



# Homebound Instruction

The purpose of homebound instruction is to keep students on track academically while the student is **temporarily** out of school. Homebound instruction is school-supplied one-to-one tutoring for a limited time. These students are counted in both the school membership\* and school attendance\*\*. See 22 Pa Code § 11.25(b).

A district may provide homebound instruction for the initial three months of excusal without consulting PDE, unless the student receives special education services. Following the initial three months, the district must obtain the approval of PDE to extend homebound instruction.

## Frequently Asked Questions

1. How does a parent arrange for his or her child to receive homebound instruction?

The procedure for requesting homebound instruction is determined by the individual school district in Pennsylvania. A licensed physician, nurse practitioner, or physician assistant must complete a medical certification form provided by the local school district. This form verifies the need for homebound instruction due to a physical or mental health condition that prevents the student from attending school.

Once the form is submitted, the district reviews the request and determines whether the student qualifies for homebound instruction. This process typically involves the district's designated Homebound Coordinator or similar official.

- **For students with an Individualized Education Program (IEP):** The IEP team may need to convene to discuss how the homebound instruction aligns with the student's IEP and to ensure compliance with the Individuals with Disabilities Education Act (IDEA).
- **For students with a Section 504 Plan:** The 504 team may need to review and adjust the student's accommodations to ensure appropriate support during homebound instruction.

Approval for homebound instruction is not automatic and is contingent upon meeting district and state requirements. Additionally, homebound instruction is considered temporary and requires periodic review to evaluate the student's ongoing needs.

2. If a physician completes a medical homebound application, isn't the school district required to provide medical homebound instruction?

No. 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. While a physician's completion of a homebound application is an important step in the process, it does not automatically guarantee approval for homebound instruction. The district's designated Homebound Coordinator reviews each request, including all documentation provided by the physician, to determine whether homebound instruction is appropriate.

It is important to note that homebound instruction is considered temporary and is not intended to circumvent Pennsylvania's compulsory attendance laws. The district's final decision will be based on the student's educational needs, the medical documentation provided, and compliance with state and federal laws.

### **Student's Roles and Responsibilities**

1. What are the responsibilities of the student in the homebound instruction process?

The student must realize that homebound instruction is an extension of regular school and all classroom rules and regulations, as well as school district policies, apply.

In addition, the student should:

- be available for all scheduled instruction
- have all books, materials, & student device needed for instruction
- complete all homework assignments
- remain courteous, comply with teacher requests, and use appropriate language
- dedicate instruction time to instruction only (no phone calls, visiting, radio, television, etc.)

2. What are the responsibilities of the parent/guardian in the homebound instruction process? The parents/guardians should:

- realize that before instruction can begin, all necessary paperwork must be completed;
- ensure that the child is prepared for instruction
- provide an area in the home that is conducive to learning and suitable for instruction (e.g., is quiet and free of distractions, has good lighting and a desk or table)
- understand that during the course of medical homebound instruction, adult supervision in the home may be required in order to ensure a healthy and safe environment for both the student and the teacher
- make certain that the student is available for all scheduled instruction; The CASD attendance and truancy policies do apply to homebound students; A student may be dismissed from the homebound program due to truancy
- contact the students' teacher to cancel the scheduled period of instruction within 24 hours' notice or in case of an emergency.
- inform the teacher of the child's future medical appointments as early as possible if such appointments will interfere with instruction time
- understand that if the student is absent for his or her scheduled period of instruction, he or she is considered absent from school on that day
- understand that the state's compulsory attendance laws fully apply to medically homebound students

- communicate with the district's homebound instruction coordinator about changes in the child's health and return-to-school plans
- monitor and encourage the child to plan his or her time in order to accomplish assigned work

### **Location of Instructional Sessions**

The location of services may be the student's home, library, or a health care facility. If services are in the home, the parent or guardian must identify an adult who will be present at all times. If the home setting is not deemed appropriate for instruction and the student's condition allows, homebound instruction may take place at the public library or other agreed upon location.

### **Missed sessions**

Make-up sessions will only be allowed for sessions missed due to illness or family emergencies, and when cancellations are made 24 hours prior to scheduled sessions. If possible, make-up for missed sessions must be completed within the same week the session is cancelled. The homebound teacher will notify the Homebound Coordinator after each cancellation when there is no prior notification by the parent or guardian. An excessive number of cancellations, i.e., three or more in the course of a nine-week period, may result in termination of homebound services. Sessions missed due to cancellation by the homebound teacher will be made up.

### **Attendance**

A student receiving homebound instruction is counted in both membership and attendance. PDE's Child Accounting counts one hour of weekly instruction as equivalent to a day of school attendance. Therefore, **five hours of weekly instruction are equivalent to five days of school attendance.**

However, for every hour less than the total of five hours of homebound instruction provided (or 2.5 hours for half-day attendees), the student is marked as absent – one day for each hour missed. Hours are counted on a weekly basis; a student cannot be counted as present by combining hours from consecutive weeks. For example, three hours of homebound instruction one week and seven hours the next week cannot count as fulltime for the two weeks.

### **Part-time Attendance**

A school district may structure homebound instruction for a student such that the student attends school part-time, as his or her condition allows; homebound instruction requests need not be restricted to students who are unable to attend school at all. This is a local decision.

If a student attends school for partial days, then homebound instruction would be prorated. For example, if a student attends school half-day, 2.5 hours of homebound instruction is provided for the five half days of instruction.

### **CASD Homebound Coordinator**

Ms. Leslie Bloomgren  
814-467-4677 Ext. 1219  
lbloomgren@corrysd.net