

HOMEBOUND INSTRUCTION

Homebound instruction will be provided to students who are unable to attend school due to medical conditions, emotional problems, disciplinary actions related to a Superintendent's hearing, and other situations approved by the District. The District will meet its obligation to provide students with the needed instruction under the Education Law of the State of New York.

The Superintendent of Schools will determine whether homebound instruction is appropriate upon referral from the appropriate Building Principal, and a recommendation from the Director of Pupil Personnel Services.

Students will receive credit for homebound instruction so long as they receive the required hours of instruction during their absence.

Cross-Reference: 4330, Home Schooling
 4712, Student Progress Reports to Parents
 5160, Student Absences and Excuses

Approved: June 19, 2001

HOMEBOUND INSTRUCTION REGULATION**Procedures for Placement**

1. The parent/guardian, of a student shall make a request to the appropriate Building Principal for homebound instruction and complete a “Homebound Instruction Application”. A Principal may also refer students who have been subjected to disciplinary action at a Superintendent’s Hearing.
2. The Principal will refer the request, or make his/her own referral, to the Director of Pupil Personnel Services.
3. The Director of Pupil Personnel Services shall make a recommendation to the Superintendent of Schools. If the Superintendent grants the request, the Director of Pupil Personnel Services will inform the appropriate Building Principal, the student’s guidance counselor, the Attendance Department and the Health Office of the homebound instruction.
4. The Principal shall contact the student’s teachers for books and assignments and make the student’s folder available to the homebound instructor.
5. The Director of Pupil Personnel Services shall have the right to oversee homebound instruction and allow school professionals, such as psychologists, guidance counselors, and physicians, to provide the necessary services to the student.

Procedures for Instructions

1. Students attending secondary school shall receive instruction for two (2) hours per day. Students attending elementary school shall receive one (1) hour per day.
2. Homebound instructors shall contact the appropriate Building Principal, or his/her designee, for books and assignments, and to review the student’s folder. Instructors of secondary school students shall contact the student’s guidance counselor within one week from the commencement of instruction.
3. Homebound instructors shall contact the student’s parent/guardian, to set up the hours of instruction. If the instruction is conducted at the residence of the parent/guardian, they must be present during such instruction. Homebound instructors shall submit a time schedule of the hours of instruction, and any revised schedules, to the appropriate Building Principal.
4. When a student is transferred from homebound to regular instruction, homebound instructors shall submit a Final Progress Report to the appropriate Building Principal. The report shall include the instructor’s recommendation for the student’s school and class placements. The report shall also include the grades received by the student.
5. The District will provide the parent/guardian, with a report card at the end of the year, after the information is provided by the homebound instructor.

6. Homebound instructors shall be responsible for returning all materials used for instruction to the appropriate Building Principal, or his/her designee.
7. Homebound instructors shall meet with the appropriate Building Principal, or his/her designee, at the close of the homebound instruction to discuss such instruction.

Procedures for Payment

1. The payroll period for homebound instructors shall be from the first day of the month until the last day of the month.
2. Homebound instructors shall submit separate time sheets each week for each student.
3. Homebound instructors shall submit three (3) copies of the Progress Reports (see Policy 4712, Student Progress Reports to Parents) to the appropriate Building Principal at the end of each marking period during which a student was on homebound instruction.

Reference: Education Law §§ 1709, 3200 et seq., 4401 et seq.
8 NYCRR Part 200 et seq.

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HOME INSTRUCTION GUIDELINES**Attendance Accounting**

All students are counted present while on home instruction. Enter “S” on the computer. Do not enter as “leaver/entrant”. Maintain the student on the roll with an “S” for suspension.

Disciplined Students

The Home Instruction Application (4327-E2) is to be used for students who have been suspended from school. Home instruction for suspended students needs approval only at the building level, and the completed form should be kept in building attendance files. Please note that this form includes all of the information needed to complete the monthly suspension report form which is sent to the Assistant Superintendent for Instruction.

Medical/Physical Needs

The Application for Approval of Temporary Special Services (4327-E3) is used for students who are medically or physically incapacitated. A request for home instruction services for these students needs approval by the Building Principal. Please fill out Section III-A completely before forwarding it to the Assistant Superintendent for Instruction. If the physician indicates that a child may attend school but needs special transportation services, please fill out Section III-B with dates and addresses and forward it to the District Business Office.

Payroll Procedures

Claims for home instruction are to be completed at the same time the regular teaching payroll is submitted to the payroll department at the District Office. The home instruction payroll form (4327-E4) should be completed by the teacher who has provided the tutoring to the student. Separate forms must be used for each student. After the teacher fills out the report form, the Building Principal’s signature indicates approval for payment. These forms should be submitted directly to Payroll for processing, and a copy should remain in the Principal’s office.

Home instruction is paid at the rate specified on Policy 9290, Supplemental Compensation Rates. Teaching time per student is set as follows:

Grades 1 through 6:	One (1) hour per day
Grades 7 through 12:	Two (2) hours per day

Instruction may not be given on any day that school is not in session unless it is to make up a day missed in the same period and approved in advance.

HOME INSTRUCTION APPLICATION

Student Information:

Name: _____

Address: _____ Home Phone: _____

Parent/Guardian: _____ Work Phone: _____

Date of Birth: _____ Sex: Male Female

Ethnic Background: African Am. Am. Indian Hispanic Asian/Pacific Is. Other

School: _____ Grade: _____

This student has been suspended from school for a period of _____ days. The suspension will begin on _____ and the student may return to school on _____.

- Reason for suspension:
- A) Fighting
 - B) Smoking
 - C) Chronic absences from after-school detention
 - D) Severe disrespect to staff member
 - E) Use and/or possession of controlled substance/alcohol
 - F) Vandalism or theft of property
 - G) Other: _____

Home instruction will be provided at the student's home during the suspension period.

Home Instruction Information:

Teacher's Name: _____ Phone: _____

Address: _____

Starting Date: _____ Hours per day: _____ Estimated number of days: _____

Principal's Approval: _____ Date: _____

APPLICATION FOR APPROVAL OF TEMPORARY SPECIAL SERVICES

Section I: Student Information *(completed by Parent/Guardian)*

Name: _____ Date of Birth: _____
 Address: _____ Home Phone: _____
 Parent/Guardian: _____ Work Phone: _____
 School: _____ Grade: _____ Sex: Male Female
 Remarks: _____

Section II: Report of Examination and Recommendation *(completed by Physician)*

Diagnosis: _____
(Use A.M.A. Classification)
 Date of Onset: _____ Is this child able to attend school? Yes No
Check Services Required: Home Teaching Transportation to/from school
 Special Needs *(please explain)*: _____
 _____ Estimated Duration of Service: _____
 Physician's Signature: _____ Date: _____

Section III: Services to be Provided *(completed by Building Principal)*

A. Home Teaching *(for medically incapacitated)* Starting Date: _____
 Hours per day: _____ Days per week: _____ Estimated number of days: _____
 Principal's Approval: _____ Date: _____

B. Transportation *(for medically incapacitated)* Starting Date: _____
 From: _____ To: _____
 by: District-Owned Bus: Bus #: _____ AM _____ PM _____
 Contractor: Company: _____
 Route #: _____ Address: _____

Estimated number of days _____ @ Daily Cost \$ _____ = Est. Total Cost \$ _____

Approval: _____ Date: _____

Business Office

HOME INSTRUCTION PAYROLL REPORT

Instructions

This form should be completed by the teacher who provides the home instruction. A separate form must be used for each student receiving home instruction. After completion, the forms must be submitted to the Building Principal for approval and then forwarded to Payroll for processing. Please note the teaching time per student: Grades 1 through 6 is one (1) hour per day and Grades 7 through 12 is two (2) hours per day. Instruction may not be given on any day that school is not in session unless it is to make up a day missed in the same period, and approved in advance.

Student Name: _____

Address: _____

School: _____ Subject: _____

<u>Date</u>	<u>Time</u>	<u>Date</u>	<u>Time</u>
____/____/____	_____	____/____/____	_____
____/____/____	_____	____/____/____	_____
____/____/____	_____	____/____/____	_____
____/____/____	_____	____/____/____	_____
____/____/____	_____	____/____/____	_____

Total Hours (single student): _____ @ _____ per hour = \$ _____

Total Hours (multiple students): _____ @ _____ per hour = \$ _____

Teacher's Name: _____

Address: _____

Signature: _____ Phone: _____

Social Security #: _____ Retirement #: _____

Dates/Times Verified: _____

Approve for Payment: _____

Date: _____

Principal's Signature