

Request for Home/Hospital Instruction

1. Parent completes application for home/hospital instruction and consent to release information form.
2. Qualified medical practitioner and District Coordinator for Home/Hospital sign form SPI E-310.
3. If additional information is required about the student's health condition, the Coordinator for Home Hospital contacts the qualified medical practitioner.
4. Home/hospital instruction begins when the qualified medical practitioner signs form SPI E-310 and a tutor is selected at the student's home school if at all possible.

Procedures for Home/Hospital Instructor

1. Contact parents and arrange home/hospital instruction schedule.
2. Discuss with the parent any conditions surrounding the pupil's disability or educational development which may have a bearing on the program.
3. Discuss the need for a supervising adult to be in the home during the teacher's visit.
4. Discuss the need for an appropriate learning environment.
 - a. Other youngsters and/or adults should remain out of the room while the lesson is in progress.
 - b. The student should be awake, properly dressed and ready for lessons at the appropriate time.
 - c. The time when the teacher is in the home belongs to the student, who should be free of other responsibilities during that period.
 - d. Adequate study time should be scheduled each day, taking into account the physical limitations of the student.
5. The home/hospital instructor will evaluate the students' work and make a report to the student's home school.

Home/Hospital Instruction Termination

1. The qualified medical practitioner determines the advisability of the student returning to school.

2. Extension of the original instruction period must be requested by the parent or guardian, and verified by the attending qualified medical practitioner.
3. Home/hospital instructor contacts Coordinator for Home Hospital 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.

1. Elementary (emphasizes reading, math and language skills)
 - a. Contact school principal.
 - b. Contact classroom teacher initially and on a weekly basis.
 - c. Obtain current academic standing.
 - d. Obtain books, materials and assignments from the classroom teacher.
 - e. Grading will be done by the classroom teacher with the recommendations of the home/hospital instructor.
 - f. Keep parents/guardians informed as to the progress of the student.
 - g. 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 the home/hospital instruction.
2. Middle/Senior High (receives instruction in required subjects)
 - a. Contact school counselor and have counselor set up initial meeting with home/hospital instructor and classroom teacher(s).
 - b. Obtain current academic standing.
 - c. 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.
 - d. Grading will be done by the classroom teacher with recommendations of the home/hospital instructor.

- e. 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.

Modification of the Home/Hospital Instructional Program at the Secondary Level

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. The student may be rescheduled into new class(es) or make up credits through participation in classes outside of the regular school day.

Implemented:	June 16, 1986	North Thurston School District
Amended:	March 1, 2005	
Reviewed:	October 20, 2009	North Thurston Public Schools Board of Directors