

## **Home and Hospital Instruction**

### **Request**

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

- A. Parent completes application form for home/hospital instruction.
- B. The district office and family physician complete the SPI E-310 form.
- C. Home/hospital instruction shall begin when the family physician signs form SPI E-310.

### **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.
- H. Evaluate the student's work and make a report to the student's home school.

### **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.
- C. Home/hospital instructor contacts payroll office 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 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 Reimbursement Procedures**

Instructor reimbursement procedures are as follows:

- A. The week before payroll cut-off date, the payroll office will contact home/hospital instructor advising 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.