

**Policy 4327:**

**HOMEBOUND INSTRUCTION**

Homebound Instruction is provided to students who are unable to attend school due to medical/emotional illness; disciplinary suspension; and hospital stays. Secondary students shall receive instruction for at least ten hours per week and elementary students shall receive at least five hours per week. Students shall receive credit for their work while on homebound instruction.

The District makes provisions for homebound instruction upon referral from the Assistant Superintendent for Curriculum and Instruction or the Assistant Superintendent for Pupil Personnel and Educational Services following the guidelines established by the Superintendent of Schools for placing a student on homebound instruction.

Cross-ref: 4328, Alternative School Programs  
5100, Student Attendance

Ref: Education Law §§1709(24); 4401 et seq.  
8 NYCRR §175.21

Adoption date: June 12, 2001

This process includes the process for homebound instruction, hospitalization and home schooling.

## I. Homebound Instruction

1. Homebound Instruction is to be provided to students who are unable to attend class. To qualify for homebound instruction, the absence must be due to one of the following and must reach the threshold established:

- 1.1 Physical disability or prolonged illness/injuries - Ten (10) or more consecutive instructional days
- 1.2 Emotional disability - Ten (10) or more consecutive instructional days
- 1.3 Disciplinary suspension - Three (3) or more consecutive instructional days

In special medical or instructional circumstances the Assistant Superintendent for Curriculum and Instruction (“C&I”) and/or his/her designee may approve home instruction for an absence of less than ten consecutive days.

2. Provision of instruction:

- 2.1 Elementary students K-6 will be provided up to 5 hours per week
- 2.2 Secondary students 7-12 will be provided up to 10 hours per week
- 2.3 Instruction will be given only on days when school is in session
- 2.4 A parent/guardian must be present in the home during the provision of home instruction
  - If the situation exists where the parent or guardian is not present, the tutor needs to be informed of a minimum of two hours prior to the scheduled time of the name of the adult in charge.
  - Parents/guardians are responsible to provide an area conducive to learning.
  - If the family is not able to provide an area conducive to learning, then the district may make alternative arrangements including but not limited to holding sessions at the public library or arranging for transportation of the student to a district building for tutoring.
- 2.5 If the student does not arrive on time, the tutor is required to wait for 20 minutes prior to considering the student a “no show”.
  - The tutor will be paid for the first hour of instruction by the district.
  - The Assistant Superintendent for C&I and/or his/her designee will make contact the parent after the first occurrence
  - If the absences continue, alternative supports will be discussed for homebound instruction.

3. The District has two forms for Homebound Request. The form must be completed with all documentation provided for a student to be considered for homebound instruction.

### **3.1 Mahopac Central School District Homebound Request Form for Disciplinary Suspensions**

- Completed by the building secretary
- Disciplinary suspension - three or more consecutive instructional days
- Communication of the suspension will be completed by the building principal.
- Communication of the homebound support will be completed by the Assistant Superintendent for Curriculum and Instruction and/or his/her designee
- The link to this Google Form is as follows: [HMBD due to Disciplinary Suspensions](#)

### **3.2 Mahopac Central School District Homebound Request Form for Physical/Emotional Disabilities and/or Prolonged Illness/Injuries**

- Completed by parent/guardian, with the assistance of, if needed:
  - Counselor/Clinician
  - Case manager (for students with IEPs)
  - 504 committee chair
- Physical disability or prolonged illness/injuries - 10 or more consecutive instructional days or
- Emotional disability - 10 or more consecutive instructional days
- One approved, communication of the homebound support will be completed by the Assistant Superintendent for Curriculum and Instruction and/or his/her designee
- The link to this Google Form is as follows: [HMBD due to PED and/or PII](#)
- A link to the standard letter for parents is as follows: [Parent Letter - Process for HMBS due to PED and/or PII](#)

The two categories in need of completion on this form are as follows:

3.2.1 An appropriate medical or health professional's statement supporting the following:

- That the student has an illness or injury that will require the student's absence from school for a minimum of 10 consecutive instructional days.
  - Please note that the medical or health professional does not "order" homebound instruction but rather provides the diagnosis to enable the school district to make an informed decision on how to best provide for the student's education.
- The date of the next scheduled appointment.

- The date the student is medically able to begin homebound instruction.
- The date of the student's anticipated return.

3.2.2 Completion of a HIPPA document allowing for the district physician to communicate with the child's physician if needed. The link to the HIPPA document is as follows:

[HIPPA](#)

4. Upon receipt of a request for Homebound Instruction, the Assistant Superintendent for C&I and/or his/her designee shall:

4.1 Confer with parent/guardian regarding the tutoring schedule

4.2 Arrange for a tutor following the guidelines of the Mahopac Teachers Contract, regarding tutors:

- Staff member notification.
- If after 24 hours a staff member is not assigned, then an outside service may be contacted.
- Substitute or part-time teachers may be employed if contract staff are not available.

5. Notification of the approval of Homebound Instruction will be sent from the Office of the Assistant Superintendent for C&I to:

5.1 Building Principal

5.2 Parent/Guardian

6. The student's teacher will be responsible to:

6.1 Provide textbooks, workbooks, weekly plans, tests and any other materials necessary to implement instruction throughout the first 10 instructional days that the student is on homebound instruction.

7. The student will be responsible to:

7.1 Attend scheduled sessions per the district attendance policy to receive credit in the course.

8. The Assistant Superintendent for C&I and/or his/her designee will coordinate the Homebound Instruction program.

9. Weekly claim forms will be completed and signed in blue ink by the tutor, and submitted to the Office of the Assistant Superintendent for C&I. The link to the claim form is as follows: [Homebound Claim Form](#)

10. Quarterly Review of Prolonged Homebound Instruction:

- 10.1 Students that are on prolonged homebound instruction will be required to have a 504 meeting after ten weeks. It is expected that the parent/guardian will provide a medical update at the meeting and if the parent/guardian is requesting the continuation of homebound instruction, they must present a doctor's note justifying the request.
- 10.2 If a student is receiving homebound instruction during the last month of the school year, homebound instruction will come to an end of the last school day of the school year. A 504 meeting will be convened to plan for the future school year.
- 10.3 If a student with an IEP is receiving homebound instruction during the last month of the school year, homebound instruction will come to an end of the last school day of the school year. A CSE meeting will be convened to plan for the future school year.
11. For high school students that start the year on homebound or surpass 40% of the year on homebound, their courses will be listed as 7-series courses in Infinite Campus.

## **II. Hospital Instruction**

### **A. Students placed due to Psychiatric Related Condition**

For students who are placed in a hospital based setting as a result of psychiatric related condition, the Assistant Superintendent for Personnel Pupil Services ("PPS") and/or his/her designee will arrange for educational services pursuant to Education Law §3202(6).

1. School Counselor and/or clinician contacts the parents. If the absence is long-term, the counselor or clinician will ask the parent to complete a mutual release form and request that the parents have the hospital/or initiation request authorization for educational services from the PPS department.
2. The returned mutual release form should be returned to the school counselor/clinician and shared with other appropriate staff. (For example, for a medical condition the nurse or for a psychiatric issue, the school psychologist)
3. School Counselor and/or clinician will notify the following personnel:
  - 3.1 Secretary to the Assistant Superintendent for PPS
  - 3.2 Assistant Superintendent for PPS
  - 3.3 School Principal
  - 3.4 School Counselor (if applicable)
  - 3.5 Attendance Personnel
  - 3.6 Nurse
  - 3.7 Assistant Principal (if applicable)
  - 3.8 School Psychologist
  - 3.9 Student Assistance Counselor (if applicable)

4. If the PPS office is the first to receive a request for educational services for a student in a hospital-based setting, a notification form will be distributed by the PPS department to the appropriate staff members and counselor/clinician.

5. School counselor or clinician maintains weekly contact with the family and emphasizes the need for re-entry planning, which must occur before the student re-enters school. The counselor or clinician will also request any updated medical, psychiatric or discharge summaries which will assist in educational planning.

6. School counselor/clinician or building principal arranges for re-entry planning meeting with appropriate staff members and communicates re-entry plan to faculty, staff, and administration as necessary.

- The PPS department will provide/secure services to Incarcerated Youth
- For any student who happens to have an IEP but is provided home instruction for reasons covered by the Curriculum and Instruction Department (“C&I”), the PPS department will assist the C&I office in determining and arranging for ancillary special education support pursuant to a student’s IEP (i.e. speech services, physical therapy, occupational therapy, counseling) if necessary.

## **B. Students placed due to a Physical Condition or Prolonged Illness**

For these individuals, please follow the process outlined in section I. Homebound Instruction

## **III. Alternative Placement (Students with an IEP)**

1. For a student with an IEP, the Committee on Special Education has the ability to place a student on home instruction until an alternative placement is established.

1.1 The Special Education Administrator and/or his/her designee shall complete the Homebound Google Form as outlined in Section I

Adopted by Board of Education: December 19, 2019