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.

Approved: June 19, 2001
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.

Revised: July 1, 2006
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

<table>
<thead>
<tr>
<th>School: ____________________________________________</th>
<th>Grade: ______________________</th>
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</table>

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: _______________________________________________________________

<table>
<thead>
<tr>
<th>Starting Date: _______________</th>
<th>Hours per day: ____</th>
<th>Estimated number of days: ____</th>
</tr>
</thead>
</table>

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: ____________________________ Address: ____________________________
   Route #: ________
   Estimated number of days _______ @ Daily Cost $ _________ = Est. Total Cost $ __________

Approval: ____________________________ Date: ________________

Business Office

January, 1994
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: ___________________________

Date Time Date Time
____/______ _______ ____/______ _______ 
____/______ _______ ____/______ _______ 
____/______ _______ ____/______ _______ 
____/______ _______ ____/______ _______

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