HOME OR HOSPITAL INSTRUCTION: 2165P

Request

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

A. Parent contacts counselor, school nurse or the Health Services office to obtain the Home/Hospital packet;

B. Parent completes application form for home/hospital instruction and returns it to the school or Health Services office;

C. The District office and health care practitioner complete form 2165F (the SPI E-310 form);

D. Home/hospital instruction shall begin when the health care practitioner signs form 2165F (SPI E-310) and a tutor has been obtained for the student.

Role of Instructor

The instructor 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. Collect the students' work and communicate with the student's home school regarding the student’s progress.

Termination

Instruction may be terminated in the following manner:

A. The qualified health care practitioner determines the advisability of the student returning to school;

B. Student fails to keep appointments and/or doesn’t do homework given by the instructor. (Student who are too ill to be tutored and complete assignments will not be in jeopardy of losing their tutoring for failure to complete assignments.);

C. Extension of the original instruction period must be requested by the parent or guardian, and verified by the attending qualified health care practitioner up to a maximum of 18 weeks per year;

D. Home/hospital instructor contacts the Health Services office when the 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 classroom teacher initially and on a regular basis;
2. Obtain current academic standing;
3. Obtain books, materials and assignments from the homeroom teacher;
4. Keep parents/guardians informed as to the progress of the student;
5. Provide feedback 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, dean, principal or designee and have counselor set up initial meeting with home/hospital instructor and classroom teacher, if necessary;
2. Obtain current academic standing;
3. Contact each classroom teacher on a regular 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 feedback 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, if possible.

Instructor Reimbursement Procedures

A. Tutor will submit Monthly Time Sheet and mileage form to the Health Services office at the end of each month.

B. When the time sheets and mileage sheets are received by the Health Services office, the amounts will be approved by the Health Services Coordinator, account coded, computed and submitted to the Payroll department for payment.