

CURRICULUM/INSTRUCTION

Home or Hospital Instruction

Requests for Home-Hospital services should be made to the district Student Placement Office. The medical certification process will be initiated with the parents and medical practitioner. Upon the Student Placement Office's receipt of a medical practitioner's certification of student eligibility for home-hospital instruction, the building principal (elementary) or counselor (secondary) will be notified. The building principal or counselor will select an appropriate instructor(s) to provide the service. The instructor(s) may be the student's regular teacher(s) and/or a substitute teacher, or any other teacher with a valid Washington teaching certificate. The Student Placement Office will assist in this task upon request.

Upon selection of the home-hospital instructor(s), the principal or counselor will conduct a meeting between the instructor and all necessary regular program staff. This group will prepare a written plan that specifies:

- a. what subjects or skills are to be taught;
- b. what special equipment or materials will be required;
- c. how grading or course credits will be adjusted, if necessary;
- d. the relative roles of the home-hospital instructor and regular program staff; and
- e. a schedule or plan for any required future contact between the home-hospital instructor and regular program staff.

In developing a home-hospital instructional plan, the following should be considered:

1. The maximum number of teacher-hours available for home-hospital instruction is determined by dividing the state level of salary support by the rate of reimbursement specified by the district certificated employee collective bargaining agreement, generally 2-1/2 hours per week.
2. A home-hospital instructional program is not an attempt to duplicate the regular instructional program. It is appropriate to emphasize remedial needs rather than attempt continuation of the whole curriculum.
3. The home-hospital instructor may provide direct instruction, or may function as an intermediary between regular program and the student (or any combination of the two).
4. Any individualized home-hospital instructional plan must blend:
 - a. the individual student educational needs;
 - b. the training and expertise of the home-hospital instructor;
 - c. the degree to which regular program personnel can be practically involved;
 - d. the limits of available resources.

As soon as practical after the initial staff meeting, the principal or counselor will schedule a second meeting involving the parent, home-hospital instructor and appropriate program staff. At this meeting the previously developed plan will be explained to the parent, and modified within reason, to reach agreement as to the appropriateness of the proposed home-hospital program, including a schedule of instruction. The schedule of instruction should include arrangements that ensure a parent is always in attendance while the instructor makes home visits.

Immediately upon confirmation with the parent of the home or hospital instruction program

to be provided, the principal or counselor will forward program details to the Student Placement Office. In unusual cases telephone approval will be sought.

Home-hospital instructors will maintain records of instruction hours (including planning and consulting time), as well as required mileage, and submit same to the Student Placement Office for transmittal to the Payroll Department monthly, according to their requirements. Teacher-hours beyond the level allowed according to Section "1", above will not be reimbursed unless ordered in advance by the superintendent.

Revised: January 22, 1992

Revised: April 13, 1994