

Instruction

SUBJECT: OUTSIDE OF SCHOOL (HOMEBOUND/HOSPITAL) TUTORING

The Board of Education of the Schalmont Central School District adopts this policy to afford home or hospital tutoring to resident students, enrolled by the District in its public schools or in a non-public school, who qualify for alternate instruction due to a long term or significant illness or health condition, due to their inability to attend school due to such condition, constituting a prolonged absence. Home or hospital tutoring shall only be provided upon a determination by the District that it is necessary to enable the student to keep up with class work during a period of illness or other medical or health related circumstances that prevent the student's regular attendance. An absence of two weeks is generally considered a prolonged absence.

The Board of Education designates the Superintendent of Schools to develop procedures for handling requests for homebound instruction and coordination of those services once approved. The Director of Pupil Personnel Services will be responsible for implementing procedures and reviewing the policy on a regular basis.

Hospital instruction will be provided when the District receives documented evidence of the student's hospitalization or admission to a similar medical based institution for care and treatment.

A request for home instruction, when based on a medical or mental/psychiatric condition, must be accompanied by the appropriate documentation including, but not limited to, a statement from the child's treating physician/prescriber/medical provider identifying the nature of the student's condition(s) including the medical diagnosis or condition(s) being treated, the basis for the request for home instruction, articulating the specific reasons(s) the student cannot attend school, the estimated length of time the student may require homebound instruction, anticipated treatment plan to facilitate the student's return and expected duration of such plan, and any relevant medical alerts which may impact the student's education, participation and attendance in homebound instruction. In addition, the parent(s) shall be required to provide the District with consent to enable the school administrator/case manager to contact the doctor/prescriber/medical provider to follow up with questions, if any.

After a request has been made and the appropriate documentation is received, the Director of Pupil Personnel Services or his/her designee will make a determination whether home tutoring is required, and the Director of Pupil Personnel Services or his/her designee shall make immediate arrangements for home tutoring. For elementary level students, it must include **five (5) hours per week on all days when the District's schools are in regular session.** **For secondary students it must include ten (10) hours per week on all days when the District's schools are in regular session.** Home tutoring will be in the core academic subjects.

Unless the student's condition prevents the student from receiving such instruction in a public building or another location outside the home, every effort shall be made to arrange for such instruction outside the student's home and within the boundaries of the Schalmont Central School District.

The failure to attend such alternative instruction, more than three (3) days without a medical excuse, shall constitute a basis for the suspension of such services until such time as an enforceable plan to maintain regular attendance is established. If home tutoring is suspended or terminated, the student will be expected to resume regular school attendance, or the parents must provide evidence of the student's enrollment and/or receipt of instruction elsewhere, if the student has not completed the school year in which they turn 16.

Instruction

SUBJECT: OUTSIDE OF SCHOOL (HOMEBOUND/HOSPITAL) TUTORING (continued)

A student who has been absent from school prior to being placed on homebound instruction will have a tutor's assistance to complete work assigned as of the date of the physician's statement requesting homebound instruction only. Homebound tutors will not be required to assist the student in completing work assigned before the date the student is placed on homebound instruction. The regular classroom teacher(s) shall provide materials, feedback on assignments and related tests and grades to the student via the homebound instructor. The homebound instructor has a duty to ensure all records are accurate and up-to-date.

Under no circumstances shall home tutoring be approved for more than 30 calendar days without administrative review. The administrative review shall require, at a minimum, a review of the student's attendance and participation in the home tutoring, review of information from the child's teachers and tutor regarding educational performance, in addition to review and consideration of a medical update from the doctor/prescriber/medical provider who requested the homebound instruction. The medical update should be in the form of a report, submitted in writing, or provided and documented in a telephone conversation between the medical source and appropriate school district representatives, or both, as determined appropriate by the designated school official.

A student receiving homebound instruction may not participate in school-based events or activities during the time of their homebound instruction unless medically able to participate as certified by their physician.

Dependent upon the nature of the student's medical condition and if not previously referred to the Committee on Special Education or 504 Team for suspected disabilities, any student who remains on homebound instruction for more than 6 months due to a medical/psychiatric condition shall be referred to the appropriate team to determine the need for special education, related services and/or accommodations.

Authority:
29 U.S.C. Sec. 794 (Section 504 of the Rehabilitation Act of 1973)
NY Educ. Law. §§1709 (24); 3202(1), (6); 3204; 3205; 3210(2)

Reviewed: 6/13/18
First Read: 7/6/18
Second Read/Adoption: 8/27/18
Next Review: 6/2021

SCHALMONT CENTRAL SCHOOL DISTRICT APPLICATION FOR TUTORING

STUDENT INFORMATION		
First Name (Student)	Date of Birth	Grade
Last Name (Student)	Check each that applies to your child: <input type="checkbox"/> Special Education IEP <input type="checkbox"/> 504 Plan <input type="checkbox"/> General Education	
Name (Parent/Guardian)		
Address		
City		
Phone		
	Email	
SCHOOL INFORMATION		
Current School Attending		
Teacher Name	School Counselor	
MEDICAL INFORMATION OF NEED		
Physician Name	Required: - Reason why tutoring is necessary. Diagnosis. - Medical condition, including history, prognosis and medication. - Limitations concerning the kind and duration of instruction Original Physician, Psychiatrist or LCSW signature is required.	
Address		
City/State/Zip		
Physician Signature		
Physician Phone	Physician Fax	
AGREEMENT		
I consent to the exchange of information from my child's physician, psychiatrist and therapist with the Schalmont Central School District for the purpose of determining the need for home tutoring.		
Signature (parent/guardian): _____ Date: _____		
SUMMARY OF ACTIONS AND RECOMMENDATIONS		
Date submitted by parent to school nurse	Date approved by District Administration	
Date reviewed by Building Administration	Reason tutoring not approved	
Recommendation of District: Tutoring		
Time Period From _____ to _____		
Date parent notified of decision: _____		