

HOME OR HOSPITAL INSTRUCTION

Homebound/Hospital Instruction is provided to students who are **temporarily** unable to attend school for an estimated period of four weeks or more because of a physical and/or mental disability or illness, following the procedures provided by OSPI.

REQUEST FOR SERVICES

Parent or school staff request application for homebound/hospital instruction from Student Support Office staff. SPI E-310 Form will be provided to the parent.

The student's parent must obtain the signature of a qualified medical practitioner, a diagnosis, and an estimate of the number of weeks the student will be out of school using SPI E-310 Form.

Homebound/Hospital instruction shall begin after the SPI E-310 Form is received by Student Support Office staff, who will arrange for a tutor to contact the parent regarding specific days and times the instruction will occur.

ROLE OF TUTOR

The function of the H/H tutor is to provide instructional assistance and serve as a liaison between the student and the school. The tutor will:

- Contact parents and arrange H/H instruction schedule.
- Discuss with the parent any conditions surrounding the student's disability or educational development which may have a bearing on the program.
- Discuss the need for a supervising adult to be in the home during the tutor's visit.
- Discuss the need for an appropriate learning environment:
Other youngsters and/or adults should remain out of the room while the lesson is in progress.
The student should be awake, properly dressed and ready for lessons at the appropriate time.
Adequate study time should be scheduled each day, taking into account the physical limitations of the student.
- The H/H tutor will arrive at the student's home on time and prepared to deliver instruction based on input from the student's regular teacher(s) and or guidance counselor.
- The H/H tutor will evaluate and communicate the students' progress to the regular teacher(s) or counselor.
- If the student is unable to complete regular classroom assignments, the H/H tutor will work with the classroom teacher(s), counselor, or if needed, the school's 504 coordinator, to modify or develop alternative classroom assignments to meet required course work.

CONCLUSION OF INSTRUCTION

- Tutoring will continue through the time period indicated on the OSPI form.
- If the student returns to school prior to the end of the timeline estimated by the physician, tutoring will be discontinued.

- H/H tutor will notify Student Support Office staff of final tutoring date
- If the illness is anticipated to continue past the period of time originally estimated by the physician, the parent may request through the Student Support Office an extension which will need to be verified by the physician.

TUTOR COMPENSATION

Rate of pay will be agreed to by the H/H tutor and Student Support Office prior to the start of tutoring.

- The H/H tutor shall complete and submit time sheets and mileage forms to the Student Support Office staff prior to the 1st work day of each month.
- Time sheets and mileage forms will be coded by Student Support Office staff and submitted to the Payroll office for reimbursement to the H/H tutor.

SUGGESTED PROCEDURAL GUIDELINES FOR HOMEBOUND/HOSPITAL INSTRUCTIONAL TUTORS

ELEMENTARY

- Contact school principal
- Contact classroom teacher initially, on a weekly basis, or as needed
- Obtain current academic standing
- Obtain books, materials and assignments from the homeroom teacher
- Keep parents informed as to the progress of the student
- Provide a statement to the student's home school for the cumulative record regarding the grades earned by the student while on H/H instruction. Grading shall be the responsibility of the classroom teacher. This information is due upon termination of the H/H instruction.

SECONDARY

- Contact school counselor to coordinate with classroom teachers
- Obtain current academic standing
- Contact classroom teachers and arrange for books, materials and assignments, including a class schedule, class outlines, etc., of what the student needs to fulfill credit requirements for quarter, semester and year
- Keep parents informed as to the progress of the student
- Provide a statement to the student's home school for the cumulative record regarding the grades earned by the student while on H/H instruction. Grading shall be the responsibility of the classroom teacher. This statement is due upon termination of the H/H instruction.



PROCEDURE ESTABLISHED February 28, 2011