

Home or Hospital Instruction

Request

The procedures for instituting home/hospital instruction are as follows:

- A. The Parent notifies the school of the student's illness or injury, giving them the doctor's name, telephone number and FAX number if available. In order to qualify the student must be out a minimum of four (4) weeks to a maximum of eighteen (18) weeks, this does not have to be consecutive weeks. The student cannot apply within the last four (4) weeks of school.
- B. The Special Programs department is notified and sends a letter of explanation and SPI Form E-310-Request for Home Hospital Instruction to the physician for completion.
- C. Home/hospital instruction shall begin when the physician returns the completed SPI E-310 form to the District designee.

Role of Instructor

The instructor is selected by the counselor and shall:

- A. Contact parents and arrange home/hospital instruction schedule.
- B. Discuss with the parent any conditions surrounding the student's disability or educational development which may have a bearing on the program.
- C. Discuss the need for a supervising adult to be in the home during the teacher's visit.
- D. Discuss the need for an appropriate learning environment.
 1. Other youngsters and/or adults should remain out of the room while the lesson is in progress.
 2. The student should be awake, properly dressed and ready for lessons at the appropriate time.
 3. Adequate study time should be scheduled each day, taking into account the physical limitations of the student.
- E. Evaluate the students' work and make a report to the student's home school.

Termination

Instruction may be terminated in the following manner:

- A. The qualified medical practitioner determines the advisability of the student returning to school.
- B. Extension of the original instruction period must be requested by the parent or guardian, and verified by the attending qualified medical practitioner.
- C. Home/hospital instructor contacts payroll office when student returns to school.

Procedures for Initiating Home/Hospital Instruction

The function of the home/hospital instructor is to provide instructional assistance and serve as a liaison between the student and the school in the following manner:

- A. Elementary (emphasizes reading, math and language skills).
 1. Contact school counselor.
 2. Contact classroom teacher initially and on a weekly basis.
 3. Obtain current academic standing.
 4. Obtain books, materials and assignments from the homeroom teacher.
 5. Keep parents/guardians informed as to the progress of the student.
 6. Provide a statement to the student's home school for the cumulative record regarding the grades earned by the student while on home/ hospital instruction. Grading shall be the responsibility of the classroom teacher. This statement is due immediately upon termination of the home/hospital instruction.
- B. Middle/Senior High (receives instruction in required subjects)
 1. Contact school counselor and have counselor set up initial meeting with home/hospital instructor and classroom teacher.
 2. Obtain current academic standing.
 3. Contact each classroom teacher on a weekly basis and arrange for books, materials and assignments; also include a class schedule, class outlines, etc., of what the student needs to fulfill credit requirements for quarter, semester and year.
 4. Provide a statement to the student's home school for the cumulative record regarding the grades earned by the student while on home/ hospital instruction. Grading shall be the responsibility of the classroom teacher. This statement is due immediately upon termination of home/hospital instruction.

If the student is unable to complete regular classroom assignments, the home/ hospital instructor will work with the regular classroom teacher to modify or develop alternative classroom assignments to meet required course work.

Instructor Reimbursement Procedures

A maximum of one half-day (4 hours) per student shall be provided per week. The week before payroll cut-off date, the payroll office will contact home/hospital instructor advising of the payroll cut-off date for that particular month. The tutor must record the actual start and finish date along with the number of hours that the student was served and provide to the payroll office with their time sheet.

Date: March 3, 2005