

**APPLICATION FOR HOME/HOSPITAL INSTRUCTION REGULATION**

A student with a temporary disability that makes school attendance impossible or inadvisable shall receive individual instruction in a public location, the student's home or in a hospital or other residential health facility. This instruction applies to students incurring a physical or mental disability after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention.

Before approving home/hospital instruction, the District shall require satisfactory evidence, in the form of a signed statement of a licensed physician that the condition of the child prevents or renders inadvisable attendance at school or application to study. Section II of this form must be completely filled out by a licensed physician in order to be considered, and must include the diagnosis and the length of time the student is able to attend school with modification. The modifications are determined through planning session with the family, student's physician, school nurse, and other school officials. In some cases, a temporary modification of the school schedule is sufficient to accommodate the student's needs, and the home instruction is not needed. The student may not be eligible for services if there is a contagious disease or other factors present that would jeopardize the health or safety of the teacher.

Eligibility for home/hospital instruction for regular education students shall be determined by the Director of Pupil Personnel Services. Eligibility for home/hospital instruction for students with disabilities shall be determined by the Director of Pupil Personnel Services in conjunction with the Committee on Special Education (CSE) in accordance with their Individual Education Program (IEP), with the services to be in the least restrictive environment.

Requests for extension of Home Instruction Services beyond what is initially approved must be reviewed by the Director of Pupil Personnel Services. Additional documentation may be required.

Elementary school students on home/hospital instruction will receive five hours of instruction per week and secondary school students will receive ten hours per week. To the extent possible, home/hospital instruction should be staggered proportionally throughout the week.

Sessions may be held in a public location (i.e., public library, public school building, the hospital or other medical facility) or the student's home or the District's Home Teaching Center. Note: an adult must always be present in the student's home when services are being provided.

Instruction is facilitated in coordination with the District calendar. Instruction will not occur on a school holiday or weekend.

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### **APPLICATION**

1. The following information must be supplied by the physician:
  - a. the reason home instruction is necessary;
  - b. the medical condition including history, prognosis and medication;
  - c. the course of action for treatment;
  - d. the length of time needed for home instruction; and,
  - e. Physician's signature (stamped signatures will not be accepted).
2. The Director of Pupil Personnel Services will verify the need for home instruction and then grant or deny the request. This verification may include contacting the student's physician regarding diagnosis or treatment.
  - a. If the student has an IEP or 504 Plan, the student's CSE or 504 Team will be part of the planning for home instruction.
  - b. If the student is being recommended for home instruction for a disability that is not temporary without special intervention, the student will also be referred to the CSE to determine if the student should be classified as a student with a disability.
  - c. Non-classified students whose home instruction is expected to exceed 60 calendar days, shall be referred to CSE or a 504 Team for evaluation.
3. Parents shall be notified regarding approval or denial within five school days after receipt of the Application for home/Hospital Instruction.
4. Home Instruction is authorized by the District, not the student's physician.
5. Home/Hospital Instruction will not be assigned when there are less than ten (10) days remaining in the student's school year.

### **APPROVAL – STEPS IF APPLICATION IS APPROVED**

1. Upon notification by the Principal that a student is on homebound instruction, the teacher of the individual subject should make available to the Principal all future assignments and tests, as administered, and changes in text materials, if any.
2. The homebound teacher will pick up all pertinent books and materials at the school that the student is currently attending. All materials will be located in the main office of each building.
3. Upon sending out the progress reports at the end of each marking period, the homebound teacher should consult the Principal or designee concerning any negative comments. If the student is a student with a disability, the CSE Chairperson should also be contacted.
4. Elementary students are to receive one hour of instruction per day. Secondary students are to receive two hours of instruction per day. However, the instruction schedule should be flexible enough to accommodate the schedule of the instructor, parent and student. Instruction is only permitted on days when classes are in session.

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5. Periodically there will be a review by the Director of Pupil Personnel Services concerning the continued need of those students with a psychological condition receiving homebound instruction. A similar procedure will be followed by the School Physician in the case of those students who have been placed on homebound instruction for medical reasons.
6. Home Instruction is not an alternative voluntary program for student's education. The purpose of home teaching is to minimize loss of instruction while a person is too ill to attend regular school. The severity of illness is determined through a doctor's diagnosis, and educational alternatives are considered before home teaching is authorized. The student returns to regular school as soon as he/she is healthy enough to do so.

### **RETURN TO SCHOOL**

1. Each student must have a specific date of conclusion on the request for Home/Hospital Instruction.
2. Students are expected to return to school on the date approved on the Application for Home/Hospital Instruction.
3. At least one week before the conclusion of home/hospital instruction, parents should contact the school health and attendance office (grades K-5) or the school counseling office (grades 6-12) to make an appointment for the student's re-enrollment at the regular school of attendance.
4. When the physician releases the student, he/she may return to school:
  - a. if a student is returning to school at the end of the term originally prescribed by the physician, no doctor's release note is required;
  - b. if a student is returning to school **before** the end of the term originally prescribed by the physician, a doctor's release note is required. The doctor's early release certification will need to be brought to the school of residence prior to the student's return to school.
5. All home/hospital placements automatically terminate at the end of the student's instructional school year. Should the need for home/hospital instruction still exist for the next school year, the parent must reapply for the services.

### **EXTENDING HOME/HOSPITAL INSTRUCTION**

1. If the student is unable to return to school on the date indicated, the parent and the physician must complete a new Application for Home/Hospital Instruction.
2. When a classified student exceeds 30 consecutive days on home instruction, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP.

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3. Refusal or failure by a parent to complete a new Application or to cooperate with the Home/Hospital Instruction Team home shall be deemed a violation of compulsory education laws.

### **PARENT RESPONSIBILITIES**

It is the desire of the District to provide a positive and meaningful educational experience for your child while they are on the Home/Hospital Instruction. We will provide a teacher for up to five (5) hours per week for elementary student and ten (10) hours per week for secondary students. The teacher will work closely with your student's regular classroom teacher(s) to ensure a current and relevant curriculum is being offered.

The District reserves the right to cancel Home/Hospital Instruction if the student is not benefitting from the program, or the conditions in which instruction is provided is not conducive to learning, or if the number of student absences is excessive.

In order to provide the best possible instructional program during this time, we are requesting that the parent participate in the following ways:

1. submit a letter from your child's health care provider;
2. you will be notified by the Principal if the request for home instruction has been approved or denied within five (5) days of your submission of the physician's request for home instruction;
3. it is required that the parent or an adult be in the home during the instructional time. No instruction can take place in the student's home without an adult present; and,
4. ensure that the student is present when the instructor arrives. For excused absences from home instruction, students may be given additional assignments. Unexcused absences per District Attendance Policy will not be made up.
5. supervise the student in following through with assignments;
6. report any problems with home instruction to the Building Principal or his/her designee;
7. the parent or adult will need to sign the home teacher's Hourly Time Sheet at the conclusion of each session, verifying that instruction was provided each day;
8. provide an environment for study that is quiet, well lit, and free from interruptions. Pets should be secured in an area away from the student/teacher study area;
9. no siblings should be present in the room during lesson time. If other arrangements need to be made, discuss this with the home teacher;
10. the home teacher shall be in charge when instruction begins;

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11. if your student is unable to take instruction at the scheduled time, please contact the home teacher directly. Make-up hours may be arranged during the same week as the absence only; and,
12. contact the Pupil Personnel Services office should you have any questions or concerns.

### **HOME TEACHER RESPONSIBILITIES**

The home teacher for your child has been selected from teachers previously approved by the Board of Education. These home teachers will be assigned by the Building Principal or his/her designee.

1. Homebound teachers must contact parent or guardian to set up time of instruction. If it is to be conducted in the home, the parent or guardian should be present during the period of instruction. The District recommends that instruction be held in a public place.
2. Maintain an effective and ongoing working relationship with the student's classroom teacher(s) in order to obtain instructional materials (e.g., textbooks, worksheets, tests, and course objectives) that provide for a program as consistent as possible with the program available in the school setting.
3. Obtain the student's schedule and/or IEP goals and strategies from appropriate staff.
4. Submit required forms in a complete and timely manner as requested by the Building Principal or his/her designee.
5. When requested, grades must be submitted for each student in each subject in which the student received instruction to the Building Principal or his/her designee at the end of the home teaching period or the end of a grading period.
6. The home teacher will maintain all attendance records for each student on their roll and submit to the Building Principal or his/her designee at the designated times.
7. The home teacher will not be responsible for grading of the student unless other arrangements are made between the classroom teacher and the home teacher.
8. After two attempts to deliver the home instruction and the student is not there or the parent or other adult over 21 designated by the parent is not there, contact the Building Principal or his/her designee.
9. A separate time sheet is to be submitted for each student. Time sheets from home bound teachers are to be submitted weekly with the parent's or guardian's signature.
10. Submit time sheets in a timely manner and making sure that parent's signature is in place prior to submission. If needed, additional time sheets may be used.