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General

What is Home and Hospital?
The Home and Hospital program provides instructional support to students while in recovery and/or treatment. The service is available to students enrolled in Pre-K through Grade 12 in Baltimore County Public Schools (BCPS). Students who require instructional services due to extended periods of recovery and/or treatment may apply for services through a referral process. Instructional services may be offered through an eLearning schedule, a Virtual Learning Program (VLP) schedule or Home and Hospital tutor.

Who is eligible for Home and Hospital services?
A student enrolled in a Baltimore County Public School who:
- becomes ill and is unable to attend school for 4 or more consecutive weeks or is eligible for full-time home and hospital services OR
- has a chronic illness and anticipates absences for 30 or more school days in a school year.

How many hours per week will my child receive services while on Home and Hospital?
Students enrolled in a full-day program receive a minimum of 6 hours per week. Students enrolled in a half-day program will receive a minimum of 3 hours per week. Exact hours received while a student is accessing Home and Hospital services are determined based on the student’s IEP (Individualized Education Program) or 504 plan, if applicable, the student’s current course load and the student’s ability to access instruction. The overall goal is to provide temporary/short-term educational services to support a student during periods of treatment or convalescence.

Where do Home and Hospital services take place?
Tutoring services can be delivered virtually or in-person in the students' home, a hospital setting,
library, or any location conducive for student learning and engagement. Home and Hospital tutoring services can take place in the home, hospital setting, treatment facility, or community-based location. The location and method of instruction is dependent on the student's need.

**What are chronic/intermittent services for students eligible for Home and Hospital?**
Chronic/intermittent services may be provided for a student whose physical or emotional condition requires the student to be absent from school on an intermittent basis. Examples of these conditions are kidney failure, cancer, asthma, cystic fibrosis, sickle cell anemia, depression, and bipolar disorder. Students who receive Chronic/intermittent services must re-verify their eligibility annually.

**How does my child receive instructional materials while on Home and Hospital services?**
The school of enrollment must provide books and required instructional materials for the student receiving Home and Hospital services, as well as other appropriate services such as IEP case management, college counseling or course guidance, when necessary.

**What are the attendance policies for students receiving Home and Hospital services?**
Students receiving Home and Hospital services are subject to the attendance guidelines for an approved lawful absence set forth by BCPS.
- If a student is not available for a scheduled instructional session, parents/guardians are to notify the Home and Hospital tutor as soon as possible but at least 2 hours before the session is scheduled to begin.
- To reschedule a planned appointment, the parent/guardian must call the Home and Hospital tutor. If the time is made up, the absence will not be reported on the student grade report form.
- Time is not to be made up for unlawful absences.
- Absences on the part of the Home and Hospital tutor must be made up.
- Continued unlawful absences may result in suspension of Home and Hospital services.

**What happens if my child requires hospitalization outside of Baltimore County?**
For students who require hospitalization outside of Baltimore County, Home and Hospital services may be provided subject to the following:
- An application is submitted to and approved by the BCPS Home and Hospital team prior to services.
- The student meets the criteria for Home and Hospital.
- A qualified teacher is available, as determined by the BCPS Home and Hospital team. Under certain circumstances and with approval from the BCPS Home and Hospital team, instructional services may be provided by another local education agency.
- In such instances, the student is not withdrawn from BCPS and remains enrolled at the BCPS school of enrollment.

**How are parents informed of their child’s academic progress during the time enrolled in Home and Hospital services?**
The Home and Hospital tutor provides ongoing progress throughout the student’s assignment. In the event additional information is needed, the parents can contact the Supervisor of the Home and Hospital program.

**Do students earn grades during Home and Hospital services?**
At the end of a grading period and/or when the student returns to school, a grade report covering the period in which the student was enrolled in Home and Hospital is sent to the school of enrollment. Classroom teachers of record will determine the student’s report card grades. The student’s school will make the final determination regarding report card grades.
What happens when my child is ready to return to school?
When Home and Hospital services end, the school counselor will have a plan in place for the student’s return to school and will work with the student to make the transition as easy as possible.

Application Process

How do I apply for services?
To initiate an application for Home and Hospital services for a student, the parent/guardian will:
1. Obtain a Home and Hospital Professional Statement form from the school or download the form from the BCPS Home and Hospital website using the Physical or Emotional Professional Statement form.
2. Have the physician or certified professional complete and sign the Professional Statement form for Home and Hospital services.
3. Submit completed Professional Statement form to school staff such as the school counselor.
4. Await decision from the Home and Hospital office regarding the approval or denial of application. This will occur within 10 school days from receipt of the form.
5. Upon approval of the application for Home and Hospital services, attend IEP or SST (Student Support Team) meeting with enrolled school to review the approval and create plan for instructional services. This meeting will occur within 10 days of the receipt of the application.

My child has an IEP, does he/she/they qualify for services?
Students with IEPs (Individualized Education Program) can access Home and Hospital services. Upon approval, an IEP team meeting must be held to review and revise the IEP as necessary to accommodate the student while receiving Home and Hospital services.

A student’s application for Home and Hospital services must be submitted 2 weeks prior to the end date to avoid an interruption in instruction.
- Continuation of services is always subject to review and requires re-verification by a physician/psychologist/psychiatrist.
- For a student with an IEP who is determined to need Home and Hospital services due to an emotional condition, educational placement in Home and Hospital may not exceed 60 consecutive school days.

Roles & Responsibilities

What is the responsibility of the school?
The school receives the Home and Hospital Professional Statement form from the parent/guardian and then forwards the Professional Statement along with the Home and Hospital School Referral Form to HHreferrals@bcps.org. A school-based employee, usually a school counselor, will also be the point of contact for the Home and Hospital team.

What is the responsibility of the parents/guardians when Home and Hospital tutoring is being provided?
- A responsible adult (21 or older) must be present in the home during the Home and Hospital teaching sessions.
- Students should be prepared to begin instruction when the tutor arrives.
- Provide a quiet, well-lit, and smoke-free room for each instructional session.
- No eating or smoking is allowed during the instructional session.
Television, telephones, and other audio/video devices are not permitted during the instructional session. Visitors and pets are to be kept out of the room during the instructional session.

What is the responsibility of the Home and Hospital tutor and the Home and Hospital office staff?
The Home and Hospital tutor has the following responsibilities:

- Arrange a schedule for instruction for students.
- Provide instruction in assigned coursework using the BCPS curriculum.
- Provide feedback to student and parent/guardian.
- Provide grading and reporting recommendations to the school of enrollment.

The Home and Hospital office has the following responsibilities:

- Provide approval or denial of Home and Hospital professional statement
- Provide communication to parent/guardians and school of enrollment regarding HHP (Home & Hospital Program)
- Communicate and collaborate with school of enrollment regarding Home and Hospital services
- Process all paperwork required for Home and Hospital services

What is the responsibility of the student?
The student receiving Home and Hospital services has the following responsibilities:

- Engage in Home and Hospital services as health condition allows.
- Attend scheduled Home and Hospital sessions as health condition allows.
- Complete Home and Hospital assigned work as health condition allows.

Appeal Process

If the Home and Hospital referral is denied, what course of action may a parent/guardian take?
The parent may appeal the denial of Home and Hospital services to the Director of Educational Opportunities. The appeal must be made in writing and filed with the director within ten (10) calendar days of the denial. The appeal must include the following:

1. The full name, mailing address and telephone number for the person filing the appeal or his/her designated representative and a concise statement of the issues presented and the facts about which the person is appealing. The director, or his/her designee, will review the facts of the case and issue a final decision in writing. The director, or his/her designee, will make every effort to issue a written decision within thirty (30) business days of the receipt of the written appeal.

2. If the appeal is denied or the party is not satisfied with the decision rendered by the director, he/she may further appeal that decision by filing an appeal with the Superintendent. The appeal must be made in writing and filed with the Superintendent within ten (10) calendar days of the date of the director’s decision. The Superintendent, or his/her designee, will review the facts of the case and issue a final decision in writing. The Superintendent or his/her designee will make every effort to issue a written decision within thirty (30) business days of the receipt of the appeal.

3. A decision of the Superintendent, or his/her designee, may be appealed to the Board of Education of Baltimore County. The appeal must be made in writing and filed with the Board of Education within thirty (30) calendar days of the date of the superintendent’s decision. The
procedures for filing an appeal with the Board of Education are outlined in Board of Education Policy 8340, Appeal Before the Board of Education.

If the student is currently accessing Home and Hospital services and the appeal has been timely filed, the student may continue accessing Home and Hospital services, as long as medical reauthorization is provided in the established timeframe until the earlier of one of the following:

1. The Board has issued its’ Opinion and Order;
2. All appeals have been exhausted; or
3. The current school year has ended.