

## **HOSPITAL HOMEBOUND PROGRAM**

### **ROLES AND RESPONSIBILITIES**

#### **Eligibility:**

- Students from SD36 schools (not Surrey Connect) in Grades 1-12 (not Kindergarten).
- Students who expect to be absent for more than five (5) consecutive days for MEDICAL reasons (includes Mental Health & Pregnancy) (not suspensions).
- A medical note must be provided shortly after first visit in all cases *except for mental health referrals, which require that the note be completed before HH service commences.*
- Duration of service depends on medical note and situation. **H/H service is not meant to replace an entire school year.** Sometimes medical situations need to be reviewed and alternate academic plans need to be considered (e.g., online learning).

#### **Location & Times:**

- MOSTLY at student's home; an adult must be present.
- Sometimes at a nearby library, school, or public setting.
- Surrey Memorial Hospital & Peace Arch Hospital.
- During hours of a regular school day.
- Appointments occur twice a week for 1 hour each.

#### **Hospital Homebound Teacher Responsibilities:**

- Teach the subject as per the classroom teacher's requirements, within the time constraints of HH visits.
- Teach core subject areas. In most cases electives (graduation program) will not be taught or will receive limited support.
- Regularly pick up work from school and drop off completed work.
- Administer quizzes, tests and major exams.
- Mark completed work and exams if the classroom teacher provides an answer key.
- Provide the classroom teacher with regular feedback on how the student is doing.
- Keep counsellor, administrator, and other associated school personnel informed about student's progress.
- Will coordinate with teachers at BC Children's Hospital when Surrey School District #36 students are there.
- Meet with school personnel to establish a return to school plan for student if necessary.
- If necessary, support the student during a brief part time transition back to school.

#### **Classroom Teacher Responsibilities:**

- Provide assignments, course materials (e.g., textbooks) and exams in a timely manner.
- Prepare enough homework for at least 1 week at a time.
- Determine the student's grade (H/H teacher will provide feedback to classroom teacher if requested).
- Remain the student's primary teacher.

#### **Counsellor's Responsibilities:**

- COMPLETE THE ONLINE REFERRAL.
- Inform subject teachers that student will be receiving H/H support while absent.

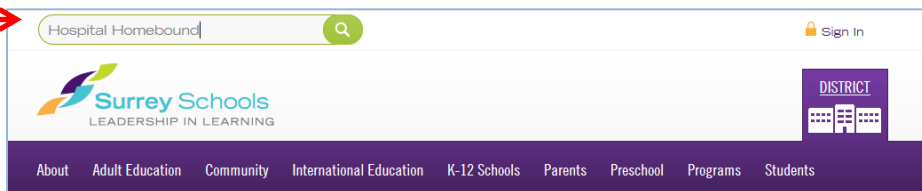
#### **LEADERSHIP IN LEARNING**

- ASAP request subject teacher to prepare a package of approximately one week's worth of homework for the H/H teacher to pick up.
- Inform the H/H teacher of any special concerns re: the student.
- Coordinate with H/H teacher to establish a return to school plan for student, if necessary.

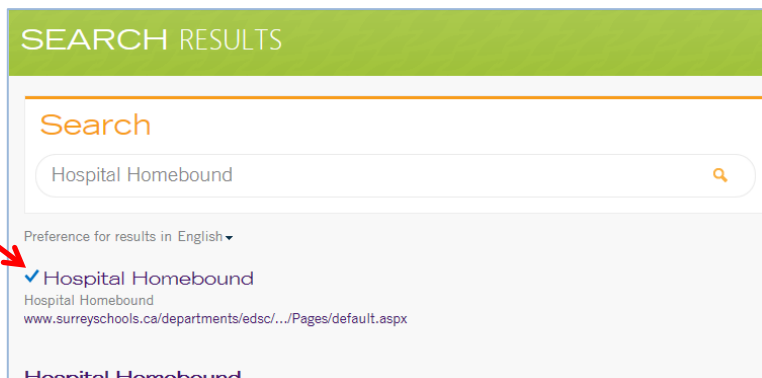
### **Referral Process:**

1. Parents and Guardians should contact the student's School Counsellor or administrator to complete an online referral on the Surreyschools.ca website.

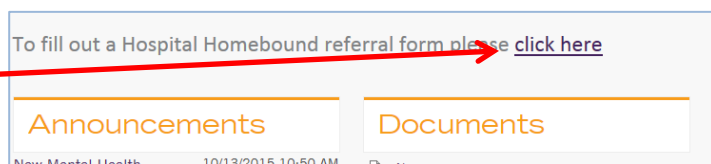
2. In the *search box* (upper left hand corner) type in "hospital homebound" and then press return or click on the search icon.



3. Click on *the first item* in the search results to bring you to the H/H site:



4. Once you click on 'Click Here' you will be prompted to sign into the Hub with your school district user name and password to fill out the referral.



- H/H teacher will contact home to set up first appointment (usually within one business day).
- School or H/H teacher will provide parent/guardian with H/H Medical Form to be signed by attending physician (when the reason for referral is mental health, the counsellor needs to submit the completed medical form in advance of making the referral). Note: Parents can access the H/H Medical Form on the School District website (see above).
- H/H teacher will contact student's classroom teachers.

### **Parents/Guardians Responsibilities:**

- Contact school (counsellor, administrator, teacher, clerk) to have the online referral completed.
- Provide a doctor's note verifying the reason for and approximate duration of absence; must be provided within five days of the first visit.
- Have a responsible adult present during the H/H teacher's visit.
- Provide a safe, reasonably quiet, smoke-free work area for the lesson.
- Ensure the student is ready for work at the pre-arranged time.
- Transport student to a pre-arranged location when a home visit is not possible (eg. to a local public library).

### **Exceptions: no service**

- During infectious stages of communicable disease.
- Unsanitary conditions.
- Any threatening situation.