



Poway Unified School District

Home & Hospital Program

Summary of Responsibilities

General Timeframe: 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).• Notify Alternative Programs of receipt of parent's request.• If Special Ed, notify case manager. 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.• Be liaison between tutor and students' teacher(s) to obtain work for student.• Monitor student's anticipated return date. Obtain extension of date if student is going to be out longer.• Readmit student upon receipt of Physician's Release.
Case Manager (Special Ed)	<ul style="list-style-type: none">• If student has IEP, call meeting for the change of placement.
Tutors (Current PUSD teacher)	<ul style="list-style-type: none">• Make arrangement with Designee and Teachers for student information and class instruction needs.• Meet with student (up to 5 hours per week).• Maintain attendance log of meetings with students.• Notify Designee of official first meeting date with student.• Provide instruction aligned with student's current class assignment(s).• Provide teacher with grade(s) upon student's return to school.
Current Student's Teacher(s)	<ul style="list-style-type: none">• Work with Designee and Tutor to provide instructional plan and materials for student during their absence.
Alternative Programs	<ul style="list-style-type: none">• Maintain file of documents and student information (Parent's Request for Home & Hospital Instruction, Physician's Statement, and Authorization for Release/Exchange of Information, Student Profile, and Student Schedule).• Work with Site Designee to find tutor if no site teacher is available.• Process timesheets for tutors.• When tutor reports start date, change student's instructional setting in Genesis to HH until their return. (Do not drop classes)• Report to Finance on attendance and tutor time.• Maintain program compliance and oversight.



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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 three weeks or longer due to A TEMPORARY illness, surgery, or chronic medical disorders.
- Home and Hospital serves all 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.
- 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 subject requiring hands-on instruction.
- Alternative Programs oversees the program. Contact is Lynnette Turner, 8-801-2723.

Instruction

- Home and/or Hospital Instruction is initiated at the student's school site.
- 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 and class work is reviewed and discussed.
- The state limits the hours of tutoring to a maximum of three hours per day, and five hours per week. The state also will not allow a student to 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, and the five hours per week is reduced by that number.
- 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 application is required each school year if services will extend into the following school year. Please remember this 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 if the home district is to provide the instruction.