

HOME INSTRUCTION

Homebound instruction is a service provided to pupils who are unable to attend school due to temporary or chronic physical, mental or emotional illness or injury. Students will receive credit for work completed while on homebound instruction. The tutor and parent will work out an acceptable schedule for tutoring.

Where the student is absent due to medical reasons, and the anticipated absence exceeds ten (10) days during a three-month period, instruction should have a beginning date as soon as practicable after the parents have notified the District and the request has been verified by the attending physician, psychiatrist or the school psychologist.

Where the student is absent due to a disciplinary issue, the District will provide homebound instruction consistent with the provisions of Section 3214 of the Education Law.

Administrative regulations for students requiring home tutoring will be implemented under the direction of the Superintendent or his/her designee.

Ref: Education Law §§ 1709(24); 3204(2); 3205; 3210(2)(d); 3212(2); 3214 3602-c(2-c); 4401; 4402; 8 NYCRR §§ 100.10; 100.22; 200.6; 175.21 Appeal of Bridges, Decision No. 13,291 (1994) State Education Department Memorandum, “New Requirements for the Provision of Special Education Services to Home-Instructed (“Home Schooled”) Students, July 2008 State Education Department, “Home Instruction Questions and Answers”, March 2019

Policy Adopted:

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June 26, 2023

Administrative Regulations**HOMEBOUND INSTRUCTION**

(refers to policy #6173)

1. As of July 1, 2023, the student shall receive instruction for the number of days and length of time necessary to continue the student's academic progress, which includes at a minimum:
 - Students in Grades K-6: 10 hours per full school week in addition to Individual Education Program (IEP) mandated services (no holidays or weekends), unless a lesser period is requested by the parent/guardian and is supported by documentation submitted by the student's treating healthcare provider. To the extent possible, at least two hours of instruction shall be provided each day.
 - Students in Grades 7-12: 15 hours of instruction per week in addition to Individual Education Program (IEP) mandated services (no holidays or weekends), unless a lesser period is requested by the parent/guardian and is supported by documentation submitted by the student's treating healthcare provider. To the extent possible, at least three hours of instruction shall be provided daily.

Except for students receiving homebound instruction based on a Committee on Special Education ("CSE") recommendation, the student must have an anticipated absence of ten (10) days during a three-month period for an illness.

Students with disabilities receiving home, hospital, or institutional instructions based on a CSE recommendation shall be provided such instruction for at least the number of hours and days as provided above.

The Director of Pupil Personnel or his/her designee will coordinate services as per the IEP for students with a disability.

2. Homebound/hospital instruction will be provided to students who are unable to attend class due to: (1) temporary or chronic physical, emotional, or mental disability or illness, as documented by the student's treating healthcare provider; (2) disciplinary suspension and (3) a CSE.
3. In the case of a student's suspension from school, an administrator must contact the administrator in charge of Homebound Instruction to begin the home instruction process.

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4. When requesting a home, hospital, or institutional instruction, the parent/guardian must submit to the district a request including written medical verification from the student's treating healthcare provider demonstrating the student's anticipated inability to attend school in person for at least ten days during the next three months.
5. The district shall forward the request to the School Nurse or School's Medical Director, who will review the need for home, hospital, or institutional instruction. Upon consent from the parent/guardian, the School Nurse or School's Medical Director may contact the student's treating healthcare provider to obtain additional information necessary regarding the student's health or mental health. The School Nurse or School's Medical Director shall provide the school district in writing with approval or denial of home, hospital, or institutional instruction, with reason(s) thereof.
6. The school district shall provide instructional services to the student within five school days after the school district receives notification of the student's medical condition or within five school days from the parent or guardian's request for home, hospital, or institutional instruction, whichever occurs first.
7. The school district shall notify the parent/guardian regarding the School Nurse or School's Medical Director's approval or reason(s) for denial within five school days after receipt of written medical verification from the student's treating health care provider.
8. The parent/guardian may appeal the medical director's denial to the Board of Education within five school days of receipt of the denial.
9. Instructional services shall be provided during the timeframe prescribed above while an appeal of a denial is pending before the Board of Education.
10. The school district shall develop a written instruction delivery plan, in consultation with the parent/guardian and, where appropriate, the student, to continue the student's academic progress and to maintain a record of the delivery of instructional services and student progress. The plan shall include, but is not limited to:
 - The number of hours per week and per day the student will receive instructional services;
 - The instructional services delivery method;
 - The location where instructional services will be provided; and
 - An explanation of how the instructional services will enable the student to maintain academic progress.
11. School districts are required to maintain specific records of the instructional services received by a student. The CSE shall document home, hospital, or institutional instructions and appropriate related services rendered to students with disabilities.
12. If the parent/guardian requests, with supporting documentation from the student's treating healthcare provider, that a student receive less than the required number of instructional hours, the school district shall document the reason the student is receiving less instruction and ensure the student's instruction delivery plan is reviewed regularly, but not less than once per month, to

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determine when the student's instructional hours may be increased. Notwithstanding, the student must receive the minimum amount of instruction to satisfy the average daily attendance requirements prescribed by law.

13. All written referrals for homebound/hospital instruction must be accompanied by: (1) the student's treating healthcare provider (including a physician/psychiatrist or school psychologist), (2) a notice of disciplinary suspension, or (3) IEP.
 - If a child remains out of school beyond the indicated return date, a new certification by the attending physician must be submitted in order to continue homebound services.
 - In cases of contagious illnesses, homebound instruction will not begin until receipt of a physician's note stating that the student is no longer contagious.
14. For elementary students, the school nurse will complete the *Request for Homebound Instruction* form indicating the length of time of homebound instruction. The building secretary will indicate whether or not the classroom teacher, or other teacher in the building, wishes to do the tutoring. Once the principal has signed the request, the secretary will send it to the Office of Instructional Services or his/her designee.

For students in grades 7-12, the nurse will complete the *Request for Homebound Instruction* form indicating the length of time of homebound instruction. The nurse will send the form along with the certification by the attending physician to the school building principal. Once the principal signs the form, the secretary sends it to the Office for Instructional Services or his/her designee. The Guidance Office will list the subjects and course titles indicating whether or not the course is Regents or local. The Guidance Office will place a request to teachers to do the tutoring.

15. Any in-district teacher who elects to tutor in the Fall or Spring Semester and does accept the position is responsible for contacting the parent and making all necessary arrangements. The parent or guardian should be given a phone number in case of questions or cancellations. If the classroom teacher is not going to do the homebound instruction, outside tutors are to contact the home school for books and assignments. All work and books must be clearly identified. *In cases in which long-term absence is indicated, the principal will be responsible for coordinating the submission of student assignments.*

Any district based staff member assigned to home tutoring must submit a grade outcome for each scheduled session within 24 hours of the scheduled date via digital link submission. All sessions canceled must be entered in the same manner to determine student attendance.

- Payment for homebound instruction is calculated on the quarter of hour for accounting purposes
- Claim forms are for payment only and must be submitted to the Director of Guidance for signature by the Friday, prior to the 15th and 30th of the month.

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If the person in charge of homebound instruction does not receive notice that the classroom teacher will tutor, an outside tutor will be assigned. All staff will be provided two opportunities to agree to home instruction during the school year once in the fall term and once in the spring term. Teachers need to identify via digital submission a willingness to tutor:

- a. Any student they are the teacher of record;
- b. Any Patchogue-Medford student; or
- c. Unable to tutor this term

All work must be returned to the Guidance Office which will forward work to the classroom teacher. If a teacher wishes to speak directly with the tutor, the Office of Instructional Services or his/her designee should be called and arrangements will be made.

If the student is tutored for only a portion of a marking period, the tutor will submit a grade and a comment for the classroom teacher to incorporate within the classroom grade.

- 16. A new *Request for Homebound Instruction* application must be submitted at the beginning of each school year.
- 17. A *Return to School from Homebound Instruction* form must be submitted to the school nurse prior to the student returning to school.
- 18. Instruction is to take place while a parent or adult is present in the home of the student.
- 19. The following situations will **not** be counted as homebound instruction time:
 - a. If a session is missed due to the student's illness and 24-hour prior notice is given to the tutor.
 - b. If a session is cancelled by the tutor.
- 20. The following situation **will** be counted as homebound instruction time:
 - a. If a session is missed because of parental or student cancellation without prior notice.
 - b. If a pattern of three or more no-shows is recorded, services may be suspended or a referral to Child Protective Services may be made due to non-compliance.
- 21. Students on Homebound instruction are responsible for adhering to all attendance policies while on homebound instruction;
 - a. Students in half year courses cannot be absent for more than 4 sessions, after 4 sessions are missed a failing grade of 50 will be required

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- b. Students in full year courses cannot be absent for more than 8 sessions, after 4 sessions are missed a failing grade of 50 will be required
- 22. Tutoring by in-district personnel is to be done after the end of the school day.
- 23. Complying with State regulations, there will be no instruction given on Saturday, Sunday, holidays and vacations.

In-Hospital Homebound Students

All procedures from the general instructions should be followed. This is additional information concerning only *In-Hospital* homebound instruction.

If a student is placed in a hospital for psychological or medical reasons, there are additional procedures to be followed:

1. Many hospital facilities request work and books from the home school. It is the District's intent to comply with these requests. Once a teacher knows that a student is in the hospital, he/she should make arrangements for work and books to be available for student instruction. Work should be sent every week. If there is a problem supplying work on a long-range basis, this must be discussed with the principal in order to make alternate arrangements for work.
2. Guidance counselors and/or nurses will notify teachers that a student has been hospitalized.
3. The Education Office of the hospital, for long term patients, will issue grades and comments to the Office for Secondary Instructional Services. The information will be released to the principal, if an elementary student, or the Guidance Office, if a middle or high school student.
4. When a student is to be released, the hospital will contact the District. The school will then be notified.