



Book	Administrative Guidelines
Section	2000 Program
Title	HOME INSTRUCTION
Code	ag2412
Status	Active
Adopted	July 1, 1996
Last Revised	February 11, 2016

2412 - HOME INSTRUCTION

Specific State Rules

The home instruction program option is most commonly used for orthopedically handicapped and other health impaired students. It is sometimes recommended for students with severe behavior handicaps.

The following statements related to home instruction are taken from *Rules for the Education of Handicapped Children* (1982). Ohio Department of Education, Division of Special Education.

A. Definition 3301-51-01 II.

"Other Health Impaired" means limited strength, vitality or alertness, due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes, which adversely affects a child's educational performance.

B. Eligibility 3301-51-04 D.1.

A child who meets the definition for orthopedically handicapped and/or other health handicapped as defined in paragraphs GG. and II. of rule 3301-51-01 of the Administrative Code and the following requirements shall be eligible for special education programming and related services for orthopedically and/or other health handicapped children.

C. Program Option 3301-51-03 E. - Home Instruction (Special Education)

1. General

- a. "Home Instruction" is an individualized special education program provided to a child with a handicap which prevents the child from attending a regular or special education program even with the aid of special transportation.
- b. The multifaceted evaluation and the resultant IEP indicate this program alternative as appropriate for meeting the child's needs.
- c. For a child receiving home instruction in accordance with the IEP, a minimum of one (1) hour of home instruction shall be provided for each day the child is unable to attend school.

2. Teacher/Pupil Ratio

The home instruction teacher shall not serve more than one (1) child during any single instructional period.

3. Housing, Facilities, Materials and Equipment

- a. Instruction shall be provided outside the school setting. This may include the home, hospital, or other facility appropriate to the child's needs.
- b. Whenever instruction is occurring outside the school setting a parent/guardian or other responsible adult must be present with the tutor and student.
- c. The School District shall provide appropriate materials and equipment to meet the requirements of the child's IEP.

4. Teacher Qualifications

The teacher shall hold an Ohio teacher's license.

5. Teacher Responsibilities

- a. Assisting in the development of the IEP for the child;
- b. Providing the instructional program for the child including appropriate aids and materials;
- c. Providing, in cooperation with the school personnel, periodic reports on the child's progress in a manner consistent with the reporting practice of the School District; and
- d. Coordinating with school personnel in the successful return of the child to the regular education program or another special education program.

Dublin Schools General Guidelines - Home Instruction

- A. **Eligibility** - A student may be eligible for home instruction if his/her physician states that the student is not able to attend school for an **extended period** of time due to medical reasons. A written statement to this effect must be signed by the student's attending physician, in addition to a Release of Records form signed by the parent/guardian.
- B. **Amount of Service** - Students may receive one (1) hour of instruction for every day they are absent from school for the period of time listed on the physician's statement.
- C. **Days of Service** - If a student is on an IEP, instruction cannot begin until the IEP is amended to reflect home instruction and signed by the parent. The service may, however, continue once the student has returned to school **but only** until the number of days entitled to the student has been completed. An ending date must be listed on the IEP. For a student not on an IEP, the amount of home instruction hours will be equal to the days specified by the attending physician on the Physician Referral Form.
- D. **Teacher Qualification** - The teacher shall hold an Ohio teacher's license and be approved by the Dublin Schools Board of Education. For students in special education programs, a teacher licensed in special education is preferred.
- E. **Home Instruction Location** - Home instruction must be provided outside of the school setting. This may include the home, hospital, or other facility appropriate to the student's needs. All other locations other than a home or hospital must be approved by the Coordinator(s) if the student is a special education student, or a building administrator if the student is not a special education student.
- F. **Special Education and Regular Education Clarification** - Any student who qualifies for home instruction on the basis of a handicap and for whom an IEP is written and signed becomes a special education student and all special education rules apply to that student. Any nonhandicapped student who receives home instruction falls under the standard of elementary and secondary schools. (See policy appendices and home tutoring guidelines.)

Home Tutoring (Nonhandicapped Students)

Definition

- A. Home tutoring may be provided for students who are not eligible for home instruction as handicapped.
- B. IEP's are not required for students who receive home tutoring. However, home tutor should keep log of each tutoring session.
- C. Students may be eligible for home tutoring if they require some assistance during an extended absence. Eligibility will be determined as follows:
 1. Building administrator or guidance counselor contacts Coordinator regarding referral for home tutoring.
 2. Building team meets to discuss student needs and recommend amount of service needed.
 3. Building team must consist of at least three (3) of the following persons: building administrator, school counselor, teacher(s), school nurse, school psychologist.
 4. Students may be eligible for up to five (5) hours of home tutoring per week.
 5. School counselor or building administrator contacts parent and home tutor to arrange home tutoring.

Dublin School Specific Procedures

A. Identification

1. Procedural safeguards for students suspected of being handicapped also apply to students being considered for home instruction.
2. A building administrator, school counselor, attendance officer or other school personnel may make a referral for home instruction by contacting the school counselor and obtaining a referral packet.
3. A referral packet for home instruction will be completed by the appropriate school personnel whenever it appears that a student may need home instruction.
4. The home instruction packet shall include:
 - a. Home Instruction Referral (Form 2412 F2);
 - b. Physician Referral (Form 2412 F2);
 - c. Exchange of Information (Form 2412 F3);
 - d. Home Instruction Plan.
5. Return the completed packet to the Department of Academics and Student Learning. Once all paperwork is in, the school counselor will schedule a meeting with the parent/guardian, administrator, teacher(s), and student, if possible, to develop a home instruction plan.

B. School Personnel Responsibilities for Home Instruction Students

1. Referring administrator or school personnel

- a. assist in the completion of all pertinent information contained in home instruction packet;
- b. send original packet to the Department of Academics and Student Learning and retain copies of all paperwork/documents at the building.

2. High School Attendance Officer

Notify building administrator when students have missed at least five (5) consecutive days due to health reasons.

3. Home Instruction Teacher(s)

- a. attend IEP and review conferences and assist in development of IEP;
- b. confer with parent (after IEP is assigned and approved) to schedule beginning date, time, and location of home instruction;
- c. confer as needed with the building administrator and/or school contact person to secure books, assignments, and other educational needs;
- d. follow IEP and GCOS as the instructional guidelines for providing course of study;
- e. provide, in cooperation with Student Services Coordinator and other school personnel, periodic reports;
- f. contact School Counselor regarding any questions or concerns about home instruction;
- g. notify building administrator and Student Services Department when student is returning to school;
- h. complete and submit to Student Services Coordinator monthly time reports (obtain parent signature on each report);
- i. consult with school personnel to plan the successful return of the student to the regular education program of special education program.

Short-Term Home Instruction

Short-Term Home Instruction is considered less than one (1) grading period

A. Grading

The student's regular classroom teacher will provide the grade for the student during the grading period by consulting with the home instruction teacher(s) regarding the student's progress.

B. Course Work Requirements

Generally home instruction is provided in only the core subjects (Math, English, Science and Social Studies). The evaluation team will determine what subjects are appropriate to include in home instruction. Assignments are provided by the regular classroom teacher to the home instruction teacher(s). Assignments, books, tests, etc. will be coordinated through the building administrator as follows:

1. High School – secretary responsible for coordinating homework using "High School Assignment Requests Form";
2. Middle School – school counselor or designee;
3. Elementary School – principal/teacher.

C. Grading Considerations

The home instruction teacher(s) is responsible for keeping the student up to date with course work. However, teachers are asked to be flexible in requiring only minimum course assignments. Consideration could be given for extension of time lines for completion of work. These considerations will be determined in consultation with the Student Services Coordinator, building administrator, and classroom teacher(s).

D. Termination of Home Instruction Tutoring

Home instruction is terminated according to the date listed on the IEP. When the student returns to classes, the following will occur:

1. Home instructor teacher(s) will communicate information regarding student progress to classroom teachers.
2. The classroom teachers will assume responsibility for instruction.

3. If the student has an IEP, the intervention specialist will amend the IEP upon student's return to school.
4. The home instruction teacher(s) is required to complete the monthly home instruction time reports and send to the Student Services Coordinator.

Long-Term Home Instruction

Long-Term Home Instruction is considered to be more than one (1) grading period.

A. Grading

The home instruction teacher(s) will be responsible for providing the grade in conjunction with the building administrator, school counselor, teacher(s) and/or Student Services Coordinator.

B. Course Work Requirements

The evaluation team determines in what courses the student will receive home instruction. Special attention should be given to elementary and secondary state minimum requirements and minimum graduation requirements.

C. Home Instruction Teacher Requirements

1. The home instruction teacher(s) will be required to follow the Dublin Graded Course of Study outline and the IEP for those courses they are tutoring.
2. The home instruction teacher(s) will be responsible for providing grades at the end of each grading period that the student is absent.
3. Grades should be turned in as follows:
High School - registrar in the guidance office;
Middle School - guidance counselor;
Elementary School - principal.
4. The home instruction teacher(s) are required to complete the home instruction monthly time report and send to the Student Services Coordinator.

D. Termination of Home Instruction Tutoring

1. A periodic review will occur prior to the student's return so that preparation can be made for his/her transition back to school.
2. **High School & Middle School only** - the student and/or parent will meet with the guidance counselor to prepare a new schedule.
3. The home instruction teacher(s) will meet with school staff and/or prepare a summary report indicating student's progress and status during home instruction.
4. If the student has an IEP, the intervention specialist will amend the IEP as needed.
5. The student will resume classes.

Revised 11/12/09

Revised 7/29/11

T.C. 2/11/16