

HOME TEACHING**A. Purpose**

The purpose of home teaching is to provide instruction to pupils who are unable to function in a school setting and who cannot attend school. Such pupils shall receive instruction at the appropriate grade level in their home or in a hospital.

B. Pupil Eligibility

Following a request by a parent or guardian for instruction in the home or hospital, the principal or designee shall determine if the pupil could be placed on independent study for the period of time under consideration. Generally, pupils who remain home for six weeks or less and whose medical diagnosis could be considered as temporary (i.e., broken bone, mononucleosis, etc.) may be eligible for independent study. (Reference Administrative Regulation 6443.) If the pupil's situation cannot be managed under independent study, then the principal or designee shall initiate the process for Home Teaching/Regular or Home Teaching/Special.

1. Home Teaching/Regular. Pupils whose normal placement is in the regular school program may be assigned a home teacher if no other alternatives are available.
2. Home Teaching/Special. Pupils whose normal placement is in a special education program and who are following an individualized education program (IEP) shall be assigned a home teacher if an IEP team so determines, authorizes a change in placement, and develops a revised IEP.
3. Restriction of Eligibility. Normally, pupils with a communicable disease will not be eligible for Home Teaching.

C. Subjects to be Taught

The objectives of Home Teaching/Regular and Special are to help the pupil maintain progress in school and to attempt to meet his/her graduation requirements. All subjects taught are limited to the physical facilities available. The requirements for physical education courses are waived.

D. Teaching Hours

A normal teaching day for pupils on Home Teaching/Regular or Special is one hour in which several subjects may be taught. The legal daily maximum is three hours. The total number of hours taught each week may not exceed the number of days taught in regular school that week. (Exceptions to this statement may be made in particular situations for Home Teaching/Special if specified on the Individualized Education Program).

An individual enrolled in Home Teaching/Special shall receive at least 300 minutes of individual instruction or small-group instruction of not more than four individuals, as

appropriate, per week, and as specified in the individualized education program. Instruction of less than 300 minutes may be permitted when the IEP Team recommends that the pupil's health prevents a full 300 minutes and a medical or psychological report supports this recommendation.

The total number of hours taught each school month may not exceed the number of days taught in regular school for that month (i.e., if regular school is in session for five days, a pupil on Home Teaching/Regular or Special could receive such instruction for one hour per day for five days, or any combination of hours not to exceed three hours in any given day for a total of five hours for that week. If there are twenty days in a school month, then no more than twenty hours of instruction can be given during that school month.)

Home Teaching/Regular or Special may be held on any day except Sundays and holidays. No pupil shall be required to attend Home Teaching on Saturday without the consent of his/her parent or guardian. Pupils on Home Teaching/Regular are limited to no more than the total number of days regular school is in session. Pupils on Home Teaching/Special are limited to no more than the total number of days regular school is in session, plus the number of days approved for extended school year.

E. Procedures

1. Parent's Responsibility. The parent or guardian of the pupil shall:
 - a. Complete the "Request for Home Teaching" form and present it to the campus administrator responsible for Home Teaching.
 - b. Cooperate with the IEP Team, if the pupil is in a special education program, in developing an individualized education program specifying the instruction schedule and time when the pupil and the home will be available for instruction.
 - c. Provide a suitable home situation, free of distractions, where the pupil and teacher can work.
 - d. Provide that an adult, in addition to the teacher, be continuously present in the home during the periods of instruction.
 - e. Notify the school of teacher(s) in advance, when an instruction session must be cancelled or postponed.
 - f. Notify the principal when the physician releases the pupil or it is felt that the pupil may be ready to return to school for instruction.
2. School's Responsibility. The campus administrator assigned responsibility for Home Teaching shall:

- a. Secure from the parent the completed "Request for Home Teaching" form and determine if Independent Study is warranted and if so, to so assign. If not, then proceed to "b" or "c."
 - b. For Home Teaching/Regular, if no other alternatives are available, a home teacher may be assigned.
 - c. For Home Teaching/Special, convene the IEP Team and develop a revised Individualized Education Program.
 - d. Complete a "Recommendation of Approval for Hourly Certificated Employment" form for each teacher to be assigned Home Teaching/Regular or Special.
 - e. For teachers in Home Teaching/Regular, submit "Recommendation of Approval for Hourly Certificated Employment" form to the Education and Assessment Services Division.
 - f. For teachers in Home Teaching/Special, submit "Recommendation of Approval for Hourly Certificated Employment" form to the Education and Assessment Services Division along with a copy of the revised Individualized Education Program.
 - g. Have the pupil transferred from previous attendance category the day the first Home Teaching session takes effect.
 - h. Provide each teacher assigned with a copy of the school calendar, a copy of the rules and regulations, a time card marked with the school month for each pupil, and any special instructions regarding number of hours of instruction for the time Home Teaching is to take place.
 - i. Make certain that the pupil receives at least 300 minutes per week, or if the IEP Team finds an individual's health prevents a full 300 minutes, then the amount of time specified in the individualized education program must be provided.
 - j. Review the instructional time and authorize payment by signing the teacher's time card. The attendance clerk shall verify attendance credits and initial the time card before sending it to the Education and Assessment Services Division.
3. Teacher's Responsibility. The teacher assigned to do Home Teaching shall:
- a. Hold a valid credential appropriate to the objectives of the school and/or the objectives in the individualized education program if the teacher will be doing Home Teaching/Special.
 - b. Procure textbooks for the teacher and the pupil.

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- c. Establish with the parent an instruction schedule and set a time when the pupil and the home will be available for instruction. Call the parent the day of the scheduled instruction to reconfirm appointment. (If a schedule has been set, the teacher has reconfirmed the appointment, and no one is home at the time the teacher arrives, the teacher shall report the incident to his/her supervisor the next day. The teacher shall be credited with one hour of Home Teaching/Regular of Special verified by the supervisor).
 - d. Provide instruction only when another adult is present continuously in the home.
 - e. Fill out a time card for each school month. Each time card should include the following:
 - 1) Dates of instruction sessions
 - 2) Duration of each session (actual teaching time) in FULL HOURS OR IN ONE-HALF HOUR FRACTIONS.
 - 3) Signature of instructor
 - f. Submit the time card to the campus attendance office no later than the Tuesday following the close of the school month (refer to the school calendar; time cards not turned in on schedule may be presented at the next reporting period).
 - g. At the end of the instruction assignment or grading period, submit grades to the school office responsible for them.
4. District's Responsibility.
- a. The district administrator responsible for Home Teaching shall:
 - 1) Receive from the school the completed "Recommendation of Approval for Hourly Certificated Employment" form along with either a request for transfer of funds or a revised individualized education plan.
 - 2) Log in the name of the pupil receiving Home Teaching, school, date home teaching is to begin, and name of teachers assigned to Home Teaching. Assign appropriate budget codes. Send all forms but the revised individualized education program to the Director, Business Services.
 - 3) Receive from the school teacher time cards for verification of ADA and then submit to Director, Business Services.

- b. The Director, Business Services shall:
 - 1) Receive completed "Recommendation of Approval for Hourly Certificated Employment" form and verify appropriate budget account and amount prior to submitting forms to the Human Resources Division for Board of Trustees approval. Request transfer of funds if necessary.
- c. The Human Resources Division shall:
 - 1) Receive notification that a teacher has been approved for hourly employment as a Home Teacher.
 - 2) Receive teacher time cards from Education and Assessment Services Division and process for payment.

References: Education Code Sections 46501, 51800-51802, 56600.2, 56701, 56702, 56716; California Administrative Code, Title V, Sections 3433 (a, b), 3611

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