Dear Parent/Legal Guardian:

Carroll County Public Schools’ (CCPS) home/hospital teaching program provides instructional continuity to students who are unable to attend their regular school of enrollment due to physical illness/injury, emotional condition, pregnancy, or a chronic health impairment. Home/hospital teaching is a short-term instructional service mandated by state law with specific guidelines for program implementation and delivery. Home/hospital teaching services allow students the opportunity to continue their academic education as they prepare for their eventual return to the school building.

In order to qualify for home/hospital teaching services, the student must be expected to be absent from school for a projected period of fifteen (15) consecutive school days or more as a result of physical or emotional problems or has a history of intermittent absences due to a chronic health impairment.

Students enrolled in elementary or middle school will receive a maximum of six (6) hours of instruction per week. Students enrolled in high school will receive a maximum of eight (8) hours of instruction per week.

**PHYSICAL ILLNESS/INJURY, PREGNANCY, OR CHRONIC HEALTH IMPAIRMENT**

Obtain a Medical Professional’s Recommendation for Home/Hospital Teaching (Physical Only) form. Complete the parent/legal guardian section and forward the form to the appropriate medical professional. The completion of the form authorizes CCPS staff to communicate with your medical professional. Please note that failure to sign the release of information may result in denial of home/hospital teaching services.

- **Physical Illness/Injury**: A licensed physician or certified nurse practitioner (CNP) must complete all information in the medical professional section, including the anticipated date the student will return to school.
- **Pregnancy**: Pregnant students are expected to attend school during their pregnancy. The medical professional must provide an estimated date of delivery on the home/hospital teaching request form. Home/hospital teaching services are provided for six (6) weeks postpartum.
- **Chronic Health Impairment**: Students diagnosed as having a chronic health impairment (such as cancer, asthma, sickle cell anemia, kidney failure, juvenile diabetes, cystic fibrosis, or cardiac disorders) may be eligible for full-time, part-time, or concurrent home/hospital teaching services. For concurrent approval, the physician’s statement must indicate that the illness will cause frequent intermittent absences of 20% or more of the school year. Concurrent home/hospital teaching services are provided to the student during intermittent absences of at least three (3) consecutive school days due to the chronic illness.

The medical professional should return the completed form to the Student Services Department by faxing it to 410-751-3695, Attention: Home/Hospital Teaching Office. Upon receipt of the form, CCPS staff will determine if home/hospital teaching services are appropriate. If the service is determined to be appropriate and approved, an instructional plan will be developed with the student’s home school. CCPS provides home/hospital teaching through an on-line provider, as well as with individually assigned home/hospital teachers at the student’s home. CCPS requires that a responsible adult (18 years of age or older) must be present throughout the duration of the home teaching session if the teacher is coming to the home. The assigned teacher or on-line provider will contact the parent/legal guardian directly to schedule teaching sessions.

Maryland State Department of Education regulations require a review and re-verification of home/hospital teaching services after 60 calendar days of service to determine if home/hospital teaching services will continue.

If you have any questions, please feel free to contact Ms. Laura E. Thompson, Pupil Personnel Worker of Home/Hospital Teaching, at 410-386-4447 or lethom2@carrollk12.org

**Note**: Students may be assigned one or more home/hospital teachers at the school system’s discretion. Services may be provided in person or via the internet. **Please be aware that home/hospital teaching does not replicate the classroom experience and is not intended to help students make up past work prior to the home teaching approval period.**

Sincerely,

Laura E. Thompson

Laura E. Thompson
Pupil Personnel Worker of Home/Hospital Teaching

Rev. 7/18
CARROLL COUNTY PUBLIC SCHOOLS
MEDICAL PROFESSIONAL’S RECOMMENDATION FOR HOME/HOSPITAL TEACHING (Physical Only)

Date: ___________________ Student: ____________________________________________ Date of Birth: ______________
Address: ___________________________________________________________ Grade: __________________
(School) ____________________________________________ (City) ___________ (State) ________ (Zip)

Does the student have a current IEP? Yes ☐ No ☐ Does the student have a 504 plan? Yes ☐ No ☐
Primary Phone: ___________________________ Phone #2: _______________________ Phone #3: ___________________________

Parent E-Mail Address________________________________________________________

I am applying for home/hospital teaching for my child. I grant permission for the CCPS Student Services staff or their designee to contact and confer with the referring and treating medical professional(s) to exchange information about my child, including medical and/or therapy notes. This release is valid for one (1) year from the date signed. Failure to sign this release of information may result in denial of home/hospital teaching services.

Parent or Legal Guardian Name (please print): ___________________________________________________________
Parent or Legal Guardian Signature: __________________________________________________________

ONLY A LICENSED PHYSICIAN OR CNP CAN RECOMMEND HOME/HOSPITAL TEACHING
(Please note: PA signatures are not permitted by COMAR.)

Description of Presenting Medical Problem: ___________________________________________________________
Reason student requires home/hospital teaching: ____________________________

Date of Last Appointment: ___________________________ Frequency of Appointments: ____________________________ 
(Student must have been seen by a Licensed Physician or CNP within one (1) week of recommendation.)

Is the student contagious? Yes ☐ No ☐ Specify: ____________________________
Are there any precautions needed when teaching this student? ____________________________
If student is pregnant, what is the estimated date of delivery? ___________ Home/hospital teaching is provided for 6 weeks postpartum.

Please seriously consider any in-school accommodations or modifications, including partial-day attendance and/or alternative programs, before making the recommendation for home/hospital teaching.

I recommend home/hospital teaching. Yes ☐ No ☐ Approximate Length of Time (60-Day max.): ____________________________
☐ Full-Time Home/Hospital Teaching = 6 – 8 HOURS OF INSTRUCTION PER WEEK (student will NOT attend school)
☐ Part-Time Home/Hospital Teaching = 3 – 4 HOURS OF INSTRUCTION PER WEEK (student will attend half days on a daily basis)

Anticipated Date of Return for Full or Part-Time Students: ____________________________

☐ Concurrent Home/Hospital Teaching = STUDENT ELIGIBLE FOR TUTORING AFTER 3-DAY CONSECUTIVE ABSENCE DUE TO CHRONIC CONDITION (anticipated 20% absence for school year)

Treating Licensed Physician/CNP Name & Title (Please Print): ____________________________
Address: ______________________________________________________________________________
Phone Number: ___________________________ Fax Number: ___________________________
E-mail Address: ____________________________
Signature of Licensed Physician/CNP: ____________________________ Date: ______________________

Please return completed form to the Student Services Department via FAX at 410-751-3695.
ATTN: Laura E. Thompson, Pupil Personnel Worker of Home/Hospital Teaching
Phone: 410-386-4447  E-mail: lethom2@carrollk12.org

MEDICAL PROFESSIONAL

For Office Use Only

Approved ☐ Denied ☐ Reason: ________________________________________________________
Signature: ________________________________________________________ Date: ______________________

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If your child is approved for CCPS home/hospital teaching services, the following guidelines have been developed in order to provide the best experience for your child during his/her participation in home/hospital teaching.

**Parent/Legal Guardian Responsibilities:**
- Obtain all books and materials from school for your child. If your child completed school work before starting home/hospital teaching, please submit that work to the school.
- Provide a quiet atmosphere, appropriate setting, and proper supervision during home/hospital teaching sessions. Designate an area free from distractions for the teacher and the student to work.
- Ensure that a responsible adult over age 18 is present during all sessions if a teacher is coming to the home.
- Coordinate teaching dates/times with the home/hospital teacher. Notify the home/hospital teacher before the scheduled class time if your child is unable to participate in the day’s lesson. Excused absences include sickness, a doctor’s visit, or a death in the family. All absences will be reported to the school. Try to schedule appointments that do not conflict with scheduled class times.
- Cooperate with the home/hospital teacher and provide assistance in helping your child progress academically.
- Notify the home/hospital teacher and the home/hospital teaching office at 410-751-3145 as soon as you know your child will be released to return to school. Obtain a medical release and fax a copy to the home/hospital teaching office at 410-751-3695.
- Keep the home/hospital teaching office informed of any changes to your child’s medical condition.

**Student Responsibilities:**
- Be present and on time for all home/hospital teaching appointments.
- Be prepared and complete all assignments.
- Present a positive attitude.
- Cooperate with the home/hospital teacher at all times.

**Home/Hospital Teaching Hours Policy**
- Home/hospital teaching services are made available to students on the days that school is in session. If school is closed one (1) or more days during the school week, the number of hours is prorated based on the number of days school is open. If school is closed for an entire week, no services are provided. Examples of non-school days include Election Day, Thanksgiving break, winter break, spring break, holidays, and snow days.
- If scheduled services are cancelled by the home/hospital teacher, an effort will be made to make up the time missed within a week.
- If the student is unavailable for instruction due to illness, services may be made up within a week of the absence.

Carroll County Public Schools’ policy on home/hospital teaching states that:

“The presumption of the home/hospital teaching program is that students in such a status are truly home-bound or hospital-bound. Therefore, the expectation is that students are not to be involved in such activities as employment, extended travel/vacations, and/or involvement with school social and extracurricular activities. If such issues emerge in the course of a home teaching case, the Pupil Personnel Worker of Home/Hospital Teaching shall be informed immediately. In such cases home teaching services may be terminated.”

**In the event that the above conditions are not met, home/hospital teaching will be discontinued until the Pupil Personnel Worker of Home/Hospital Teaching determines the next course of action.**

My signature indicates that I have read and understand the above responsibilities. Failure to accept and sign the parent/student responsibilities form may result in the denial of services.

Please return this completed form to the Student Services Department via FAX at 410-751-3695.
Attention: Laura E. Thompson, Pupil Personnel Worker of Home/Hospital Teaching
Phone: 410-386-4447 E-mail: lethom2@carrollk12.org