

Administrative Regulation

INSTRUCTION

Home/Hospital Instruction

Home/Hospital instruction may be provided for pupils who are temporarily incapacitated and for whom regular school attendance is inadvisable. Pupils assigned to special education programs or services, who may need home teaching for a period of ten (10) days or more may receive such services after an IEP review and upon recommendation by the IEP team and approval by the Director of Pupil Services. The IEP will be amended to include agreed-upon changes and must be approved, in writing, by the pupil's parents or guardians before home teaching begins.

The following conditions pertain to Home/Hospital teaching assignments:

1. The teacher is limited to five (5) hours of instruction per week according to State law. The teacher is also limited to a maximum of two (2) hours of instruction per day. (One hour per day for each regular school day is recommended.) Home/Hospital instruction will be offered only on regular teaching days by a credentialed teacher whose experience is appropriate for grade level and learning needs of the pupil.
2. A parent, guardian, or another responsible adult, designated in writing by the parent or guardian and approved by the Director of Pupil Services, must be present at all times during the time that the teacher is in the home. There shall be no exceptions.
3. Parents will cooperate with the teacher in arranging for the pupil to do his/her assignments within the limitations imposed upon the pupil because of his/her disability.
4. Parents will provide a quiet place, free of distractions, so that maximum results may be obtained-from the instruction provided.
5. The parent and teacher will mutually agree on the time of day that instruction is to take place. No change is to be made in the schedule without mutual agreement between parent and teacher. The teacher will be prompt for his/her assigned duties as scheduled.
6. The Home/Hospital teacher will confer with the principal and the pupil's classroom teacher in order to plan the program and to check out the necessary books and supplies. The home teacher will also confer with the regular teacher on a weekly basis to keep Home/Hospital instruction current.
7. Parents will contact the school principal to report the expected date the pupil will be returning to the regular class.
8. A written report will be prepared by the home teacher and submitted at the end of each two-week period to the Pupil Services Department. After review, copies will be sent to the pupil's teacher and the school principal.

Request Procedures

When it has been established that a pupil needs Home/Hospital instruction, the following

procedure will be followed:

1. The principal will determine that the pupil will need at least ten (10) days of Home/Hospital instruction. A teacher will be assigned as soon as possible (within two (2) days after the request, with accompanying documents, has been received by the Director of Pupils services).
2. When the principal has a written request by the parents and a physician's statement attesting to the fact that Home/Hospital instruction is warranted, he/she will send both documents, along with the Request for Home and/or Hospital Instruction form, to the Director of Pupil Services, adding any information which would be helpful to the teacher.
3. When the principal files a request for Home/Hospital instruction, he/she shall contact the parents or guardian and review the procedures for Home/ Hospital instruction. At the time services are approved, the parents are to be given a copy of program conditions by the Pupil Services Department.
4. Teachers assigned to a Home/Hospital instruction position will report to the principal making the request for any special information that may be needed. The principal will arrange for the teacher to meet with the pupil's regular teacher before the Home/Hospital instruction begins. Where possible, all books and supplies will be furnished by the principal making the request. The District's I.M.C. is also available to the teacher.
5. The principal will make arrangements for periodic communication between the Home/Hospital teacher and the regular classroom teacher.
6. Instruction for pupils who are temporarily hospitalized is arranged for and provided by the hospital through the public school district in which the hospital is located, or by the pupil's district of residence. Hospital instruction will be approved by the Director of Pupil Services of the pupil's resident district. Records of attendance and payment for hospital teaching is the responsibility of the pupil's district of residence.
7. Each Home/Hospital instruction assignment will be recorded in a separate State Register which will be obtained from the attendance clerk in the Business Office. The child will be withdrawn from the regular classroom and placed in the Home/Hospital teaching register for the duration of Home/ Hospital instruction.
8. When a Home/Hospital assignment has been completed, the principal will file a memorandum with the Director of Pupil Services indicating the last day of Home/Hospital instruction and the Home teacher will turn in the register to the attendance clerk.

Home/Hospital Instruction for Pupils Receiving Special Education

Home/Hospital instruction for Special Education pupils is a Designated Instruction Service (D.I.S.) and will be provided as specified by the California Master Plan for Special Education. Designated instruction and services in the home or hospital may include the following:

1. Instruction and service for individuals with exceptional needs whose physical condition requires their confinement for prolonged periods of time or who may otherwise require long-term instruction at home or in a hospital.

2. Instruction and service for individuals with exceptional needs whose handicapping condition restricts their capability to attend school and whose instructional goals include both academic and rehabilitative services. This service must be recommended by the I.E.P. Team is regarded as a temporary placement, and is provided as specified in the pupil's I.E.P.
3. An individual with exceptional needs who is enrolled in Home/Hospital instruction shall receive 300 minutes per week of individual instruction or small-group instruction will not more than four (4) individuals, and as specified in the I.E.P. Instruction other than 300 minutes per week may be submitted if the I.E.P. Team feels that the individual's health prevents a full 300 minutes or when the pupil may benefit from a longer period.

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