

Mid Valley School District
52 Underwood Road
Throop, PA 18512

www.mvsd.us

Phone: 570-307-1150



Handbook for Parents/Students Homebound Instruction

Introduction

Homebound Instruction is a service the District *may* provide during a temporary period of excused absence not to exceed three months (90-days). Excusal from school attendance during this period *may* be granted, "...upon receipt of satisfactory evidence of mental, physical or other urgent reasons, but the term 'urgent reasons' shall be strictly construed and does not permit irregular attendance." (22 PA. CODE CH. 11 Sec. 25) (MVSD Policy: 117 Homebound Instruction).

Homebound Instruction is not a replacement or substitute for school attendance. Homebound Instruction is also not to be confused with home education also known as "***Home Schooling***". Section 1327.1 of the Pennsylvania School Code provides for a home education program designed to permit a parent, guardian or legal custodian ("supervisor") who has a high school diploma or its equivalent to conduct a home education program for his or her child or children.

The general education guideline for homebound education is not to exceed a total of ninety (90) calendar days. Certain circumstances could require additional instructional time. All requests for homebound instruction beyond ninety (90) calendar days will be based on student need according to medical and school district determination.

A school district may provide homebound instruction for a total of three months without consulting or notifying the Pennsylvania Department of Education (PDE). The reasons for allowing a student to receive homebound instruction in lieu of being physically present at school are defined by regulation as mental, physical, or other urgent reasons. However, the term "**urgent reasons**" shall be strictly construed and not permit irregular attendance. See *22 Pa Code § 11.25(a)*.

Purpose

The purpose of Homebound Instruction is to provide students with some level of instructional services during a temporary period of absence so a child may return to school and have the ability to be successful with their instructional programs.

Homebound instruction is provided for temporary and urgent reasons; **it is not a long-term solution**. Students on homebound instruction generally are confined to home or a care unit. **A doctor 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 goal of homebound services is to keep the student current with classroom instruction and facilitate the student's return to the current classroom setting. Homebound instruction is not intended to replace school services and is, by design, temporary. It is not a remediation program and is not designed to provide students with time to make up previously missed assignments. The goal of homebound instruction is to keep the student as up to date as possible with all of the material covered in class. There is an expectation of that the family and school will work together to determine how to minimize class work missed due to absences before the initiation of homebound services.

Criteria for Eligibility

1. A student may be excused from school attendance and provided Homebound Instruction for a period not to exceed three (3) months, providing the following criteria are met:
 - a. The parent/guardian must document urgent reasons by providing medical documentation using the [Student Medical Excuse Form- Homebound Instruction Form](#) from a physician for a severe condition that prevents the student attending school for a period of at least **four (4) weeks**.
 - b. If the urgent reason is due to a condition that is treated by a specialist, the proper documentation will be required to be completed by the **treating specialist**. For example: respiratory dysfunction, documentation by a pulmonologist, allergist or immunologist will be requested. If the urgent reason is due to mental/behavioral conditions, documentation by a board certified psychiatrist will be requested.
 - c. The physician's documentation is not to be construed as prescriptive. The Supervisor of Student Services working with the building administration will determine if the Homebound Instruction form has the proper documentation (i.) validates that the student cannot be in a school setting, (ii.) demonstrates a treatment plan that includes goals/supports that returns the student to the school setting as quickly as possible, and (iii.) provides a projected date when the student will return.
 - d. If additional information is required by the Certified School Nurse (CSN) for clarification of the medical documentation, the parent/guardian must give written consent consistent with FERPA, HIPAA and the Mental Health Act. This consent will permit designated school personnel (CSN, principal, etc.) to speak with the *physician regarding information that pertains to the student's inability to attend school*.
2. The District may request at any point additional information about a student's absences and health status to rationalize continuation of Homebound Instruction. If the information is not provided, the District may terminate Homebound Instruction and the student shall be marked as unexcused absences. Homebound instruction is not to exceed three (3) months unless approval for an extension is received from the Pennsylvania Department of Education. The request for homebound instruction shall be reevaluated periodically and may be extended upon the recommendation of the school physician and with the approval of the Pennsylvania Department of Education.

Extension or Early Termination of Homebound Services

1. In order to continue homebound instruction beyond the termination date, the parent must submit a completed *Request for Extension of Homebound Education Application* form to the principal **five (5) school days prior** to the termination of services.
2. If the student is able to return to school before scheduled to do so, the parent must obtain a medical release statement. This statement must be submitted to the building administrator, and reviewed over by the CSN who will contact the physician to discuss potential limitations of the child returning back to the school. The release statement will be shared with the Supervisor of Student Services.

Special Education

Homebound Instruction is not a special education placement. However, students with Individual Education Plans (IEP) may receive Homebound Instruction during a temporary excused absence from school attendance after which they will return to school. Homebound Instruction is not to be confused with “*Instruction Conducted in the Home*”, which is included in the definition of special education located in the federal regulations (34 CFR §300.39(a)(i)) and is recognized as a placement option on the continuum of alternative placements for students with disabilities (34 CFR §300.115). This option is restricted to students who, because of a severe medical condition or mobility impairment, are unable to leave home to attend school.

Roles and Responsibilities

Administrator

1. Review all requests for Homebound Education with the school counselor and the CSN.
2. Select and assign homebound instruction to the student upon receipt of notification of the approval of the Homebound Education Application.
3. Monitor attendance, payroll procedures, and delivery of services.
4. Manage attendance data during the approved dates for the Homebound Instruction to ensure the student is coded appropriately and remains an active student.

Certified School Nurse

1. The CSN will review the Homebound Education Application form, to be completed by the student’s attending physician, with the principal. Participate in any parent/student meetings specific to homebound instruction.
2. Monitor the medical progress of the student by contacting the parent/guardian throughout each Homebound Education Application.

Supervisor of Student Services

1. Coordinate and monitor homebound instruction services provided throughout the District.

Homebound Instructor

1. Make sure the delivery of Homebound Education is consistent with the MVSD calendar and no instruction is provided on district holidays or weekends.
2. Schedule to provide instruction after school hours, concluding no later than 8:00 P.M. for homebound students in K through six and 9:00 P.M. for students in grade seventh to twelfth.
3. Organize a schedule with the parent/guardian prior to each homebound session to ensure a responsible adult, parent/guardian, is present in the home during delivery of homebound services.
4. Homebound Instructor will have a parent/guardian sign the [Homebound Payroll Form](#) after each visit.
5. Review Individualized Education Plan (IEP), when applicable, prior to delivery of any homebound instruction.
6. Follow the approved District schedule for marking periods and the assignment of grades.

Parent/Guardian

1. Return the completed [Application for Homebound-Medical Form](#) to the principal for review five (5) days prior to the anticipated start date.
2. Coordinate a schedule with the homebound instructor that will be optimal for instruction of the student.
3. Ensure a responsible adult, parent/guardian, is present in the home during delivery of homebound services.
4. Provide a quiet learning environment, free of distractions, for the homebound instructor and student to work.
5. Provide the principal, school counselor, or certified school nurse with updates related to medical progress/status pertaining to the child.
6. Submit to the principal a new [Application for Homebound-Medical Form](#) signed by the attending Physician, five (5) days prior to the expiration of each 30-day homebound instruction period.
7. Request for extension of services beyond the initial 90-days of homebound instruction will require approval from Pennsylvania Department of Education. **This procedure can take up to three weeks to process.**

Tracking Attendance

The Supervisor of Student Services will advise the registration secretary of the student's name and the effective date of homebound instruction. The student's name will remain on the attendance register and the student will be recorded as present during the period of homebound instruction.

If a student is in special education, the Department of Special Education will notify the registration secretary of the student's change of program to instruction conducted in the home following an IEP meeting and receipt of signed NOREP/PWN.

Residents enrolled in non-public schools who apply for homebound instruction must register at the public school of residence in order to receive homebound instruction. The student is recorded as present. When the student withdraws from homebound instruction in order to return to the non- public school, his/her name is to be withdrawn (W-1) from the public school attendance record.

Efforts to provide for pregnant students through homebound instruction are discouraged in as much as they are a violation of the student's rights. When there are complications in which it has been determined by a physician that class attendance would be detrimental to the student's mental and/or physical health, homebound instruction should be considered.

Grades and Monitoring Progress

Grades and Monitoring Student Progress

Grades and a summary of student progress are to be issued by the homebound teacher twice a month and submitted to the classroom teachers. This will include a description of covered material, written assignments, and tests/quizzes completed. Comments regarding progress also are to be included. The classroom teachers should use these bi-weekly reports to compute marking period and interim grades. If a student is on homebound instruction for an entire marking period, the grade for the marking period is to be determined by the homebound teacher in consultation with the classroom teacher.

Examinations for homebound students are to be developed by the classroom teacher. These examinations are to be graded by the classroom teacher or homebound teacher after being given detailed direction from the classroom teacher. Homebound students should be encouraged to take exams with their class if physically/mentally able. Alternative exam administrations can be in the school's guidance office or at home if proctored by the homebound teacher.

Return from Homebound Instruction

When a student's medical doctor authorizes a homebound student's return to school, the student's family should notify the homebound administrative assistant by using the Physician's Recommendation for Return to School from Homebound Instruction Form. The homebound administrative assistant will contact all pertinent staff.

Mid Valley Administration and Staff
2018-2019

<u>Name and Position</u>	<u>Email:</u>
Mr. Patrick Sheehan, Superintendent	sheehanp@mvsd.us
Mr. Eduardo Antonetti, Supervisor of Curriculum	antonettie@mvsd.us
Mr. Vinansky, Supervisor of Student Services	vinanskyc@mvsd.us
Mrs. Debra Demming, Director of Special Education	demmingd@mvsd.us
Mr. Jeffrey Kovalski, Principal of the Secondary Center	kovaleskij@mvsd.us
Mrs. Michelle Higgins, Assistant Principal of the Secondary Center	
Mrs. Sherry Zielinski, CRN of the Secondary Center	zielinskis@mvsd.us
Mrs. Debra Bell, School Counselor – grades 7-12	belld@mvsd.us
Mrs. Sandra Liparulo, School Counselor- grades 7-12	liparulos@mvsd.us
Mr. Carlos Lopez, Principal of the Elementary Center	lopezc@mvsd.us
Mr. Michael Piercy, Assistant Principal of the Elementary Center	piercym@mvsd.us
Mrs. Maria Slachtish, CRN of the Elementary Center	slachtishm@mvsd.us
Mrs. Robyn Buckshon, School Counselor – grades 6,4,2, K	buckshonr@mvsd.us
Mr. Ryan Kropa, School Counselor- grades 5,3,1	kropar@mvsd.us
Mrs. Debra Marushock, Nurse aide	marushockd@mvsd.us

Book

Policy Manual

Section

100 Programs

Title

Homebound Instruction

Code

117

Status

Active

Adopted

November 18, 2015

Authority

The Board shall provide homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three (3) months.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

Application for homebound instruction shall certify the nature of the illness or disability, state the probable duration of the confinement, and be recommended by the Superintendent.[\[1\]](#)[\[2\]](#)

The Superintendent shall forward a recommendation for homebound instruction to the Board for approval.

The Superintendent or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be re-evaluated every three (3) months.[\[2\]](#)

Guidelines

The Board shall provide homebound instruction only for those confinements expected to last at least ten (10) school days. Exceptions may be recommended by the Superintendent.

Eligibility

School age students, who are unable to attend or be transported to school as attested to by a licensed physician, qualify for homebound instruction.

School age students, confined by order of the court in a facility without an appropriate approved educational program, qualify for homebound instruction.

School age students enrolled in nonpublic schools may qualify for homebound instruction if they are withdrawn from the active rolls of the nonpublic school and entered on the active rolls of the public school.

Referrals

Information that a student is to receive homebound instruction for a period of two (2) or more weeks shall be forwarded to the building principal and the guidance counselor.

Status

The attending physician must submit a written request with the diagnosis, prognosis, and the estimated time the student must remain out of school. If the case involves social and emotional disturbances, the diagnosis or prognosis and time estimate must be made by a licensed psychiatrist.

Arrangements

Requests for homebound instruction should be directed to the main office. The program of homebound instruction provided to each student shall be in accordance with the standards established by the state. A maximum of five (5) hours per week shall be taught by the assigned teacher.

The Board reserves the right to withhold homebound instruction when any one (1) of the following occurs:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
2. A parent/guardian or other adult in authority is not present with the student during the hours of instruction.
3. The condition of the student precludes any benefit from such instruction.

Legal

1. 24 P.S. 1329

2. 22 PA Code 11.25