

TRAVIS UNIFIED SCHOOL DISTRICT ALTERNATIVE PROGRAMS

Travis Education Center High School

2775 De Ronde Drive Fairfield, CA 94533-9710

(707) 437-8166

Fax (707) 437-0141

HOME / HOSPITAL PROCESS

1. Although every effort will be made to ensure a quality educational program for the students, the classroom experience **cannot** be replicated. The Home/Hospital program is an *independent study* program for students missing school for an extended period of time due to illness. The education is facilitated by a TUSD teacher. In addition, the course availability on the Home/Hospital program is limited and may not include all of the classes the student is currently taking.
 2. **Parents will:**
 - a) Inform site administrator of the absence and take the *Home/Hospital Physician's Referral* form to the student's physician to be completed.
 - b) The student's doctor will complete the *Home/Hospital Physician's Referral* form. Return the completed form to the site administrator.
 - c) Inform health tech of the nature of the absence
 - d) Inform counselor (middle school and high school only)
 - e) Inform Attendance Office of the dates the student will be absent, along with a copy of the medical referral form.
- NOTE:** If the student receives Special Education services, the parent must arrange for a "change of placement" IEP with the student's IEP teacher/case manager before Home/Hospital education can begin.
3. The site administrator sends the release form to Allyson Rude Azevedo, Administrator of Alternative Programs. The **site administrator** will secure a teacher for the HHI assignment and provide the HHI teacher with the student's course schedule and parent contact information. The HHI teacher will contact the parent to schedule time with the student. From this point forward, the assigned HHI teacher and Ms. Rude will be the parent's primary contacts for the student's education, until the Home/Hospital service ends. Those HHI teachers who are **new** to this process should schedule time with Allyson Rude Azevedo for a brief orientation.
 4. The student will officially start Home/Hospital independent study when the following procedures are **completed:**
 - a) The student's site administrator secures a teacher to facilitate the Home/Hospital independent study program and notifies Ms. Rude by **sending the authorization form** that was completed by the student's doctor. (Fax # 437-0141)
 - b) The site administrator provides the **name of the teacher** who was assigned to the student to Ms. Rude.
 - c) The site administrator informs the school's clerk/registrar of the change in placement.
 - d) For Special Education students, a change of placement IEP is conducted. The parent arranges for this meeting with the student's IEP teacher/case manager.
 5. When the duration of Home/Hospital is completed, the physician will submit a RELEASE to Alternative Education. Ms. Rude will inform primary placement that student will be disenrolling from Home Hospital to primary placement school. Home/Hospital teacher will submit grades/credits to Ms. Rude. Grades will be submitted to school of attendance.