

## **Home or Hospital Instruction**

### **Request**

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

- A. Parent completes application form for home/hospital instruction.
- B. The district office and family physician complete the SPI E-310 form.
- C. Home/hospital instruction will begin when the family physician signs form SPI E-310.

### **Role of Instructor**

The function of the home/hospital instructor is to provide instructional service 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 principal.
  - 2. Contact classroom teacher.
  - 3. Obtain current academic standing.
  - 4. Obtain books, materials and possible assignments from the classroom 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/Junior/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 to arrange for books, materials and possible assignments; also include a class schedule, class outlines, etc., of what the student needs to fulfill credit requirements for quarter, semester or 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. This statement is due immediately upon termination of home/hospital instruction.
  - 5. Grades will be posted to student's transcript at the end of the grading period.

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 Communication**

The instructor will:

- 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.
  6. Other youngsters and/or adults should remain out of the room while the lesson is in progress.
  7. The student should be awake, properly dressed and ready for lessons at the appropriate time.
  8. 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 will be terminated if the qualified medical practitioner determines the advisability of the student returning to school.

Extension of the original instruction period must be requested by the parent or guardian, and verified by the attending qualified medical practitioner.

The home/hospital instructor will contact payroll office when student returns to school.

**Revised: January 2016**