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DIRECTIVES RELATING TO SPECIAL EDUCATION
FOR HANDICAPPED CHILDREN
IN THE HOME OR HOSPITAL



STATE OF MINNESOTA
DEPARTMENT OF EDUCATION

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State of Minnesota
Department of Education
Special Education Section

Code XVI-B-57

DIRECTIVES RELATING TO SPECIAL EDUCATION

FOR

HANDICAPPED CHILDREN

IN THE

HOME OR HOSPITAL

Pursuant to Minnesota Regulations Relating to Education, 1956 Edition,
and Cumulative Supplement, July 1, 1959, and July 1, 1961

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1962

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INTRODUCTION

Minnesota is one of many states which provides instruction to children who are absent from school due to prolonged illness or disability. The legislative enactments of 1957 relating to special education list "instruction at the home or bedside of the child" as a means of providing special instruction for handicapped children. Inherent in the law is the implication that the child who is confined to home or hospital has a basic right to have an equal educational opportunity. The officers of the local school district are charged with the responsibility of carrying out this instruction.

The primary value of home or hospital instruction lies in the fact that this service enables the child to study under circumstances which will be conducive to improvement of his physical condition. Such instruction will provide worthwhile activity during recovery, improve mental health by focusing the patient's attention on other matters besides his own condition, and minimize readjustment problems when he re-joins the class through the opportunity of keeping up with his group. Such instruction is "tailored" to fit the needs of each individual pupil whose education would otherwise be interrupted, or even disrupted, because of prolonged absence.

This manual of directives is designed to provide public school personnel of Minnesota with specific information on procedures for establishing and maintaining instructional programs for children who are unable to attend regular school.

II

ELIGIBILITY

A. General Standards

1. To be eligible for home or hospital instruction a pupil must be enrolled in a public elementary or secondary school during the period he is receiving such instruction.

Note: Pupils who normally attend privately maintained schools become eligible when they are enrolled in fact in a public school.

2. Home or hospital instruction will be provided for children who are between the ages of 5 and 21, but such instruction will not extend beyond high school level or its equivalent.
3. Generally, home instruction will be provided only for children who are educable and can profit from such instruction.
4. A medical examination will be required to certify that the child is physically or emotionally unable to attend school.

II - ELIGIBILITY

5. A child should be considered for home or hospital instruction and the program started when it becomes apparent that his absence will continue for a period of 15 days or more.

B. Required Information

1. Medical Information. This information will be secured from the attending physician and will include the following:

- a. Diagnosis.
- b. Statement certifying that the child is unable to attend school but is able to receive instruction in the home or hospital.

2. Educational Status

- a. Results of a group intelligence test or achievement test are acceptable when they indicate that the child has normal learning ability. If a child with a short term physical disability has been succeeding in regular class, a brief statement "making satisfactory progress" will suffice.

- (1) The school administration indicates that the child is educable by filling in the appropriate spaces on the application form.
- (2) The superintendent or a designated staff member certifies by his signature that the information in (a) above is accurate.

- b. Children with no previous or available school record and whose educational status is questionable.

- (1) The school staff member responsible for coordinating the program will determine as soon as possible the educational status of the child.

- (a) Notice will be sent to the Special Education Section as soon as the child's educational status has been determined.

- (b) If it is determined that the child is not educable and is incapable of profiting from such instruction, the program will be terminated.

Note: Reimbursement will be paid for the period of time the pupil received instruction.

- (c) An individual psychological examination by a certified psychologist may be requested by the Special Education Section for any child in this category who is receiving home instruction.

II - ELIGIBILITY

- (2) At the discretion of the superintendent or a designated staff member a home instruction program may be established on a trial basis for a child in this category.

C. Children with Short-Term Physical Disabilities

1. The home-hospital instruction program in Minnesota is designed primarily for children who are temporarily unable to attend school because of a short-term illness, injury, or other condition of distress.
2. Required Information. The information under II-B on page 2 will be required for pupils in this category.

D. Pupils with Permanent or Long-Term Disabilities

1. Generally the home instruction program is not suited for children in this category. Every effort should be made to place these pupils in a special class for handicapped children, or, whenever possible, in a regular class. Home instruction is at best a poor substitute for classroom instruction and should be employed only as a last resort.

Note: It should be recognized that for children with certain long-term handicapping conditions, such as rheumatic fever, the home instruction program is an appropriate educational placement.

2. Home or Hospital Instruction will be Provided for the Permanently Disabled Child:

- a. during period of hospitalization and recovery;
- b. until suitable plans for his education can be developed;
- c. when there is no other program available to the child.

3. Required Information

- a. The information under II-B on page 2 will be required for pupils in this category.
- b. Additional data relating to the disability may be requested in certain cases.

E. Pupils who are Emotionally Disturbed

1. Children who are emotionally disturbed are eligible to receive home or hospital instruction, (a) when such a program is recommended by a certified psychiatrist; and, (b) when the child is participating in a program of treatment; or (c) if approved by the Commissioner of Education.

Note: The child may be approved for this program if under the care of a general practitioner or clinical psychologist when the treatment is supervised by a psychiatrist.

II - ELIGIBILITY

2. Required Information

- a. The information under II-B on page 2 will be required for pupils in this category.
 - b. The evaluation and recommendation by the psychiatrist, or other plan, must be submitted with the application for home instruction.
3. When recommended by the psychiatrist, the instruction of such children may be conducted in the school or other suitable place.

F. Children who are Mentally Retarded

1. Children who are mentally retarded but who are educable are eligible to receive home or hospital instruction (a) when they have been enrolled in a formal school program (special class or regular class); (b) and are temporarily unable to attend school due to a handicapping condition.
2. Required Information. For mentally retarded children enrolled in a formal school program, information under II-B on page 2 will be required.
3. The home instruction program is not designed to meet the needs of trainable retarded children, and, generally, such children are not considered as eligible.

G. Pupils who are Pregnant

1. Unwed Pregnant Girls. Since bearing a child out of wedlock presents social and emotional handicaps, such girls are eligible to receive home-hospital instruction.

Note: Casework services may be requested from appropriate agencies in regard to shelter and medical care.

2. Married Pupils. A married pupil who is pregnant is eligible to receive home and hospital instruction.

Note: Pupils may not be excluded from regular attendance on the basis of marital status alone.

3. Policy will be established by the local school board relative to the time of withdrawal from regular attendance due to pregnancy.
4. The period of eligibility may extend for a reasonable time beyond delivery to allow for recovery.

STANDARDS AND PROCEDURES FOR ESTABLISHING AND ADMITTING PUPILS TO
HOME-HOSPITAL INSTRUCTION PROGRAMS

A. Application

1. Application forms are available on request from the Special Education Section of the State Department of Education. (see Appendix)
2. An application for Home-Hospital Instruction, Code XVI-C-26, will be submitted in duplicate to the Special Education Section for each pupil receiving such instruction; Code XVI-C-26a may be used by permission of the Special Education Section by districts employing a director of special education.
3. The superintendent or designated staff member certifies by his signature that the program of home-hospital instruction is consistent with good instructional practice.

B. Approval

The Special Education Section will approve the application when:

1. The information on the application indicates that the child meets eligibility criteria (see Eligibility Section II); and,
2. Each teacher assigned to instruct the child holds a valid certificate to teach on the level of the child.

Note: Home instruction may be started prior to notification of approval. Reimbursement for approved programs will be retroactive to the date instruction began.

C. For Pupils with Long-Term Disability

All home-hospital instruction programs terminate at the close of the school year. Summer instruction is regarded as a separate program and requires a separate application. A new application must be submitted for every pupil at the beginning of each school year and each summer session.

- a. It will not be necessary to submit a new application if a repeated absence is due to the original illness within the limits of one school year.
- b. Diagnostic information relating to long-term disability must be brought up to date annually.
- c. The home instruction program for children with long-term disability must be reviewed annually to determine if this is the most effective educational program that can be provided.

III - STANDARDS AND PROCEDURES

D. Methods of Providing Home-Hospital Instruction

1. Individual instruction through teacher visits to the home or hospital.
 - a. This is the method most frequently used for children with a temporary disability and may be employed at both the elementary and secondary level.
 - b. Although this type of instruction is most often provided on an individual basis, group instruction may be arranged for hospitalized children whenever feasible so they may benefit from group participation.
 - c. The pupil's regular class teacher(s) may be assigned to provide the instruction.

2. School to Home Telephone Teaching

- a. This method is recommended when:
 - (1) The child will be absent for three months or longer.
 - (2) The child is of average or higher intelligence and is able to do work on the same level as his classmates.
 - (3) The child is in the upper elementary grades or in junior or senior high school.
 - (4) When home conditions are sufficiently satisfactory to warrant such a method. Strict privacy is necessary since the home unit will pick up household noises which may distract the class at school.
- b. When the pupil's absence will be prolonged and when he lives reasonably close to the school this method may prove less costly and more effective than other methods.
 - (1) Information about rental and installation costs may be obtained from the local telephone company.
 - (2) Booklets on "Teaching Shut-Ins by School to Home Telephone Hook-Up" are available from the Special Education Section.
- c. When this method is employed it is recommended that a qualified member of the school staff visit the home at least once a week for purposes of counseling, reviewing, testing, etc.

Note: Reimbursement aid is available in the usual amounts for salary paid to the visiting teacher or counselor.

- d. Installation and rental charges are reimbursable as special supplies and equipment. (see Reimbursement Section IV)

III - STANDARDS AND PROCEDURES

3. Correspondence Courses

- a. Any secondary school may offer correspondence courses for credit toward graduation to provide an opportunity for handicapped pupils who cannot attend school regularly. (see Minnesota Regulations Relating to Education)

- (1) Correspondence courses to be offered must be approved by the Commissioner of Education and by the local school administration before pupils are enrolled.
- (2) Pupils taking such courses must be under the supervision and guidance of a teacher assigned to such work.

- b. Correspondence courses provided by the school district may be reimbursed as special equipment and supplies when the person is handicapped. (see Reimbursement Section IV)

4. Home Instruction Provided by Another District

- a. In districts which do not maintain secondary schools, home instruction programs for disabled pupils at the secondary level will be furnished by the district providing the regular secondary instruction.
- b. Tuition for Non-Resident Pupils. (see Section IV-C)

5. Hospital Instruction Provided in Another District

- a. Instruction may be provided by the district where the child is hospitalized. An agreement to this effect should be drawn up between the resident district and the district where the child is hospitalized.

Note: Special contracts may be arranged between Minnesota state hospitals and school districts in which the hospitals are located.

- b. Application will be made by the district providing the hospital instruction, and the special reimbursement aid will be paid to that district.
- c. Tuition will be charged by the district where the child is hospitalized and receiving instruction, to the district of the child's residence.

6. For the Child who is Recuperating

- a. Part-time instruction in the school with part-time instruction in the home is available to the child who is not sufficiently well to participate in a full-time school program.

III - STANDARDS AND PROCEDURES

- b. At the discretion of the school administration the child may continue to receive individual special instruction after his return to school if such instruction is necessary to bring him up to class standards. Reimbursement aid will be paid up to the maximum. (see Reimbursement Section IV)

7. Summer Programs

- a. Home-hospital instruction will be provided during the summer months when, in the judgment of the school administrator:
 - (1) the pupil was too ill to participate in a program of instruction during the school year;
 - (2) such instruction is necessary for a disabled child to complete the school year's work;
 - (3) such instruction will bring the disabled child up to the standards of the class he will join the next school year.
- b. At no time will special individual summer instruction be used to promote a child beyond the level of his normal grade placement.
- c. A new application must be submitted for each pupil who will receive individual summer instruction.

E. The Home Instruction Teacher

1. Qualifications

- a. The home instruction teacher must hold a Minnesota Teacher's Certificate which is valid for the educational level of the pupil to be taught.

Note: Whenever possible teachers with special training should be assigned to instruct the severely handicapped or long-term disabled children.

- b. Limited permits will be acceptable only when the services of teachers with full qualifications cannot be obtained.
- c. Questions relating to certification should be cleared through the Teacher Personnel Section of the Department of Education.

2. Duties

- a. The teacher should be thoroughly briefed on the pupil's disability and be sensitive to the child's limitations and the educational implications of his condition.
- b. The teacher will periodically evaluate the pupil's progress in a report to the administrative officer and make recommendations as to modifications of the program.

III - STANDARDS AND PROCEDURES

- c. Thorough records of instruction will be kept by the teacher and reports made to his supervisor or other school administrator.

3. Using the Pupil's Regular Teacher(s)

The child's regular teacher(s) may provide the home instruction.

- a. When the pupil is on the secondary level, teachers from various subject matter areas may be assigned to share the allotted teaching time.
- b. Reimbursement (see Section IV)

4. General Standards

- a. The home instruction teacher should be someone other than the parents of the child.
- b. Any school district may employ specially trained and qualified personnel to serve as full-time home instruction teachers. In such cases the teacher will be paid according to the salary schedule in the district. (see Reimbursement Section IV)

F. Parent Responsibility and Cooperation

The cooperation of the child's family is essential to the success of the home instruction program. Following are general responsibilities that should be carried out by the parent:

1. Inform school authorities promptly of all recommendations by the physician which may affect the home instruction program.
2. Provide the best possible conditions for the home instruction.
3. Arrange study hours to supplement the period of formal instruction.
4. Notify the teacher well in advance if the lesson is to be cancelled.
5. Schedule family activities so as not to interfere with instruction periods.
6. The parent or a responsible adult should be in the home during the time of home instruction unless other arrangements are mutually agreed on between the parents and the school.

G. Instructional Materials

Books, supplies, and other instructional materials will be the same as those supplied to pupils in the regular public school programs. In addition, such special aids as are needed to secure best possible results will be made available. Texts and materials ordinarily associated with non-public school religious programs may not be used.

III - STANDARDS AND PROCEDURES

H. Number and Length of Periods

Children who are eligible for home-hospital instruction are entitled to five hours of instruction per week. One hour given on each day of the week is desirable. Other arrangements may be made at the discretion of the superintendent but should not exceed three hours of instruction in any one day.

I. Credit and Attendance

1. School credit toward promotion or graduation will be granted by the school authorities for work satisfactorily completed by the pupil enrolled in the home instruction program in accordance with regulations of the State Board of Education.
2. The attendance of pupils on this program should be reported on the regular school attendance register to enable the district to receive the regular school aids for such pupils.
 - a. For purposes of reporting attendance, sixty minutes of home instruction will be considered equivalent to one day of attendance in the regular school program.
 - b. An appropriate fractional part of a day's attendance may be credited for less than an hour's individual instruction.

J. Courses and Methods of Instruction

1. The courses and methods of instruction will be consistent with those provided in the regular school setting.
2. A complete schedule of studies provided each pupil will be on file in the office of the superintendent.

K. Administration and Supervision

The administrator should provide leadership in the development of clearly defined policies to be adopted by the school board relating to the operation of the program. Strong administrative support is essential to develop a smoothly operating program, to establish clearly the purposes of the program, and to ward off unreasonable demands on the school district.

The responsibility for supervision of the home-hospital instruction program should be delegated only to a qualified person. In some districts the superintendent may supervise the program; in others it may be the director of special education; the director of elementary or secondary instruction; or the principal or instructional supervisor. In common school districts, the county superintendent assumes this responsibility.

ANNUAL REPORTS, REIMBURSEMENT, AND TUITION

A. Annual Reports

1. Annual report blanks will be sent by the Department of Education at the end of the school year to each district providing an approved program of home or hospital instruction.
2. The annual report of home and hospital instruction consists of three pages: 1) Summary Sheet, Code XVI-B-40; 2) List of Teachers, Code XVI-B-40a; 3) List of Pupils, Code XVI-B-40b.
3. All three sections of the annual report of home and hospital instruction should be completed in full and returned to the Special Education Section, State Department of Education, within ten days after the closing of school.
4. An itemized list of special equipment and supplies must be attached to the annual report.

B. Special Reimbursement Aid

1. Salaries

- a. Special reimbursement aid will be paid for approved home and hospital instruction programs at the rate of two-thirds ($\frac{2}{3}$) of the hourly salary paid to the teacher with a maximum reimbursement of \$4.00 per hour; or two-thirds ($\frac{2}{3}$) of the annual salary paid to full-time home or hospital instructors with a maximum reimbursement of \$3600.
- b. A school district may provide as many hours of individual special instruction as is deemed necessary; but for purposes of reimbursement, the combination of days in regular attendance and the hours of home or hospital instruction should not exceed 180.
- c. A school district will be reimbursed for the portion of the time spent by regular staff members in instructing individual children in the home or hospital.
- d. Reimbursement will not be paid for travel expenses of teachers nor for time spent traveling.

2. Equipment and Supplies

- a. Special reimbursement aid will be paid for special supplies and equipment provided for instruction of handicapped children in the amount of one-half such expenditure with a maximum reimbursement of \$50.00 per child.
- b. The special equipment and supplies will not include such ordinary supplies as would be furnished by the school in its regular program of instruction.

IV - ANNUAL REPORTS, REIMBURSEMENT, AND TUITION

State of
Minnesota
Department of
Education

- c. When it is necessary to destroy books and supplies due to danger of contagion (as with tubercular pupils), these will then be regarded as special materials and will be reimbursed.

C. Non-Resident Tuition Charges

1. Tuition will be charged by the district providing the home or hospital instruction back to the district of residence.
2. Tuition will include only the actual costs of providing such instruction over and above the special reimbursement.
3. Home and hospital instruction is part of the public educational program available to all pupils of the public schools; no part of the expense may be charged to the parents.
4. In those districts which do not maintain their own schools, the tuition for home or hospital instruction will be drawn from the same fund or in the same manner as tuition for regular education.

D. Determination of Residence

1. A child assumes the same residence as his parent or guardian of his person.
2. A child placed for care or adoption within a district by a licensed agency has legal residence within that district.
3. For exceptions, see Uniform Child Accounting for Minnesota School Districts, Code I-A-7, Page 85.

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E.

APPLICATION FOR INDIVIDUAL INSTRUCTION FOR HANDICAPPED CHILDREN IN THE SCHOOL, HOME OR HOSPITAL

(Name of Town and Number of District)

(County)

A. PUPIL INFORMATION

(1) Name of Pupil: _____ (2) Age: _____ (3) Grade in School: _____

(4) Name of school in which pupil is regularly enrolled _____

(5) Date of last attendance _____ (6) Has pupil had home instruction in past 12 months _____

B. EVIDENCE OF EDUCABILITY

(1) Mental Ability: _____
(Date Tested) (Test Used) (Tester) (I.Q.)

(2) Achievement: _____
(Date Tested) (Test Used) (Results- Grade Level)

(3) Statement of Educability: _____

C. MEDICAL INFORMATION

(1) Diagnosis: _____

(2) Date of last examination: _____ (3) Physician: _____

D. TEACHER INFORMATION

(Last)	Name of Teacher			Certification Number*	Subjects Taught
(First)	(Middle)	(Maiden)			

E. INSTRUCTIONAL PROGRAM

(1) Place of Instruction _____ (2) Date instruction began _____

(3) Number of hours of instruction per week: _____

(4) Proposed method of instruction (if teacher does not visit home or hospital): _____

In making this application, the school board guarantees that this instruction program will be maintained according to the rules and regulations established by the State Board of Education.

By order of the School Board,

Superintendent or designated staff member

Clerk (Common District)

APPROVED
State Department of Education
Division of Special Education

Date _____ By _____

Date

*Number typed in upper right hand corner of the teacher's certificate.

PROCEDURE TO FOLLOW IN ESTABLISHING AN EDUCATIONAL PROGRAM FOR HANDICAPPED CHILDREN IN THE SCHOOL, HOME OR HOSPITAL

GENERAL INFORMATION

Detailed information may be found in Directives Relating to Special Education for Handicapped Children in the Home or Hospital, Code XVI-B-57. Chapter III of this publication prescribes the standards and procedures for establishing and admitting pupils to the home-hospital instruction programs.

APPLICATION

Application blanks, Code XVI-C-26 (Revised 1962), may be secured from the Department of Education, Special Education Section. The application is to be completed in duplicate and both copies returned to the Special Education Section for approval. There are five specific areas of information which must be completed. They are: A. Pupil Information; B. Evidence of Educability; C. Medical Information; D. Teacher Information; and E. Instructional Program. Additional information may be attached to the application forms when necessary.

Applications which are submitted with incomplete information will be returned.

APPROVAL

Approval will be given to applications for home-hospital instruction when the information is complete and requirements for the program are fulfilled. A copy of the approved application will be returned to the school district.

Applications which are not approved will be returned with information stating why approval was not given.

REIMBURSEMENT

Only approved programs will be reimbursed. (See Directives, Code XVI-B-57, Chapter IV)

All communications relating to this program should be directed to:

Consultant
Home-Hospital Instruction Program
Special Education Section
Department of Education
4th Floor, Centennial Office Building
St. Paul 1, Minnesota