



*Portland Public Schools*

# **TEEN PARENT SERVICES**

# **Home Instruction Guidelines**



*Maternity  
Leave*

**To ensure a successful Home Instruction, please read through what you can expect and what is expected of you with the Teen Parent Services program.**

# What You Can Expect From Teen Parent Services :

- \_\_\_\_\_ 4 to 8 weeks before your baby's due date, you, the TPS Counselor, Home Instructor, and your parent or guardian will meet for a pre Home Instruction meeting to review attendance, grades, and review the Home Instruction Guidelines.
  
- \_\_\_\_\_ After the pre Home Instruction meeting, the Home Instructor will send a heads-up email to teachers, so they are aware of your upcoming leave. It is strongly encouraged that you stay in communication with your teachers prior to your leave, as it assists them in knowing what work to provide you while you are on Home Instruction.
  
- \_\_\_\_\_ As soon as you are able after your baby is born, you will need to contact either the TPS Counselor or Home Instructor. Texting or having someone else provide us with this information is fine. We need to know so we can begin the Home Instruction process with your school.
  
- \_\_\_\_\_ A maternity leave/Home Instruction lasts for 6 weeks from the baby's birthdate (unless there are extenuating circumstances that allow for a longer leave. A doctor's note is needed for these circumstances).
  
- \_\_\_\_\_ Your actual Home Instruction lasts for 5 weeks and takes place during weeks 2 through 6 of your leave. For each of these 5 weeks, the Home Instructor will tutor you at your home 2 times a week for 2 hours at each visit.
  
- \_\_\_\_\_ The Home Instructor's job is to provide you with all of your work from teachers, tutor you when you need assistance, administer tests/exams, return work to teachers, help you stay organized, set up a schedule that keeps you on track, and answer any questions you have about your classes.

# Teen Parent Services Expects You:

- \_\_\_\_\_ Your job during Home Instruction is to complete the work that is provided, ask for help if you need it, organize yourself and stay on track with your classes, and communicate anything you think is missing or that you are concerned about.
  
- \_\_\_\_\_ If you must cancel a scheduled Home Instruction appointment, please call or text the Home Instructor at least 2 hours before the appointment.
  
- \_\_\_\_\_ Be aware that your excused absences from school during your leave are directly linked to the hours you spend during your Home Instruction appointments.
  
- \_\_\_\_\_ A Letter of Concern will be sent to you and your parent/guardian if you miss 2 Home Instruction appointments. It will be determined how to proceed with Home Instruction. There is a possibility that you will need to return to school before your Home Instruction ends, if you miss more than 2 appointments.
  
- \_\_\_\_\_ The day you return from Home Instruction, you will need to check in with the attendance office to let them know you have returned to your classes.
  
- \_\_\_\_\_ Your TPS Counselor and the Home Instructor will meet with you 1 to 2 weeks after you return to classes from your Home Instruction. This is the time to communicate any questions or concerns you have about your transition back to classes.
  
- \_\_\_\_\_ Your success as a student and as a parent is important to us. Remember to always connect to your Teen Parent Counselor for questions, concerns or parenting needs. You may also call our Program Office for assistance at 503.916.5858.

*Successful Students  
Successful Parents!*

**Teen Parent Services  
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