

TEMPORARY HOME/HOSPITAL INSTRUCTION REGULATION, APPLICATION, AND APPROVAL

A student of the Bethlehem Central School District (the District) with a serious health condition that makes school attendance medically impossible shall receive individual instruction in a suitable public location such as the Bethlehem Public Library, the student's home, or in a hospital or other residential health facility. This instruction applies to students incurring a physical or emotional condition after which they can reasonably be expected to return to regular day classes or an alternative education program.

Before approving home/hospital instruction, the District shall require satisfactory evidence, in the form of a signed statement of a licensed physician or psychiatrist, that the condition of the child medically prevents attendance at school. Section II of this form must be completely filled out by a licensed physician or psychiatrist in order to be considered, and must include the diagnosis and the length of time the student is anticipated to be absent from school. Many students with serious health problems may still be able to attend school with modification. These modifications are determined through planning sessions with the family, student's physician or psychiatrist, 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 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 Home/Hospital Instruction Team. Eligibility for home/hospital instruction for students with disabilities shall be determined by the Home/Hospital Instruction Team in conjunction with the Committee on Special Education (CSE) in accordance with the student's Individual Education Program (IEP), with the services to be in the least restrictive environment. For periods of home/hospital instruction, a public location such as the Bethlehem Public Library will be presumed to be the least restrictive environment, unless a public location for instruction is contraindicated by a student's demonstrated medical needs.

Requests for extension of home instruction services beyond the period of time that is initially approved must be reviewed by the Home/Hospital Instruction Team. Additional documentation may be required on a biweekly basis, and must be satisfactory to the District.

Any child who is excused from school attendance for more than six months must have two signed statements from two different licensed medical physician or psychiatrists. Exception: If a physician or psychiatrist certifies that a student has a chronic physical condition unlikely to substantially improve within one year, then one signed statement is sufficient for services that extend beyond six months. This exception does not apply to students with mental health conditions.

If home/hospital instruction is approved, the student will not participate in any extracurricular activities, including, but not limited to, school dances and other social events, while on home/hospital instruction.

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

Sessions will be held in a suitable public location (i.e., a public library), a hospital or other medical facility, or the student's home. An adult must always be present in the student's home when services are being provided.

Tutoring is provided in coordination with the District calendar. No tutoring will occur on a school holiday or weekend, during summer months, or on other days when school is not in session.

Home instruction is not an alternative voluntary program for a student's education. The purpose of home teaching is to minimize loss of instruction while a student is too ill to attend regular school. The severity of illness is determined through a doctor's diagnosis, including consideration of any independent medical examination (IME) required by the District. Educational alternatives and modifications are considered before home teaching is authorized. The student is expected to return to regular school as soon as he/she is healthy enough to do so.

Independent Medical Evaluation

The District reserves the right to obtain an IME by a physician or psychiatrist of its choice whenever a student has been on home instruction for more than one month. Home instruction may cease to be provided if the parent does not reasonably cooperate in making the student available for the IME.

Application

- A. An Application for Home/Hospital Instruction must be completely filled out and submitted to the principal's office. This form may be obtained from the school nurse's office. The following information must be supplied by the physician or psychiatrist:
 1. The reason why home instruction is necessary.
 2. The medical condition including history, prognosis, and medication.
 3. Any limitations concerning the kind and duration of instruction.
 4. The length of time needed for home instruction.
 5. Possible precautions that the home/hospital bound teacher should take during the period of instruction.
- B. The physician or psychiatrists original signature is required (stamped signatures will not be accepted). Incomplete forms will not be accepted.
- C. The parent's signature is required.

- D. The Home/Hospital Instruction Team will verify the need for home instruction and then approve or deny the request. This verification may include contacting the student's physician or psychiatrist regarding diagnosis or treatment.
1. If the student has an IEP or 504 Plan, the student's CSE or 504 Team will be part of the Home/Hospital Instruction Team.
 2. If the student is being recommended for home instruction for a condition that is not temporary, the student may also be referred to the CSE to determine if the student should be classified as a student with a disability. Nonclassified students whose home instruction is expected to exceed sixty calendar days shall be referred to the child study team or 504 Team for evaluation.
- E. Parents shall be notified regarding approval or denial within five school days after receipt of the Application for Home/Hospital Instruction.
1. Home instruction is authorized by the District, not the student's physician or psychiatrist. The Home/Hospital Instruction Team will designate the location of the instruction.
 2. Home/hospital instruction will not be assigned when there are less than ten days remaining in the student's school year.

Approval (*Steps if application is approved*)

- A. The principal and/or designee is responsible for the arrangement and supervision of home teaching assignments. Upon receipt of a copy of an approved Application for Home/Hospital Instruction, the principal and/or designee will:
1. contact the classroom teacher(s) for books and assignments; and
 2. have the student's folder available for conference with the home/hospital bound teacher. The principal should expect the home/hospital bound teacher to contact her/him within one week after a student is placed on home instruction.
- B. Upon notification by the principal that a student is on home/hospital bound 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.
- C. The home/hospital bound 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.
- D. Upon sending out the progress reports at the end of each marking period, the home/hospital bound teacher will consult the principal or designee concerning any concerns. If the student is a student with a disability, the CSE chairperson should also be contacted.
- E. 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 tutor, parent, and student. Instruction is only provided on days when school is in session.
- F. When a student is to return to school, the CSE chairperson or building principal will notify the home/hospital bound teacher and the transfer will be completed. Periodically, there will

be a review by the director of Special Education and Student Services concerning the continued need of those students with a psychological condition receiving home/hospital bound instruction. A similar procedure will be followed by the school physician in the case of those students who have been placed on home/hospital bound instruction for medical reasons.

- G. Home instruction is not an alternative voluntary program for a student's education. The purpose of home teaching is to minimize loss of instruction while a student is too ill to attend regular school. The severity of illness is determined through a doctor's diagnosis, including consideration of any IME required by the District. Educational alternatives and modifications are considered before home teaching is authorized. The student is expected to return to regular school as soon as he/she is healthy enough to do so.

Return to School

- A. Each student must have a specific date of conclusion on the request for home/hospital instruction.
- B. The student is expected to return to school on the date approved on the Application for Home/Hospital Instruction.
- C. At least one week before the conclusion of home/hospital instruction, the parents and/or guardians 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.
- D. When the physician or psychiatrist releases the student, he/she may return to school:
1. If a student is returning to school at the end of the term originally prescribed by the physician or psychiatrist, no doctor's release note is required.
 2. If a student is returning to school before the end of the term originally prescribed by the physician or psychiatrist, 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.

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

- A. If the student is unable to return to school on the date approved by the District, the parent and the physician or psychiatrist must complete a new Application for Home/Hospital Instruction.
- B. Additional medical documentation will be required on a biweekly basis, and must be satisfactory to the District.
- C. When a classified student exceeds thirty consecutive days on home instruction, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP.

- D. Refusal or failure by a parent and/or guardian to complete a new Application or to cooperate with the Home/Hospital Instruction Team may 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 a child while he/she is on Home/Hospital Instruction. The District will provide a credentialed teacher for five hours per week for elementary student and ten 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 benefiting 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.

The parent will be notified by the principal if the request for home instruction has been approved or denied, and the designated location for such instruction, within five days of submission of the physician or psychiatrists request for home instruction.

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

- A. Submit a signed and completed copy of the Application for Home/Hospital Instruction.
- B. Must have an adult present in the home during the instructional time. (No instruction can take place in the student's home without an adult present.)
- C. Ensure that the student is present when the tutor arrives. For excused absences from home instruction, a student may be given additional assignments. Unexcused absences per District attendance policy will not be made up.
- D. Supervise the student in following through with assignments.
- E. Report any problems with home instruction to the building principal or his/her designee.
- F. Sign the home instruction teacher's Hourly Time Sheet at the conclusion of each session, verifying that instruction was provided each day.
- G. 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. (Siblings should not be present in the room during instructional time.) If other arrangements need to be made, discuss this with the home instruction teacher.
- H. The home instruction teacher shall be in charge when instruction begins.
- I. Contact the home instruction teacher directly if the student is unable to complete instruction at the scheduled time. Make-up hours may be arranged during the same week as the absence only.
- J. Contact the office of the principal should you have any questions or concerns.

Home Instruction Teacher Responsibilities

The home instruction teacher for your child has been selected from properly credentialed teachers previously approved by the Board of Education (the Board). These home instruction teachers will be assigned by the principal or his/her designee.

- A. Home/hospital bound teachers must contact the parent or guardian to set up a time for instruction. If it is to be conducted in the home, the parent or guardian must be present during the period of instruction. The District recommends that instruction be held in a public place, such as the Bethlehem Public Library.
- B. 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.
- C. Obtain the student's schedule and/or IEP goals and strategies from appropriate staff.
- D. Submit required forms in a complete and timely manner as requested by the principal or his/her designee.
- E. Submit grades, upon request, for each student in each subject in which the student received instruction to the principal or his/her designee at the end of the home teaching period or the end of a grading period.
- F. Maintain all attendance records for each student on his/her roll and submit to the principal or his/her designee at the designated times.
- G. During the period of home/hospital instruction, the home instruction teacher will be considered the teacher of record. The home instruction teacher, when requested, will be responsible for the grading of the student and the submission of those grades to the principal or his/her designee, unless other arrangements are made between the classroom teacher and the home instruction teacher.
- H. Contact the principal or his/her designee if after two attempts to deliver the home instruction the student is not present or the parent or other adult over twenty-one designated by the parent is not present.
- I. Submit a separate time sheet for each student. Time sheets from home/hospital bound teachers are to be submitted weekly with the parent/guardian's signature.
- J. Submit a final Progress Report to the principal when a student is to be transferred from home/hospital instruction to regular instruction. If the student is a student with a disability, the final Progress Report will also be submitted to the CSE chairperson.
- K. Regular home/hospital bound teachers are to meet with the principal or designee to coordinate all closing data.
- L. Submit time schedules at the beginning of the home/hospital bound program and as revised when additional students are assigned.
- M. Submit time sheets in a timely manner and making sure that the parent/guardian's signature is in place prior to submission. If needed, additional time sheets may be used.

Adopted date: May 18, 2011

Revised date: September 3, 2014

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