Home or Hospital Instruction

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

A. The parent, guardian, or adult student completes the application form for home/hospital instruction and forwards it to the Home/Hospital Instruction office.

B. The Home or Hospital Instruction Office and family physician complete the SPI E-310 form.

C. The instructor shall contact parents or adult student and coordinate the home/hospital instruction schedule. Other discussion topics include the following:

1. Any conditions surrounding the student's condition or educational development which may have a bearing on the program.
2. The necessity for a supervising adult to be at home during the instructor’s visit.
3. The need for an appropriate learning environment, to include the following:
   a. Other youngsters and/or adults should remain out of the room while instruction is in progress.
   b. The student should be awake, properly dressed and prepared for instruction at the appropriate time.
   c. Adequate study time should be scheduled each day, considering the physical limitations of the student.

Termination

Instruction is terminated when one of following occurs:

A. The qualified medical practitioner approves the student’s return to school; or

B. The maximum allowable weeks of instruction (eighteen) have been exhausted.

Tutors must notify the Home or Hospital Instruction office immediately when tutoring is terminated.

Extension

Home/Hospital instruction may be extended upon approval. Extension of the original instruction period must be requested by the parent or guardian, and verified by the attending qualified medical practitioner. In extraordinary circumstances, the district may contact the Office of the Superintendent of Public Instruction to receive special approval to provide additional extensions.
Home/hospital instructor contacts the Home or Hospital Instruction office when student returns to school.

**Function and Role of Home/Hospital 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 classroom teacher.
   5. Periodically inform parents/guardians of the student’s progress.
   6. Provide a statement for the student's 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. Grades earned will be combined with grades earned in the classroom for final grades and credits. The teacher of record will be the teacher who has the student at the end of the semester or school year.

B. Middle/Senior High (receives instruction in required subjects)
   1. Inform school counselor to arrange initial meeting with home/hospital instructor and classroom teacher(s).
   2. Obtain current academic standing.
   3. Contact each classroom teacher on a weekly basis and retrieve books, materials and assignments compiled by the classroom teacher. A class schedule, class outline, etc., indicating what the student must accomplish to fulfill credit requirements for quarter, semester and year should also be included.
   4. Provide a statement for the student's 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. Grades earned will be combined with grades earned in the classroom for final grades and credits. The teacher of record will be the teacher who has the student at the end of the semester or school year.

If the student is unable to complete regular classroom assignments the classroom teacher will modify or develop alternative assignments to satisfy required course work. The home/hospital instructor may assist in these efforts.

Home/Hospital instruction will not provide a complete educational program but will assist a student to maintain his/her educational status when absent from school temporarily. The format and content of some courses/classes may not be appropriate for Home/Hospital Instruction.
Students receiving Home/Hospital instruction will be marked absent/excused for the time they are unable to attend school, per a licensed health care provider’s authorization.

Approved 1/25/01