

HOMEBOUND INSTRUCTION

Homebound instruction is a service provided to students who are unable to attend school due to medical, emotional or disciplinary problems. Instruction may originate at the district level or as requested by a parent. A parent may request home tutoring of his/her child if the child is expected to be absent for two weeks or more. The parent must provide a letter to the Building Principal from the physician giving the diagnosis and approximate length of home confinement. This letter is given to the school nurse who contacts the school physician for approval. The Principal will forward the letter to the Superintendent of Schools along with the completed Application for Home Tutoring and/or Special Transportation form. Upon the recommendation of the Superintendent and Board approval, the Building Principal will arrange for a home tutor to contact the parents and work out the details. Once tutoring begins, a memo is sent by the Building Principal to the Superintendent, giving the student's name, the tutor's name and the date the instruction began. No more than one hour per day will be given, unless otherwise recommended by the Superintendent and approved by the Board.

The tutor should contact the student's classroom teachers and keep them informed of the student's progress. The student's teacher will indicate homebound instruction on the district attendance management system. The tutor will provide the school with an exact record of dates on which he/she tutored. The tutor shall also submit vouchers to the Building Principal which shall be verified and sent to the Superintendent or designee.

Homebound instruction will strive to keep the student on pace to rejoin his/her class and maintain academic progress. The Board recognizes that students who are out of school for extended periods of time are at risk of falling behind academically and/or losing connection to the school community.

When tutoring is terminated, a memo will be sent to the Superintendent giving the student's name, tutor and last date of tutoring. No tutoring will be provided on days when school is not in regular session or on the last day of the school year.

Cross-ref: 5100, Student Attendance

Ref: Education Law §§1709(24); 4401 et seq.
8 NYCRR §175.21

1st Reading May 28, 2002

2nd Reading & Adoption June 24, 2002

1st Reading for Re-adoption July 7, 2014

2nd Reading for Re-adoption August 19, 2014