

Home and Hospital

Home and Hospital Instructional program is for students who are unable to attend school due to injury or illness. The program is established to provide instruction to help students who are injured or ill to maintain academic skills.

The Program will be administered according the following guidelines:

- A. Qualification for Services
 - a. The student is a current student at Hawthorn Academy.
 - b. The student is confined at home or in a hospital due to physical illness or injury.
 - c. The student has missed more than 10 consecutive days of school.
 - d. Home and Hospital Instruction is recommended by the student's physician or medial professional and is requested by the parent(s)/guardian(s).
- B. Providing Services
 - a. The parent will need to notify the administrator at the school to inform them of the need for Home and Hospital services. The school principal will initiate the required procedures to begin the services.
 - b. All required documentation will be submitted to the school principals. This shall include a note from the student's physician as to an estimated length of time that Home and Hospital services will be needed.
 - c. In most cases, the duration of services shall be determined by the administrator after consultation with the medical professional requesting Home and Hospital services per the medical release form.
 - d. If Home and Hospital needs to be extended a new note or documentation from the physician. It is not to be a modification on the previous request.
 - e. If the student is able to participate in after school activities, then Home and Hospital services will be discontinued and the student expected to return to attendance at school.
 - f. The services and Home and Hospital Plan will be reviewed at the end of 60 days.
- C. Assignment of Teachers
 - a. Short-term services: Students shall be taught by the teachers of Hawthorn Academy whenever possible. If feasible, it shall be a teacher from the grade in which they are enrolled.
 - b. If a teacher from Hawthorn Academy is not available, then the school may chose to contract with a licensed teacher.
 - c. School administrators may make short –term Home and Hospital teaching assignments on the basis of teacher interest, availability and curriculum interest.
- D. Instruction
 - a. Home Instruction
 - i. Instruction shall be provide at the student's home or other designated public location (e.g., library, public building) after regular school hours. Generally one 1 hour session shall be provided each week for elementary students. For

secondary students an additional instruction is needed the time may be provided.

- ii. A parent or other responsible adult must be present in the home during the instruction session. If the parent or guardian fails to provide proper chaperonage, the instruction session shall be canceled.
- iii. Books and instructional materials will be provided by the school.

E. Grades and Credit

- a. Students who are receiving services shall be counted as attending school.
- b. Students who are receiving services must complete assignments and send them back to the school in order to receive credit.
- c. Grades will be awarded by the classroom content teacher upon receiving the assignments through the Home and Hospital teacher.