

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3122 P-2

HOME/HOSPITAL INSTRUCTION

I. INTRODUCTION

Home or hospital instruction shall be provided to students who are unable to attend school for an estimated period of four weeks or more because of disability or illness. Requests for home tutoring for pregnancy will be allowed a maximum of 12 weeks. These week will be allowed before and/or after delivery.

Maximum reimbursement will be whatever the state allows or the actual cost of Home/hospital instruction, whichever is less, and mileage at board policy rate.

II. PROGRAM APPROVAL

- A. Student must be enrolled in the district.
- B. Parents or principal/designee make written request for a tutor to the director of special services.
- C. Director of special services has student's medical practitioner complete medical portion of Form E-310 (attachment 1).

III. OBTAINING A TUTOR -- ELEMENTARY

- A. Director of special services notifies the principal/designee that the home/hospital program has been approved.
- B. Principal/designee will ask the student's classroom teacher(s) if he/she is willing to tutor. If the classroom teacher accepts, the special services department provides the teacher with a Claim for Tutoring Services form (attachment 2) and a mileage claim form (attachment 3), and instructions on how to process their pay advice.
- C. If the child's classroom teacher declines, the principal/designee will as other classroom teachers in the building if they are willing to tutor.
- D. If a tutor is not found within the building, the principal/designee will request from the director of special services to find a tutor.

IV. OBTAINING A TUTOR FROM THE SPECIAL SERVICES OFFICE

- A. The director of special services will maintain a list of certificated staff from other district schools or sites who are not employees of the district who are willing to tutor.
- B. When a principal requests a tutor from the director of special services, the director/designee will select a tutor from the list of certificated people.

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3122 P-2

V. EXTENDING AND/OR TERMINATING TUTOR SERVICES

- A. When tutoring must be provided for a time period longer than originally requested, a new request form (E 310, attachment 1) needs to be initiated by the parent/guardian.
- B. Principal/designee will notify the director of special services when the student returns to school and the director will terminate the tutoring services.

Legal Reference:

WAC 392-171-486

Implemented	10-01-1982
Revised	02-27-2003