



Shelton School District
INSPIRE | CHALLENGE | EMPOWER

ADMINISTRATIVE PROCEDURES

No. 2165P
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PROCEDURES

INSTRUCTION

Home or Hospital Instruction

Request

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

- A. Parent initiates request for home/hospital instruction.
- B. Parent and qualified medical practitioner complete the request for home/hospital instruction.
- C. District reviews and completes the form.
- D. Home/hospital instruction may begin after the medical practitioner signs the request form and the tutor has made contact with the student.

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 supervising adult to be in the home during the teacher's visit.
- D. Discuss the need for an appropriate learning environment.
- 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 instructor contacts special services 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. Recording the grades shall be the responsibility of the classroom teacher. This statement is due immediately upon termination of the home/hospital instruction or at appropriate grading periods.
- 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 teachers as appropriate.
 - 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. Recording the grades shall be the responsibility of the classroom teacher. This statement is due immediately upon termination of home/hospital instruction or at appropriate grading periods.

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

- A. The week before payroll cut-off date, the special services office will contact home/hospital instructor advising of the payroll cut-off date for that particular month. Tutor submits by 10th of each month.

- B. When the time sheets and mileage sheets are received by the payroll office, the amounts will be computed and submitted for payment.

February 26, 2008