

Downey Unified School District

INSTRUCTION

HOME INSTRUCTION

AR 3154

Upon a parental request and a physician's written recommendation to the principal, a student whose absence from school is anticipated for two or more weeks because of injury, physical illness, orthopedic, or other health impairment shall be considered for home instruction.

A student meeting eligibility for special services under the Individual with Disabilities Education Act or Section 504 of the Rehabilitation Act shall be provided home instruction when determined appropriate by an approved IEP or Section 504 Plan.

A student with an identified condition related to ongoing health or medical problems may be provided home instruction as soon as it can be arranged upon receipt of a physician's request with an IEP team and/or SST recommendation, if needed.

Home instruction may be provided from one of the following sources:

1. Full-time teachers regularly employed by the District and Board approved for home teaching.
2. Teachers employed on a part-time, hourly, or substitute basis.

Procedure for Assignment of Home Teacher

1. Parents file a "Parental Request for Home Teaching" form in duplicate with the school principal or designee, and the "Physician's Report for Home Teacher" indicating the disability and the estimated length of time the student will be out of school.
2. The "Parental Request for Home Teaching" is completed in duplicate by the school and sent with the physician's report to the Director, Alternative Education, who shall approve home teaching and make the teacher assignment.
3. For students with special needs, the "Parental Request for Home Instruction" and the IEP or SST 504 Plan shall be completed in duplicate by the home school and sent with the physician's report, as needed, to the Director, Alternative Education. The Director of Alternative Education shall refer all these students to the special education office for monitoring.
4. For regular education students home teachers will be assigned to provide a maximum amount of instruction equal to one hour per school day.

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Procedure - continued

5. For students with special needs, the student's IEP or Section 504 Plan will identify the hours and lengths of services required to meet the student's needs.
6. When the assignment is made, the student's school shall be notified by telephone by the Director, Alternative Education, followed by the duplicate copy of the home teaching request, verifying the name of the teacher assigned and the starting date for home instruction.
7. Home instruction shall be provided outside of other contract hours.
8. The Director, Alternative Education, shall send to the assigned teacher the "Home Teaching Time and Grading Report" form at the beginning of each reporting period.
9. Regular classroom teachers should not be used on more than one home teaching assignment at any given time except for unusual conditions which the Director, Alternative Education, shall determine.

Subjects and Credits

1. For regular education students the Director, Alternative Education, working with the parent and doctor will determine the maximum units of work for the semester.
2. For students with special needs the IEP or Section 504 Plan shall identify subjects and credits, goals and objectives, DIS services, integration and support activities as appropriate. The IEP or Section 504 Plan shall be reviewed each semester to determine the need for continued student placement.
3. To achieve maximum benefit from home instruction, the home teacher shall coordinate the instruction with the District course of study and grading standards. For special education students the course of study and grading standards will be part of the IEP or Section 504 Plan.
4. Teachers shall complete a "Home Teaching Time and Grading Report" at the end of each reporting period and submit it to the Director, Alternative Education.

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Subjects and Credits - continued

5. The Director, Alternative Education, shall send to the home school a copy of all grades/credits which shall be posted on the student's permanent record.
6. The physical education requirement for home students may be waived and graduation requirements reduced by an appropriate number of units.
(Applicable only for the time the student is out of school.)

Procedures for Return to School

The physician's written recommendation for the student to return to school is presented to the home teacher, who shall

1. Complete the "Home Teacher Time and Grading Report," including the date of discontinuance and grades/credits and/or progress and attach the physician's statement.
2. For a student with special needs, the home teacher will refer the student to an IEP or Section 504 Plan meeting for a placement recommendation.
3. Send documentation immediately to the Director, Alternative Education.

The Director, Alternative Education, shall notify by telephone the student's school of the exact date the home teaching services were discontinued, followed by a copy of the final grades/credits and/or progress report prepared by the home teacher. The original Home Teacher Time Report and grades/credits or progress report shall be maintained in the office of the Director, Alternative Education.

Home instruction is to be considered temporary and students are to be returned to the regular instruction program as soon as possible. Home teaching and special education home instruction shall not be extended without careful review and updated documentation demonstrating the need for continued home instruction.