

4. Guidelines
SC 1329
Title 22
Sec. 11.25
Pol. 204

Department of Education (PDE). Following the initial three (3) months, the District must request an extension from PDE in order to continue to allow a student to be excused from school attendance and to provide homebound instruction for a longer period of time. PDE requires that a licensed practitioner submit to the School District an updated examination and extension request within two (2) weeks of the impending extension.

Eligibility

A homebound excuse for homebound instruction is a “temporary excusal from school for urgent medical or other reasons,” made pursuant to School Code Section 13-1329 and Pennsylvania Code Title 22 Section 11.25.

To be eligible for homebound instruction, the School District requires that the District-enrolled student meet the following criteria:

1. The student must be projected to be confined/absent from schooling, as per the submittal of appropriate documentation, for a minimum of ten (10) consecutive school days, unless extenuating circumstances warrant otherwise.
2. Applications for homebound instruction must include a copy of a request for such services by the licensed physician or certified psychiatrist who is/are treating the student, certifying the nature of the illness or disability and the probable duration of the confinement.

The Board and/or Superintendent may approve exceptions as deemed advisable and in the best interests of the student and/or School District.

The parent(s)/guardian(s) shall petition the building principal for homebound instruction using the appropriate form.

The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.

A homebound instruction teacher (homebound instructor) shall be governed by the same certification regulations as all other teachers. When regularly employed professional staff cannot be assigned to homebound instruction, persons on the substitute roster holding appropriate certification may be used. In addition, when no certified person is available, an Emergency Permit may be issued to qualify a person to teach homebound students.

Parents/Guardians and students are advised that the granting and continuance of homebound instruction are subject to the following conditions:

1. Requests from a chiropractor or physical therapist will not be honored. Students who are physically unable to attend school

must secure the signature of a medical doctor or doctor of osteopathy. Students who are mentally ill (depression, anxiety, phobia, etc.) must secure a signature of a psychiatrist. A psychologist or medical doctor's signature will not be sufficient for mental illness.

2. Homebound instruction will be approved for a maximum of six (6) calendar weeks, at which time another request must be submitted in order for homebound to be extended. A second request during a school year will be considered a request for continuance of homebound instruction. Upon submission for a continuance, parent and student must meet with the school team to discuss plans for transition back to school. The building principal may approve continuance of homebound instruction for a maximum of three (3) calendar weeks. A student who requires homebound instruction beyond the initial request and (3) weeks continuance of homebound instruction, would be required to enroll in the District's Cyber School Option. The Superintendent may approve exceptions, as deemed advisable and in the best interest of the student and/or the District. If the student is denied any further homebound instruction, s/he will become subject to mandatory school attendance regulations.
3. Students on homebound may not also work at a job and may not be involved in other activities outside the home. The premise of homebound is that students are unable to come to school, and therefore should be unable to go to work, or leave their home for any length of time.
4. A student on homebound for over four (4) weeks may be disenrolled from CIT. Therefore, no homebound services for CIT courses will be provided. The only exception might be a senior, whose credits from CIT are required for graduation.
5. Any breach of the conditions set forth in this policy, in part or in whole, may result in the withdrawal of approval of homebound instruction.

Pregnancy or being a parent does not, in itself, necessitate that a student receives homebound instruction. A pregnant or parenting student may, however, receive homebound instruction if there are complications during and/or after the pregnancy and/or the delivery that are certified by a licensed physician as jeopardizing the health of the mother and/or child if she were required to attend school.

Program

All students approved for homebound instruction must be available for instruction on a daily basis or as otherwise outlined in the application or as subsequently modified. In the event any student is absent or not available, it will be the duty of the homebound instructor to report such

absence along with the reason, if known, to the respective building principal. It will then be the duty of the building principal to proceed in accordance with child attendance laws.

The homebound assignments and the homebound instructor assigned shall be at the School District's choice and discretion.

Students, on an as-needed basis, shall receive one (1) hour of homebound instruction time for each day of absence. The program of homebound instruction provided each student shall normally not exceed five (5) hours per week. In cases of extreme exceptionality, the Board reserves the right to modify the five (5) hour limit.

Each hour of homebound instruction provided is generally to be supported on one (1) to three (3) hours of independent study by the student, depending on grade level.

The following guidelines regarding the provision of the homebound instruction program are to be followed:

1. All homebound students are responsible for the completion of academic work as assigned by the instructor on a weekly basis, with the amount of homebound instruction provided to be determined taking into consideration the needs, physical and mental health of the student, and appropriate laws and regulations.
2. The homebound student must make reasonable effort to keep current with assignments and schoolwork in a timely fashion. The homebound instructor will administer appropriate tests and quizzes.
3. A lack of independent work on the part of the student and/or a lack of completion of assignments may result in the loss of credit or failure of the course and/or grade in the area(s) of assignment(s).
4. If due to the nature of course content, it is not possible for the homebound instructor to deliver or teach the course components, the student may be required to reschedule such a course(s) during the next available semester.
5. The parent(s)/guardian(s) will be required to provide the student and homebound instructor with an educational learning environment within the home conducive to conducting the assigned coursework.

Students who are receiving homebound instruction, through the District's Cyber School Option, are required to adhere to the programs academic attendance requirements, unless an exception was deemed appropriate because of the student's medical condition.

A student on homebound instruction will not be permitted to visit School District property, except for educational purposes as previously approved in writing by the building principal.

References:

School Code – 24 P.S. Sec. 1329

State Board of Education Regulations – 22 PA Code Sec. 11.25

Parent/Guardian

I realize that this homebound instruction is only temporary in nature. **Additionally, I agree to meet with the school team to discuss my child's transition back to school.**

Parent/Guardian Signature

Home Street Address

Home Telephone Number

City, State, Zip

Recommendation of the Principal

____ I recommend _____ for homebound instruction.
Student's Name

Date

Principal's Signature

School

Approved: _____
Superintendent of Schools

Date

Office

Instruction (except when otherwise specified) shall not exceed five (5) hours per week at a rate of \$_____ per hour.

Instructor hired:

Full Name

Street address

City, State, Zip

Telephone Number

Homebound Instruction began on: _____

Date

Original: Payroll Clerk/Administrative Office
cc: Guidance Dept./Student File
Child Accounting/Administrative Office

September-2014

Parent/Guardian

I realize that homebound instruction is only temporary in nature. I understand that I will need to procure a new statement from the physician when requesting a second continuance of homebound instruction. Additionally, I agree to meet with the school team to discuss my child's transition back to school. **If a continuance is approved, I understand my child will be required to enroll in the District's Cyber Option and must adhere to the program's academic attendance requirements.**

Parent/Guardian Signature

Home Street Address

Home Telephone Number

City, State, Zip

Recommendation of the Principal

I recommend _____ for continuance homebound instruction.
Student's Name

Date

Principal's Signature

School

Approved:

Superintendent of Schools

Date

Office

Instruction (except when otherwise specified) shall not exceed five (5) hours per week at a rate of \$_____ per hour.

Instructor hired:

 Full Name

 Street address

 City, State, Zip

 Telephone Number

Homebound Instruction began on: _____
 Date

Original: Payroll Clerk/Administrative Office
cc: Guidance Dept./Student File
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