

**HOMEBOUND INSTRUCTION
PLATTSBURGH CITY SCHOOL DISTRICT**

Special arrangements for instruction at home or in a local hospital, if possible, will be provided to pupils who are temporarily unable to attend school because of illness or accident, or are unable to attend school because of physical handicaps or emotional disturbance and cannot benefit from available regular or special school programs. The Superintendent of Schools will establish regulations for determining eligibility, providing appropriate home instruction and maintaining adequate records in accordance with the regulations of the Commissioner and the provisions of the State Education Law.

Homebound instruction shall not be provided in cases where it would be detrimental to the pupil's health or where the condition of the pupil might endanger the health of the homebound instruction teacher.

1. Eligibility

a. Temporary absence

- 1) If a student is absent due to illness or injury and, in the opinion of the physician and/or psychologist, will be at home or in a local hospital for at least two (2) weeks then the parent should file an application requesting homebound instruction. Homebound instruction will commence as soon as practicable. After two days of absence, and prior to the beginning of homebound instruction, assignments will be provided to the pupil by the classroom teacher, upon request. Students who return to school from an excused absence without having had homebound instruction will receive assistance from the classroom teacher to make up any work missed.
- 2) The child's physician must testify as to the cause of absence, estimate the time of total absence, and indicate a treatment plan. She/he should also testify to the child's readiness to receive homebound instruction.

b. The Committee on Special Education may, with parental consent, place a student on homebound instruction on an interim basis.

c. **Suspension from school**

A student suspended from school by a building principal or as a result of a Superintendent's Hearing is entitled to homebound instruction in accordance with Compulsory Education Law and Individuals with Disabilities Education Act (IDEA).

2. Application

a. Role of parents and physicians

The parent or physician must complete a request for homebound instruction in writing and return the request to the principal of the child's home school. (In the case of an emotionally disturbed student the physician's portion of the application form may be completed by the psychiatrist, psychologist, or official of an approved clinic.)

b. Application Review

The application will be reviewed by the building principal, using members of his/her staff as consultants. After the principal has approved the application it will be forwarded to the Superintendent of Schools or his/her designee.

c. District Office review

The Superintendent's office or that of his/her designee shall review the application. Upon approval the form shall be signed and forwarded to the appropriate Principal's office.

3. Time Allotted for Homebound Instruction

a. Beginning homebound instruction

1) The principal or the school counselor, in consultation with the principal, may initiate preparations for homebound instruction as soon as she/he has satisfactorily established student eligibility and has approved the request and sent it to the District Office.

2) Formal written authorization will be required from the Superintendent or his/her designee before homebound instruction can actually begin.

3) Homebound instruction as alternative instruction for a student suspended from school must begin immediately upon the commencement of the suspension if the student is under compulsory school age or is a student with disabilities. "Immediate" does not mean instantaneously, but should not be later than one or two days into the suspension.

b. Duration of homebound instruction

At intervals of not more than thirty days following the beginning of homebound instruction, the designated office shall review each case and make a report to the principal. This may involve an updated doctor's note and/or a home visit to see how things are progressing and to determine whether or not to continue homebound instruction. In cases where homebound instruction is for an emotionally disturbed child, the home visit should be planned with the school psychologist who is responsible in that case. Unless otherwise recommended, homebound instruction would continue until the child returns to school.

c. **Instruction time will be provided in accordance with law as follows:**

- 1) Instruction at the elementary level will be provided for one hour per day only on days when school is in session.
- 2) Instruction at the secondary level will be provided for two hours per day only on days when school is in session.
- 3) Alternative instruction does not have to match every aspect of the instructional program the student received in school prior to the suspension. However, it must be substantially equivalent thereto (Matter of W.H., 45 Ed Dept Rep 96 (2005)) so that the student can complete the required courses in all of his or her academic subjects.

4. **Coordinating Responsibility of the Building Principal**

The building principal, in consultation with District Administration is responsible for all aspects of homebound instruction for children in his/her school as authorized by the Superintendent or his/her designee. She/he will be assisted in carrying out her/his responsibility by the academic chairperson/director, classroom teacher, the guidance counselor, the school psychologist, the school nurse and the attendance teacher as required.

5. **Instructional Personnel**

a. **Qualifications of homebound instructor as required by law:**

- 1) For instruction at the elementary level (grades 1-5), a homebound instruction teacher must have at least common branch certification under the regulations of the New York State Department of Education.
- 2) For instruction at the secondary level (grades 6-12), a homebound instruction teacher must have at least New York State certification for the department in the subject matter area being taught.

6. **Instructional Procedures**

a. **Temporary absence for accident or illness**

The principal shall arrange for the homebound instruction teacher to confer with the classroom teacher and/or the departmental supervisor and select those aspects of the student's current classroom work which will be most beneficial to the child at home in preparing him/her for return to the classroom.

b. **Absence due to physical handicaps or emotional disturbance**

The principal shall arrange for the homebound instruction teacher to confer with the classroom teacher and/or departmental supervisor to confer and define an initial course of home study. After appropriate revision in the course of study has been made by the homebound instructor based upon her/his work with the student, a final outline of the homebound course of instruction will be determined with the approval of the principal.

c. **Evaluation of student achievement**

Samples of the work completed by the student at home will be kept in a folder by the homebound instructor. This folder of sample work and examination papers will be periodically graded according to the grading procedures of the child's home school. The folder will be turned over to the principal and/or the departmental supervisor of the child's school quarterly and at the termination of homebound instruction.

d. **Routine examinations**

Routine tests or quizzes such as those ordinarily given by the classroom teacher may be given by the homebound instruction teacher to the student at home. The homebound instruction teacher may choose to devise his/her own tests, projects, and performance assessments to give to the student at home. However, final examinations given to the students at school must also be given to students at home. All of these tests taken by the student at home shall become part of the folder after the homebound instruction teacher and the principal, departmental supervisor and/or classroom teacher have reviewed the test results.

e. **New York State tests**

Regents and other mandated examinations usually given by appointed proctors will be given to homebound students in school. If this is not possible, the examinations will be given at home or in a local hospital by proctors appointed by the principal. This will not be considered-homebound instruction time and payment will not be authorized under homebound instruction regulations.

f. **Attendance recording procedures**

Attendance by the homebound instructor will be recorded in the Tutoring Log. One day of attendance is recorded for each session of home instruction, provided that the length of the session meets the requirements specified in these regulations. This Tutoring Log will be turned into the Building Principal weekly.

Ref: Education Law, Section 1709 (24)

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