

Lower Merion School District
ADMINISTRATIVE REGULATIONS

No.:	117
Section:	PROGRAMS
Title:	HOMEBOUND INSTRUCTION
Date Last Revised:	9/22/14

R117 HOMEBOUND INSTRUCTION

I. General Statement:

Homebound Instruction is provided to children of school age who cannot attend school due to medical reasons that are documented. The period of confinement should be 10 school days or more and verified by a physician's medical statement on District's form, *Physician's Request for Homebound Instruction (HBI-1)*, accompanying the parent/guardian request.

II. Students:

A. Eligibility:

1. School-age children unable to attend or be transported to public school classes due to documented medical reason(s).
2. Students who are deaf, blind, extremely hard-of-hearing, or partially-sighted are not eligible for homebound instruction solely due to this handicap(s). These students may be eligible for homebound instruction if they meet the District's criteria for this instruction.
3. Parents/guardians who are residents of Lower Merion Township and the Borough of Narberth, but have enrolled their child in a non-public school may apply for homebound instruction through the Lower Merion School District as described herein. If the student is approved for homebound instruction, the student is then withdrawn from the non-public school active roll and enrolled in the public school in their attendance area, and placed on their active roll.
4. Children of school age confined to residential treatment facilities for an anticipated period of more than 10 days.
5. Pregnant or parenting students are only eligible if there are documented medical reasons.

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III. Procedures:

A. Request and Assignment:

For a student enrolled in a District school, the process begins at the student's school building level with a request (as set forth in paragraphs B.1 and 2 below) to the building principal. For a student who is a resident of Lower Merion Township or the Borough of Narberth, but is enrolled in non-public schools, the process begins at the District level with a request (as set forth in paragraphs B.1 and 2 below) to the Supervisor of K-12 Counseling, Testing, and Holistic Supports, whose office is located in the District's Administration Building.

B. Contents of Request

1. A letter from the parent/guardian specifically requesting the homebound instruction which will include the student's name, the name of school, and the student's grade, home address, telephone number, and the medical reason why the student cannot attend school.
2. A request from a physician for homebound instruction on the "*Physician's Request for Homebound Instruction*" form (*HBI-1*). The physician must state the diagnosis, prognosis, and duration of recommended homebound instruction. This form can be obtained from the District's website, the Supervisor of K-12 Counseling, Testing, and Holistic Supports (herein, "Supervisor of K-12 Counseling"), the student's counselor, or the school's principal.

Requests received at the building level are forwarded to the student's counselor and the Supervisor of K-12 Counseling for further review. Upon approval from the Supervisor of K-12 Counseling, Supervisor of Student Services, Supervisor of School Health Services, and the Senior Director of Policy Personnel and School Programs of the requests from parent/guardian and physician, (*HBI-2*) a teacher certified in the specific subject area will be assigned through the office of the Supervisor of K-12 Counseling.

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C. Instruction and Progress Reports:

1. A school calendar shall be provided to the homebound tutors through the office of the Supervisor of K-12 Counseling. The homebound tutor and classroom teacher shall consult on a regular basis to discuss assignments and the student's progress. At the time of assignment, the homebound tutor shall contact the principal (elementary level), school counselor (secondary level) to arrange appointment(s) with the student's teacher(s).
2. One week before the end of the quarter, or at the end of the homebound program, a Progress Report (HBI-4) from each of the homebound tutors shall be sent to the office of the Supervisor of K-12 Counseling. Specific recommendations in terms of suggested grades, assignments completed, and future plans should be noted in the Progress Reports. Homebound provides PASS/FAIL grades only.
 - a) This Progress Report will be kept in the student's cum folder along with other school records.
 - b) A copy of these Progress Reports should be forwarded to the Principal and Counselor. The Counselor then forwards to the teacher at the end of the quarter, or at the end of the homebound program for the recording of PASS or FAIL grades. The Progress Reports need to include a brief description of the work covered, the student's progress during the quarter, and at the end of the homebound program, any additional comments that the tutor may deem necessary.
3. If the homebound instruction period exceeds ten (10) weeks, the school counselor, homebound tutor(s), and parent/guardian will need to meet to discuss the student's long-range educational or vocational plans, if such plans are deemed appropriate.

IV. Facilities:

1. Space/Location suitable for instructional purposes shall be approved as determined by the office of the Supervisor of K-12 Counseling. Homebound instruction generally takes place in the student's home where an adult must be present at all times. It also can take place at a local library without the need to have a specific designated additional adult. Any student who is receiving homebound instruction and who have

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behavior and/or discipline problems is not to be given homebound tutoring in any school building in the Lower Merion School District.

2. The space provided for homebound instruction shall be adequate to accommodate the student and teacher in accordance with the student's physical or mental involvement.
3. The student and teacher shall be afforded an environment conducive to instruction and relatively free from distraction.

V. Termination of Homebound Instruction:

- A. A student is withdrawn from homebound instruction upon medical recommendation based on the physical and/or mental condition of the student. The parent/guardian must notify the principal's office two days prior to the student's return to school.
 1. The principal/attendance secretary informs the school counselor at the school and the classroom teacher(s) of the student's return.
 2. As necessary, special provisions for the student returning to school should be made through the student's school counselor.
- B. The homebound tutor(s) summarize(s) (with the student) the work covered during the homebound period and prepares the student for the return to school.
- C. The homebound instructor submits a Progress Report (*HBI-4*) to the office of the Supervisor of K-12 Counseling. This report shall be forwarded to the school counselor to share with the student's classroom teachers and other appropriate people as needed.
- D. The tutor(s) submit(s) to the office of the Supervisor of K-12 Counseling within 24 hours of the final session, the Begin/End Report (*HBI-3*) and the Progress Report (*HBI-4*).

VI. Extended Homebound Instruction:

- A. Homebound instruction is approved for a maximum of three (3) months. Additional time must be requested again with physician's documentation.

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- B. Homebound instruction may be provided as part of ESY with the approval of the representative Special Education Supervisor.
- C. The homebound instructor, the principal/school counselor and the parent/guardian should meet every three (3) months to plan the student's roster and update medical information and educational progress. Additional meetings are based on need.
- D. Course credit should be provided based on the individual's educational program and progress.
- E. Progress Reports for Students on Extended Homebound Instruction:
 - 1. Progress Reports are sent to the office of the Supervisor of K-12 Counseling and shall be forwarded to the appropriate people.
 - 2. An annual report on the student's progress shall be submitted to the Supervisor of K-12 Counseling and shall be forwarded to the appropriate people.
- F. Graduation:
 - 1. A certificate or diploma from the high school is issued to all homebound students completing the minimum requirements for graduation, or the equivalent.
 - 2. Students who remain on homebound instruction through the end of their senior year shall be allowed to participate in the graduation exercises when eligible to receive a certificate or diploma.
- G. Testing:
 - 1. Students on homebound instruction desiring to take PSAT/NMSQT (National Merit Scholarship Qualifying Test), SAT's, ACT's, AP's, district Standardized Achievement Tests, and all other career assessment tests/interest inventories shall make arrangements through the Office of the Supervisor of K-12 Counseling.
 - 2. Students on homebound instruction are not exempt from participating in PSSAs or Keystone Exams. Arrangements for administering these exams will be arranged through the Office of the Supervisor of K-12 Counseling.

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References: PA BEC "Instruction Conducted in the Home"
22 Pa. Code 11.25

Attachments: Student Services Forms HBI-1, HBI-2, HBI-3, HBI-4