

PROCEDURES FOR INITIATING HOME INSTRUCTION

1. Special Services director/designee will be notified when a request to consider home instruction is made by the parent or school personnel.
2. Special Services director/designee will review medical information or IEP to determine Home Instruction services (meet guidelines).
3. Special Services director/designee will follow the guidelines for General and Special Education (attached.)
4. Special Services director/designee will assign a Home Instructor and provide guidelines to the Home Instructor.
5. Special Services director/designee will contact building administrator, counselor, staff, parent, and home instructor to determine a meeting time and place as soon as possible.
6. Special Services EMIS person needs to notify the building EMIS coordinator so attendance can be reported on EMIS. Classes being taken must be reported to Theresa Reid for state reports.

(Implementation Date: September 13, 2001)

HOME INSTRUCTION

GENERAL EDUCATION: PROVIDING INSTRUCTION AT HOME

It may be necessary for students to receive instruction at home or during a hospital stay because of an acute medical or psychological condition or an acute phase of a chronic condition that prohibits them from attending school within the district. If the student is in a hospital, the district may choose to send an instructor to the hospital or reimburse the school district closest to the hospital for educational services rendered. If the student is at home within the district during this period, the district may send an instructor to the home or determine an alternative setting. If the student receives instruction in the home or alternative setting, a letter from the student's physician indicating that the student's condition prohibits him/her from attending school and the anticipated duration of the home stay is required. Home instruction is a temporary provision of education. Every effort should be made to return the student to school as soon as possible.

A plan for home instruction is developed as a result of a meeting by the school, teachers, and parent(s). Planning for instruction in the home would include the following:

1. Anticipated termination date for Home Instruction.
2. Frequency and duration of instruction sessions.
3. Identification of school contact person who will coordinate the plan.
4. Assignments that the student is expected to complete.
5. Identification of texts and other materials that are needed to complete assignments.
6. Procedure for monitoring home instruction sessions. (See Home Instructor Responsibilities.)
7. Statement of how grades/credit will be assigned.
8. Establishment of student/parent expectations.
9. Completion of attached forms.
10. Determine fees for courses.

Guidelines for Staff/Home Instructor if the anticipated duration of
Home Instruction is less than 20 days:

CLASSROOM TEACHER RESPONSIBILITIES:

1. Provide assignment to be completed/learner outcomes.
2. Provide support materials.
3. Provide textbooks or required reading material.
4. Provide assessment materials and Answer Key for instructor's information.
5. Assign a grade for assignment.
6. Assign a grade for the course.

HOME INSTRUCTOR RESPONSIBILITIES:

1. Make arrangements to obtain assignments/tests and return assignments/tests/log.
2. Provide Instruction based on learner outcomes.
3. Monitor the completion of assignments/tests.
4. Maintain Home Instruction log to be turned in with timesheet.
5. Complete accurate timesheet.

6. Upon termination of Home Instruction return all records, materials, textbooks, log to the classroom teacher(s).

Guidelines for Staff/Home Instructor if the anticipated duration of

Home Instruction is more than 20 days:

CLASSROOM TEACHER RESPONSIBILITIES:

1. Provide course outline.
2. Provide support materials as applicable.
3. Provide textbooks or reading material.
4. Provide assessment materials Answer Key/Grading Scale.

HOME INSTRUCTOR RESPONSIBILITIES:

1. Provide instruction based on course outline.
2. Assess completed assignments/tests.
3. Assign a grade for assignments/tests.
4. Assign a grade for course.
5. Maintain Home Instruction log to be turned in with timesheet.
6. Complete accurate timesheet.
7. Upon termination of Home Instruction, return all records, materials, textbooks, log to **designated personnel.**

SPECIAL EDUCATION: PROVIDING INSTRUCTION AT HOME OR CHANGE OF PLACEMENT TO HOME INSTRUCTION

It may be necessary of students who are on IEP's to receive instruction at home or during a hospital stay because of an acute medical or psychological condition or an acute phase of a chronic condition that prohibits them from attending school within the district. Instruction in the home – whether temporary or a change in the student's placement within special education – is an IEP team decision. If the student is in a hospital, the district may choose to send an instructor to the hospital or provide reimbursement for educational services rendered. If the student is at home within the district during this period, the district may send an instructor to the home or alternative setting. In order for the student's educational placement to be changed to home instruction, a letter from the student's physician or licensed clinical psychologist indicating that the student's condition prohibits him/her from attending school and the anticipated duration of the home stay is required. Instruction in the home or alternative setting whether temporary or a change in a student's educational placement – is a temporary provision of education. Every effort should be made to return the student to school as soon as possible.

A plan for providing instruction in the home will be developed. (If a change in the student's educational placement has occurred, record that change on a new page 3 of the IEP form. A new Page 1 and 4 is completed. All forms are attached to the original IEP.) Planning for instruction in the home would include the following:

1. Anticipated termination date for Home Instruction.
2. Frequency and duration of instruction sessions.
3. Identification of school contact person who will coordinate the plan.
4. Assignments that the student is expected to complete.
5. Identification of texts and other materials that are needed to complete assignments.
6. Procedure for monitoring home instruction sessions. (See Home Instructor Responsibilities.)
7. Statement of how grades/credit will be assigned.

8. Establishment of student/parent expectations.
9. Completion of attached forms.

Guidelines for Staff/Home Instructor if the anticipated duration of
Home Instruction is less than 20 days:

CLASSROOM TEACHER RESPONSIBILITIES:

1. Provide assignment to be completed/learner outcomes.
2. Provide support materials.
3. Provide textbooks or required reading material.
4. Provide assessment materials and Grading Key.
5. Assign a grade for assignments.
6. Assign a grade for the course.

HOME INSTRUCTOR RESPONSIBILITIES:

1. Make arrangements to obtain assignments/tests and return assignments/tests/log.
2. Provide instruction based on learner outcomes.
3. Monitor the completion of assignments/tests.
4. Maintain Home Instruction log to be turned in with timesheet.
5. Complete accurate timesheet.
6. Upon termination of Home Instruction return all records, materials, textbooks, log to the classroom teacher.

Guidelines for Staff/Home Instructor if the anticipated duration of
Home Instruction is more than 20 days.

CLASSROOM TEACHER RESPONSIBILITIES:

1. Provide course outline.
2. Provide support materials as applicable.
3. Provide textbooks or reading material.
4. Provide assessment materials and Grading Key.

HOME INSTRUCTOR RESPONSIBILITIES:

1. Provide instruction based on course outline.
2. Assess completed assignments/tests.
3. Assign a grade for assignments/tests.
4. Assign a grade for the course.
5. Maintain Home Instruction log to be turned in with timesheet.
6. Complete accurate timesheet.
7. Upon termination of Home Instruction, return all records, materials, textbooks, log to designated personnel.