/student do not comply with this requirement, the student may be dropped from the program or considered truant.
6. The parent must notify the teacher in advance should the student be unable to receive home instruction on a scheduled day.
7. The student must be ready for instruction at the specified time, with materials, books and his/her physical needs attended to.
8. A quiet place should be provided, with suitable working surface, where the teacher and student can work without interruption. The teacher, parent and student can agree to meet in another location if the need arises.
9. Parents must be responsible to see that the student completes the weekly assignments.
10. The student may not be on campus during regular school hours, or at any after school activities while on Home-Hospital instruction, unless previously authorized by the site administration. If seen on campus or at school functions or other school activities, the student is subject to being dropped from the Home-Hospital program. It will be assumed that the student is well enough to resume regular school instruction.
11. The physician's order must indicate a beginning and ending date, which may be renewed upon consideration by the physician and school district. The parent is responsible for obtaining a current physician's order if the time is to be extended. If no physician's order is obtained the student will be dropped from Home-Hospital and expected to return to school.

12. A physician's release is required if the student returns to school earlier than expected.
13. On the first day back to school, the student must report to the office to be re-admitted.
14. Designated personnel will periodically contact the parent/guardian, student or physician to assess medical progress.

**I have read and understand the above policies governing the Home-Hospital Program.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Teacher

\_\_\_\_\_  
Date

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