

HOMEBOUND INSTRUCTION PLATTSBURGH CITY SCHOOL DISTRICT

The Board of Education of the Plattsburgh City School District adopts this policy to afford home or hospital tutoring to resident students, enrolled by the District in its public schools or in a non-public school, who qualify for alternate instruction due to a long term or significant illness or health condition, due to their inability to attend school due to such condition, constituting a prolonged absence. Home or Hospital Tutoring shall only be provided upon a determination by the District that it is necessary to enable the student to keep up with class work during a period of illness or other medical or health related circumstances that prevent the student's regular attendance. An absence of two weeks is generally considered a prolonged absence.

The Board of Education designates the Superintendent and his/her designee to develop procedures for handling requests for homebound instruction and coordination of those services once approved.

Hospital instruction will be provided when the District receives documented evidence of the student's hospitalization or admission to a similar medical based institution for care and treatment.

A request for home instruction, when based on a medical or psychiatric condition, must be accompanied by a statement from the child's treating physician/prescriber/medical provider identifying the nature of the student's condition(s), the basis for the request for home instruction, provide a diagnosis of the underlying condition(s), the estimated length of time the student may require homebound instruction, identify an anticipated treatment plan to facilitate the student's return and expected duration of such plan, and provide any relevant medical alerts which may impact the student's education, participation and attendance. In addition, the parent(s) shall be required to provide the District with consent to enable the school administrator/ case manager to contact the doctor/prescriber/medical provider to follow up with questions, if any.

Upon a determination that home tutoring is required, the Building Administrator shall make immediate arrangements for home tutoring. (For elementary level students, it must include a minimum of five (5) hours of instruction per week, and for secondary level students, a minimum of ten (10) hours per week, on all days when the District's schools are in regular session.

Unless the student's condition prevents the student from receiving such instruction in a public building or another location outside the home, every effort shall be made to arrange for such instruction outside the Student's home.

The failure to attend such alternative instruction, more than three (3) days without a medical excuse, shall constitute a basis for the suspension of such services until such time as an enforceable plan to maintain regular attendance is established. If home tutoring is suspended or terminated, the student will be expected to resume regular school attendance, or the Parents must provide evidence of the student's enrollment and/or receipt of instruction elsewhere, if the student has not completed the school year in which they turn 16.

Under no circumstances shall home tutoring be approved for more than 30 calendar days without administrative review. The administrative review shall

require, at a minimum, a review of the student's attendance and participation in the home tutoring, review of information from the child's teachers and tutor regarding educational performance, in addition to review and consideration of a medical update from the doctor/prescriber/medical provider who requested the homebound instruction. The medical update should be in the form of a report, submitted in writing, or provided and documented in a telephone conversation between the medical source and appropriate school district representatives, or both, as determined appropriate by the designated school official.

If not previously referred to the Committee on Special Education or §504 Team for suspected disabilities, any student who remains on homebound instruction for more than 6 months due to a medical/ psychiatric condition shall be referred to the appropriate Team to determine the need for special education, related services and/ or accommodations.

Unless a request for homebound instruction is directly related to a student's special education needs in which case such request must be addressed to the Committee on Special Education, homebound instruction may be provided without a modification in the student's IEP and shall not constitute a change of placement under Part 200 of Commissioner's Regulations.

Cross-ref: 5100, Attendance

Ref: 29 U.S.C. Sec. 794 (Section 504 of the Rehabilitation act of 1973)
NYS Education Law §§1709(24); 3202(1), (6); 3204; 3205; 3210(2)
8 NYCRR §175.21

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