

Home or Hospital Instruction

Request

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

- A. Parent /guardian requests and completes application form for home/hospital instruction.
- B. Parent/guardian gives the application form to a qualified medical practitioner for review and signature.
- C. Form is returned to student's school
- D. Student's school completes Section 2 of the form identifying the tutor.
- E. Student's school fax's completed applications to Special Education Office
- F. Special education office personnel reviews and approves/denies services
- G. Special education office personnel notifies school building contact of status. If approved instruction will begin immediately.

Role of Tutor:

The tutor shall:

- A. Contact parents and arrange home/hospital instruction schedule. Note – HH is approved for up to 18 weeks at 4 hours per week for individual students.
- 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. Limit conversations to focus on HH instruction.
- E. 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.
- F. Evaluate the students' work and make a report to the student's home school.
- G. Submit extra pay form for tutoring hours in a timely manner to Special Education Department

Termination

Instruction may be terminated in the following manner:

- A. The qualified medical practitioner determines the advisability of the student returning to school.
- B. Extension of the original instruction period must be requested by the parent or guardian, and verified by the attending qualified medical practitioner. Beginning date on an extension request must consecutively follow ending date of original request.

- C. Home/hospital tutor contacts district office special education personnel when student returns to school.

Procedures for Initiating Home/Hospital Instruction

The function of the home/hospital tutor is to provide instructional assistance and serve as a liaison between the student and the school in the following manner:

- A. Role of the Elementary Tutor (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 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. Role of the Middle/Senior High Tutor (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 tutor will work with the regular classroom teacher to modify or develop alternative classroom assignments to meet required course work.

Adopted: December 14, 2009

Amended: May 28, 2019