Home or Hospital Instruction

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

A. Parent or adult student completes application form for home/hospital instruction.

B. The district office and family physician complete the SPI E-310 form. This form is available upon request from the school's office.

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 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 principal.

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 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 that 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 of Home/Hospital Instruction
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 the payroll office when the student returns to school.

Instructor Reimbursement Procedures

A. 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.

B. When the time sheets and mileage sheets are received by the payroll office, the amounts will be computed and submitted for payment.