

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Associate Superintendent

Issue No: 5

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Reference: EC 48206.3, 48206.5,
48207-48208, 46300(e)

ARTICLE: 3.0 EDUCATIONAL PROGRAM

3.15 INDEPENDENT STUDY PROGRAMS

SECTION 3.15.2 Home and Hospital Instruction

The Poway Unified School District provides home teaching for those students who because of either accident or physical, mental, or emotional disability are not able to attend regular classes. The District shall notify parents annually that (1) individual instruction is available for temporarily disabled students, and (2) when a student becomes temporarily disabled, it is the responsibility of the parent/guardian to notify the District.

Eligibility for Home and Hospital Instruction

Students temporarily disabled by accident or by physical, mental, or emotional disability may receive individual instruction at home or in a hospital or residential health facility within the District. Such instruction may be given from one to five hours a week.

Home or hospital instruction shall be provided only when a student is expected to be out of school for two (2) weeks or longer.

A physician shall determine that the student is unable to attend school and will not expose the home teacher to any contagious disease that can be transmitted by casual contact. Medical conditions which might present risk to a teacher are diseases such as measles and chicken pox. Home instruction will not be denied students with diseases such as hepatitis B, herpes, or AIDS, as long as the home observes current preventive protocol as determined by the U.S. Centers for Disease Control.

The home teaching program will be terminated when the physician's report indicates that the student is physically able to attend school. The return to school might involve special provisions for rest periods; however, the school will assume the responsibility for the student's instruction once the home teaching program is terminated.

In special cases in which a student is able to attend school for some period of time but has a recurring condition requiring periodic absences of several days, the home teaching program may be instituted prior to the two-week waiting period.

A school district may claim one day of ADA credit, to a limit of five in a five-day school week, for each hour of instruction provided to a student who is in a hospital in the District or who is confined to his/her home because of a temporary ailment. This "home and hospital" instruction may not be provided through independent study. If the temporarily disabled student's parents and the District agree, however, the student may instead receive instruction through independent study as an alternative to "home and hospital" instruction. The normal minimum day rules apply to independent study for such a student.

Hospital Instruction

Education Code 48206.3 requires districts to provide individual instruction for temporarily disabled students in residential health facilities (excluding state hospitals) located within the district.

An out-of-district student temporarily disabled and confined to a hospital or health facility within this District will receive individual instruction when the District is notified by the student's

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parent/guardian. Within five (5) days of notification, the District shall determine whether the student is able to receive instruction and, if so, when it can begin. If given, instruction will begin within five (5) days of this determination. The District is relieved of this responsibility if the health care facility in which the student is confined provides an educational program for the student as a private school in which the student has been enrolled as a part of entering the facility.

The District must write to the student's home district within the first five days of hospital teaching, instructing the home district not to count the disabled student when computing average daily attendance.

A disabled student's home district may provide needed instruction in the hospital or another district as long as both districts agree to this arrangement.

Providers of Instruction

Home or hospital instruction shall be provided only by teachers with valid California teaching credentials. The contract hourly wage will be paid for each hour spent tutoring the student.

All teachers who are employed as home teachers will be approved by the Board to fulfill this function.

Extent of Instruction

The student who is homebound should be given as many days of instruction as would be received if the student were enrolled in a regular day class; therefore, if physically able, the student should receive as many hours of instruction as there are days in the school week, usually five (5), for each week that the student is unable to attend regular classes. Under the provisions of the Education Code, no student shall be given instruction for more than three (3) hours in any one day. Home tutors may provide the instruction on Saturday; however, no student will be required to attend a home teaching program on Saturday without the consent of the parent or guardian. A full day's attendance may be credited for each hour of individual instruction.

Insofar as possible, the home teacher will consult with the student's current classroom teacher or teachers so as to provide a continuity of instruction that enables the student to keep up with the regular school program.

Procedures for Parents Requesting Home Teaching

1. A parent must contact the school of attendance to request that a student be placed on home teaching.
2. When the parent receives the appropriate forms from the school, they must be completed and returned to the school site.
3. It is the responsibility of the parent to monitor the days and times that the home tutor will work with their child. In addition, parents are to stay informed about the progress of their child by meeting with the tutor as often as possible. Parents will also provide a clear and quiet workplace for the home tutor and student.
4. It is the responsibility of the parent to sign the teacher's timesheet to acknowledge that instruction has occurred.
5. When the physician releases the student to attend regular school, the parent must notify the home teacher of the date the student will return to school.

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Procedures for School Administrators

1. The principal or designee, upon receiving a request for home teaching, sends three forms to the parent or guardian; one to be filled out by the parent or guardian (Form PP-17), one to be completed by the attending physician (Form PP-19), and authorization for release/exchange of information (PUSD SE-2).
2. The school contact notifies the Director of Alternative Programs that a student is enrolling in the Home/Hospital Instruction Program. Whenever possible, the home teacher should be a teacher in the school that the student attends to expedite determination of the course of study which the student should follow. If a teacher is not available in the school of attendance, the Principal or designee will identify an appropriate person.
3. When the completed forms are returned, they are forwarded to the Alternative Programs Department. The site designee is responsible for directing the home teacher to begin instruction.
4. Upon notification by the home teacher of the date of the first day that instruction was given to the student, the attendance clerk of the school drops the student from regular attendance records as of the previous day, notifies the regular teacher(s) that the student is on home teaching, and updates the cumulative folder of the student.
5. School personnel should cooperate with the home teacher in obtaining appropriate assignments for the student so that the student is kept up-to-date on necessary classroom work to make a successful re-entry into the regular school program.
6. When the student is able to return to the regular program, a release form from the physician will be presented to the school of attendance prior to the first day that the student returns. The school attendance clerk then re-enrolls the student as of the school day following the last day of home teaching.

Procedures for Home Teachers

1. When notified by the site designee that the student is eligible to begin home teaching, the home teacher must call the home and set up an appointment.
2. It is the responsibility of the home teacher to notify the attendance clerk of the school of attendance of the date of the first day of instruction so that the school can drop the student as of the previous day.
3. The student's attendance record is kept by the home teacher while a student is having home teaching. The teacher must pick up the attendance register from the Alternative Programs office.
4. At the end of each attendance period, the teacher must return the attendance register and a timesheet to Alternative Programs. This contact will check the register against the timesheet and provide coding and approval. The register is then forwarded to Business Support Services. Timesheets must be signed by the student's parent or guardian to verify the time spent in the home both for verifying attendance and hours for which the teacher is eligible for payment.
5. The home teacher will consult with the student's current classroom teacher(s) to provide a continuity of instruction that enables the student to keep up with the regular school program. The home teacher will act as a liaison in order to gather assignments, obtain

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suggestions and recommendations for instruction, and coordinate the grading of the student's work. Completed work should be returned to the appropriate teacher.

6. It is the responsibility of the home teacher to set the amount of time which is to be spent weekly (minimum three hours, maximum five hours) according to the student's tolerance level and to set specific times with the student and parent for the instruction to take place.
7. When the student is able to return to school, the home teacher must give the parent a release form to be completed by the physician (Form PP-16). The student must present this signed form to the school when he or she returns.
8. The home teacher will expedite the return of the student to the regular school by notifying the student's counselor or attendance clerk of the student's imminent return, instructing the student to report first to the counselor or school secretary for re-registering, and submitting current grades in writing to each teacher involved.
9. Upon completion of the assignment, the home teacher must notify the school site and turn in the attendance register and last timesheet to Alternative Programs.

It is the responsibility of the Alternative Programs staff to work with schools to develop and maintain a pool of home teachers so that the needs of students can be quickly and appropriately met.