



LOS ANGELES UNIFIED SCHOOL DISTRICT

**Ramon C. Cortines**  
Superintendent of Schools

**Carlson Home/Hospital School**  
10952 Whipple Street  
North Hollywood, CA 91602  
Telephone: (818) 509-8759  
Facsimile: (818) 505-0246

**Dr. Shelley Weston**  
Assistant Superintendent  
Secondary Instruction

**Joe Salvemini**  
Principal

**Janice Davis**  
Director, High School Programs

**Jack Bagwell**  
Elementary Director, Local District 2

**Welcome to Carlson Home/Hospital School**

While enrolled, your child will receive 5 hours of instruction per week in a manner consistent with California laws governing home teaching. Students with an Individualized Education Program (IEP) and students with a Section 504 Plan will be provided instruction in accordance with their respective IEP or 504 Plan. No instruction will be given on legal or school holidays. The time arranged for instruction must be mutually convenient for both the teacher and your family. Instruction must be arranged to take place between the hours of 8:00 a.m. and 4:00 p.m. weekdays and will be given 3 to 5 times a week for a total of 300 minutes per week. The teacher will give you a written schedule each week. If the teacher schedules:

- # 3 days, the instructional time should be 1 hr. and 40 min. (100 minutes) per day;
- # 4 days, the instructional time should be 1 hr. and 15 min. (75 minutes) per day;
- # 5 days, the instructional time should be 1 hr. (60 minutes) per day.

If instructional hours are missed during a week due to illness or holiday, they may not be made up during the following week (e.g., 3 hours of instruction one week and 7 hours the following week). You may be asked to sign the *Home Teacher Monthly Verification of Service* form for each day of service.

**Please call the Carlson Home/Hospital School office at the above number when your child will not be available for instruction on a scheduled day or should the teacher fail to arrive on a scheduled day or time.**

Please observe the following procedures in order to ensure a successful home learning experience for your child:

1. **A responsible adult (over the age of 18) must be in the home at all times during the home teacher's visit.**
2. The student should be ready for work at the appointed time. The office or teacher will make every effort to notify you if a scheduled appointment cannot be met.
3. Notify the teacher and the Carlson office if it will not be possible for the student to have a lesson at the scheduled time.
4. Provide an orderly, quiet place for the teacher to work with your child without interruption.
5. Make sure that other family members, especially young children, do not interrupt the student's lesson.
6. The radio and television must be turned off during the lesson unless a specific program is to be part of the lesson.
7. Review with the home teacher an emergency exit route from your home or a "take cover" location should an emergency occur during instruction.
8. Notify this office of any changes in your address and/or telephone numbers.

Thank you for your assistance and cooperation.

Sincerely,

Joe Salvemini, Principal