

## HOME/HOSPITAL INSTRUCTION

Occasionally there are times when a student will be out of school for medical reasons and providing home instruction will be necessary. The following procedures are used for either regular education or special education students.

### Procedure

1. Home instruction is provided to those students who have a health problem that **temporarily prevents school attendance for more than four weeks and less than eighteen weeks.** Verification by a doctor of medicine, (M.D.), osteopathy, (D.O.), naturopathy, (N.D.), dentistry, (D.M.D.), chiropractic, (D.C.), or physician assistant, (P.A.); advanced registered nurse practitioner, (ARNP); or licensed mental health therapist of an anticipated school absence of four weeks or more is required. The home or hospital instruction is intended to help the student complete assignments from his/her current instructional program at his/her school.
2. The student remains enrolled in your school and the school is responsible for making arrangements for home instruction in accordance with the procedures outlined in this memorandum.
3. Submit an application on the "Request for Home/Hospital Instruction" form (E-310). This form is found on page 6:7 of the School Nurse Manual and page 4:13d of the Health Room Manual.
4. Complete the student information.
5. Give the form to the parent to take to the doctor for completion of Section 1. The parent returns the form to you.
6. It is up to the school to make arrangements for the tutor (must be a certificated teacher or someone working under the direction of one). The teacher must be on Seattle Public Schools payroll. Substitute teachers cannot do this work due to contract limitations. Tutor's pay is based on individual per diem. a) Try to find a tutor from within your building. b) If none is available, call Student Health Services (252-0750) for a list of tutors and contact one from the list. Do **NOT** go outside the District for a tutor. c) If there are special requirements for a particular student that cannot be met by the building or the tutor list, call Student Health Services (252-0750) for help.
7. The school completes Section 2 on the Request for Home/Hospital Instruction (E-310) form.
8. Send the completed form to Student Health Services, 31-650.

9. Health Services emails the school principal, school nurse, school contact, and tutor (if those names have been provided) of the approved time and authorizing the beginning of tutoring. NOTE: The authorized time is two and one half hours per week - this includes ½ hour of preparation time.) If appropriate, the tutor should begin tutoring as soon as approval is received so that the student receives all the weeks of tutoring they applied for. If tutoring must start before approval is received, call Health Services (252-0750) for oral authorization. **Do not start tutoring until given the okay.**
10. If the Home/Hospital application was denied an email will be sent to the principal, school nurse, school contact, and teacher (if known).
11. After receiving an authorized start date from Health Services, provide your tutor with a copy of the attached information sheet of Suggestions and Guidelines for Home Instruction and tell your tutor that (s)he is authorized to immediately begin tutoring 2½ hrs per week (2 hrs with the student and ½ hr prep) for the number of weeks authorized. Even if tutoring did not occur during one of those weeks it is still included in the count. Do not go beyond that number of weeks without an approved extension. **Tutor only on days school is in session.**
12. If an out-of-District student contacts you for home instruction, that student cannot be served until registered with Seattle Public Schools through Enrollment Services and approved for services.
13. Private or parochial school students can be given services under some circumstances.