

Administrative Regulation

Home/Hospital Designated Instruction and Service (DIS), Guidelines for

- A. When a pupil is identified as potentially needing DIS Home/Hospital Teaching, the school nurse will be assigned as case manager to assist the student and parent/guardian to obtain an appropriate education in the least restrictive environment as defined in the Procedural Handbook - Special Education.
- B. Home/Hospital instruction is provided only in cases of severe disabilities requiring absence from school for more than four weeks. A written statement and diagnosis from the physician who has assessed the student and is providing the treatment is required.
- C. Parent/guardian may arrange to pick up school assignments from student's teacher(s) during the first four weeks of absence.
- D. An Individualized Education Program (IEP) must be developed and signed by the appropriate school personnel and parent/guardian prior to service being provided.
- E. The district allows a maximum of five hours of instruction per student per regular teaching week. No instruction is given on school holidays.
- F. It is the principal's responsibility to see that the student's cumulative records are available to the home/hospital teacher.
- G. The school continues to carry the student as an excused absence on the attendance record. For prolonged absences, students must register at home school in the beginning of each school year. The home/hospital teacher must enter the student in the State School Register for Designated Instruction and Service and log the time spent serving that student.
- H. The home/hospital teacher and classroom teacher(s) must coordinate their efforts to provide maximum service to the student.
- I. The home/hospital teacher confers frequently with parents regarding student's progress and submits reports to classroom teacher(s).

- J. The classroom teacher with input from the home/hospital teacher is responsible for issuing report cards. Exception: In the case of a student who is on home/hospital instruction for the majority of the grading period, the home/hospital teacher is responsible for issuing report cards, completing appropriate records, and making recommendations for promotion/retention to the principal or the designee.
- K. The home/hospital teacher must be a full-time regular district teacher. Teachers interested in being home teachers must submit their names to the school principal. The school principal must submit names of teachers interested in home/hospital teaching to the Office of Personnel Services with a copy to the Office of Special Education. The assistant superintendent, Office of Personnel Services is responsible for seeking Board approval of teachers eligible to provide home teaching. Home teaching must be done outside of the teacher's regular school hours.
- L. The Certificated Hourly Payroll Time Report is completed by the home/hospital teacher and submitted to the Office of Special Education by the 10th of each month.
- M. The home/hospital teacher notifies the Office of Special Education, the school principal, and the school nurse when a home/hospital assignment is completed. Such notice must be in writing, listing the last date of instruction.
- N. An Exit Individualized Education Program must be written and signed by the appropriate school personnel and parent/guardian prior to student's return to appropriate school program.

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