

Home or Hospital Instruction

Upon request from a parent or an adult student, home or hospital instruction will be provided to both handicapped and other students who are unable to attend school for an estimated period of four (4) weeks or more because of physical disability or illness. A written statement from a qualified medical practitioner verifying that the student will not be able to attend school for an estimated period of four (4) weeks or more, specifically stating the nature of the condition and the anticipated duration of the period of non-attendance, will accompany the request.

The district assumes no financial responsibility for related costs, other than providing adequate instruction.

Request

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

- A. Parent/guardian or adult student requests home/hospital instruction.
- B. Written statement from a qualified medical practitioner is submitted, verifying that the student will not be able to attend school for an estimated period of four weeks and stating the nature of the condition and the anticipated duration of the period of non-attendance.
- C. The Special Services Office will confirm the student qualifies and arrange for a tutor.
- D. The Special Services Office will notify the student's school of the tutor's name and length of program service.

Role of Tutor

The tutor 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 which may have a bearing on the program.
- C. Discuss the need for a supervising adult to be in the home during the tutor'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 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 instruction will be provided for a maximum of eighteen (18) weeks.
- D. Home/hospital tutor contacts the Special Services Office 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. 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 will be the responsibility of the classroom teacher. This statement is due immediately upon termination of the home/hospital instruction.
- B. Middle/High (receives instruction in required subjects)
1. Contact school counselor and have counselor set up initial meeting with home/hospital tutor 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 will 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.

Tutor Reimbursement Procedures

- A. The week before payroll cut-off date, the Special Services Office will contact home/hospital tutor advising of the payroll cut-off date for that particular month.
- B. When the time sheets and mileage sheets are received by the Special Services Office, the amounts will be computed and submitted for payment.

Legal Reference: WAC 392-171-486
392-122-145

Placement options-Selection-
Required considerations
State Handicapped Program--Home
and Hospital Care