

Hamburg Central School District



HOMEBOUND INSTRUCTION GUIDE

"It's a great day to be a Bulldog."

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HAMBURG CENTRAL SCHOOL DISTRICT

Homebound Instruction Guidelines for Parents/Guardians

1. Homebound instruction is provided on a short-term basis by the Hamburg Central School District when a student who resides in the District is unable to attend school due to physical or mental illness, injury, disability, or discipline.
2. When requesting homebound instruction due to illness or injury, written verification of the condition from a physician is required. The Application for Approval of Homebound Instruction must be completed and signed by the student's physician. All requests for homebound instruction should be submitted to the Building Principal (Levels K-5) or School Counselor (Levels 6-12).
3. Once the Application for Approval has been received, eligibility will be determined and the process of assigning a homebound instructor will begin. This process takes approximately one week.
4. In order to receive homebound instruction, an anticipated absence of **two weeks or longer** is required. Services can then be approved for up to three months. In the event that additional homebound instruction is necessary, additional medical documentation must be provided.
5. Homebound instruction will be provided for:
 - a. A maximum of five (5) hours per week at the elementary level
 - b. A maximum of ten (10) hours per week at the secondary level
6. The homebound instructor(s), acting as an extension of the classroom teacher(s), is responsible for teaching the curriculum. Classroom teachers are responsible for providing the student with assignments, textbooks and any other materials necessary. Although they do not have the exact, same work that the students in class receive, it is expected that their assignments will reflect the same content and provide the student with an understanding of the main concepts being taught in school at that time. All work must be returned at least every two weeks to the school office, unless alternate arrangements have been made with the teacher(s). The classroom teacher is responsible for the final evaluation and reporting.
7. Homebound instruction can only be provided when school is in session. Instruction on Saturday, Sunday, and holidays is prohibited by New York State law. There is no additional time provided to make up missed sessions, if the parent or student cancels the session.

8. An adult (21 years or older) must be present at all times during homebound instruction. If an adult is not available to supervise at home, homebound instruction may be provided at a neutral location such as a Public Library or other approved setting.
9. If the parent/guardian or homebound instructor finds that it is necessary to cancel a session, it is expected they do so (directly with the instructor) at least 24 hours in advance. The cancelled session may be made up during the week if time allows.
10. Just as students are expected to be prepared in class, they are also expected to be prepared for their homebound instruction sessions. Staying on task, completing assignments, and maintaining appropriate behavior are expected to be the same at home, as they would be in a classroom setting. Failure to comply will ultimately be reflected in the student's grades. Other appropriate consequences may be deemed necessary.

HAMBURG CENTRAL SCHOOL DISTRICT

Homebound Instruction Guidelines for Homebound Instructors and Building Representatives (Principals and Counselors)

1. Homebound instruction is provided on a short-term basis by the Hamburg Central School District when a student is unable to attend school due to physical or mental illness, injury, disability, or discipline. Students not attending school because of disciplinary action are eligible for homebound instruction only if they are of compulsory attendance age.
2. In order to receive homebound instruction, an anticipated absence of **two weeks** or longer is required. Services can then be approved for up to **three months**. In the event that additional homebound instruction is necessary, additional medical documentation must be provided. ***If a student will be on homebound instruction for a month or more, the building Principal (Level K-5) or counselor (Level 6-12) will arrange a meeting of the classroom teacher(s) and homebound instructor(s) at the time of placement.***
3. Prior to beginning HBI, the building Principal (Level K-5) or counselor/representative (Level 6-12) will meet with the parents (and student) to complete the **APPLICATION FOR APPROVAL** and **PARENT AGREEMENT FORM**.
4. Homebound instruction will be provided for core academic subjects that typically include English (ELA), Math, Science and Social Studies. For all other classes at the secondary level, the building Principal (Level K-5) or counselor (Level 6-12) will make the determination if HBI is appropriate.
 - a. A maximum of five (5) hours per week at the elementary level
 - b. A maximum of ten (10) hours per week at the secondary level

The building Principal (Level K-5) or counselor (Level 6-12) will determine, in consultation with appropriate school personnel, the course(s) to be provided to the student by the homebound instructor. A **COURSE ASSIGNMENT FORM** will be completed at this time.

5. The building representative will begin the process of notifying teachers and gathering work for the student. The classroom teacher will provide assigned materials, along with a second set of books, for the homebound instructor. Once this is established, it is the homebound instructor's responsibility to notify the classroom teacher when additional work is needed. Although classroom teachers do not have to assign the exact same work that students in class receive, it is expected that their assignments will reflect the same content and provide the student with an understanding of the main concepts being taught in school at that time.
6. The homebound instructor(s), acting as an extension of the classroom teacher(s), will teach the curriculum. Assignments and assessments will be submitted to the classroom teacher(s)

for evaluation/grading.

7. It is both the classroom teacher AND homebound instructor's responsibility to maintain regular communication regarding the student's progress. It is required that the homebound teacher give the classroom teacher a weekly progress report. This can be done via e-mail, face-to-face contact, phone calls, or leaving progress notes in the teacher's mailbox.
8. It is imperative that regular communication be established between the homebound instructor and the student's parents/guardians regarding progress, compliance with assigned work, and attendance. If attendance becomes problematic, this should be immediately reported to the building representative (Level K-5: Building Principal, Level 6-12: School Counselor/Representative). The building representative will contact the parents. If the issue cannot be resolved, the Building Representative will contact Pupil Services for further action.
9. Just as students are expected to be prepared in class, they are also expected to be prepared for their homebound instruction sessions. Staying on task, completing assignments, and maintaining appropriate behavior are expected to be the same at home, as they would be in a classroom setting. Failure to comply will ultimately be reflected in the student's grades. Other appropriate consequences may be deemed necessary.
10. Homebound instruction can only be provided when school is in session. Services must be scheduled between the hours of 8:00am and 6:00pm. Instruction on Saturday, Sunday, holidays and/or snow days is prohibited by NYS law. There is no additional time provided to make up missed sessions, if parent/student cancels the session.
11. An adult (21 years or older) must be present at all times during homebound instruction. When possible, homebound instruction should be provided at a neutral location such as a Public Library or other approved setting.
12. If the parent/guardian or homebound instructor finds that it is absolutely necessary to cancel a session, it is expected they do so at least 24 hours in advance. The cancelled session may be made up during the week if the homebound instructor is able to accommodate his/her schedule.
13. If absenteeism becomes a problem, it is the responsibility of the homebound instructor to contact the building Principal (Level K-5) or counselor (Level 6-12).
14. **Claim forms should be submitted to the appropriate building administrator (listed on the form) on a weekly basis.** Once approved, the form will be forwarded to Pupil Services.
15. If a student is identified as receiving special education services, access to the IEP (Individualized Education Plan) will be provided. Homebound Instructors are expected to read and implement the IEP as appropriate in the homeschool setting. Homebound Instructors are expected to update the IEP and complete progress reports electronically.

Application for Approval of Homebound Instruction

Any student with a temporary health disability that prevents attendance at regular school classes may be eligible for homebound instruction based upon the recommendation of the student's personal health care provider. Please complete all the areas of this form to prevent delay in planning a student's instructional program.

To be completed by parent:

NAME OF STUDENT:		DOB:	
STREET ADDRESS:		PHONE:	
CITY, ZIP:		SCHOOL BUILDING:	GRADE LEVEL:
PROGRAM STATUS (circle all that apply):	GENERAL EDUCATION	SPECIAL EDUCATION	504
PARENT NAME:		PARENT EMAIL:	
PARENT SIGNATURE:		DATE:	

To be completed by student's physician and/or health care provider:

STUDENT'S ILLNESS:	Communicable, infectious or contagious to others?	YES	NO
DIAGNOSIS:	<i>Reason the student is to be excused from school:</i>		
TREATMENT:	<i>(i.e., bed rest, limited activity):</i>		
ANTICIPATED ABSENCE FROM SCHOOL*:	Start Date:	End Date:	
* There must be an anticipated absence of at least two weeks to be eligible for homebound instruction. If homebound instruction is needed longer than three months, updated medical documentation is needed.			

Restrictions that the homebound instructor should be made aware of in working with the student are as follows:

Length of time for activity: _____

Position of student: _____

Length of sitting time: _____

Precautions are: _____

Anticipated Recovery Date: _____

Additional Comments that would be helpful to the instructor while working this this student:

PRINTED NAME OF PHYSICIAN:			
ADDRESS:		CITY, STATE:	ZIP:
PHONE:		FAX:	
PHYSICIAN SIGNATURE:			DATE:

Please return the completed form to:

Armor Elementary School	Boston Valley Elementary School	Charlotte Avenue Elementary School	Union Pleasant Elementary School	Hamburg Middle School	Hamburg High School
Leslie Bennett 5301 Abbott Road Hamburg, NY 14075 FAX: 176-646-3368	James Martinez 7476 Black Creek Road Hamburg, NY 14075 Fax: 716-646-3244	Danielle Lango 301 Charlotte Avenue Hamburg, NY 14075 Fax: 716-646-6396	Jackie Peffer 150 Pleasant Avenue Hamburg, NY 14075 Fax: 716-646-3237	Jennifer Gialella 360 Division Street Hamburg, NY 14075 Fax: 716-646-6380	John Crangle 4111 Legion Drive Hamburg, NY 14075 Fax: 716-646-3028

HCS D OFFICE USE ONLY

Building Representative Signature:		Date Received:	
Date forwarded to Pupil Services for approval:			
APPROVED		Pupil Services Signature:	Date:
		Reason:	Date:
NOT APPROVED			

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Parent Agreement Form for Homebound Instruction

The following agreement must be signed by the parent/guardian of the student when requesting homebound instruction. Homebound instruction cannot begin until this form is signed and returned to the Building Representative (Level K-5: Building Principal, Level 6-12: School Counselor) along with a completed Application for Approval.

- At the Middle/High School level, homebound instruction will occur (when medically possible) at a neutral location, such as a Public Library. In the event that it is not possible to meet in a public location, homebound instruction may occur in the home setting. When this occurs, a parent/guardian (or other adult over the age of 21) **MUST** be present at all times.

I, as parent/guardian of: _____

Birth Date: _____

School/Grade: _____

will be present (or other responsible adult over the age of 21) when homebound instruction is being provided in the home setting. I am aware that in the event that I may need to leave my home, the home instructor will also leave the premises.

- I also understand that if I have to cancel a homebound instruction session, I must do so 24 hours in advance. I realize that the scheduled session may or may not be made up according to the home instructor’s schedule.

Signature of Parent/Guardian:

Address:

Phone: _____ Email: _____

Date: _____

Please return the completed form to:

Armor Elementary School	Boston Valley Elementary School	Charlotte Avenue Elementary School	Union Pleasant Elementary School	Hamburg Middle School	Hamburg High School
Leslie Bennett 5301 Abbott Road Hamburg, NY 14075 FAX: 176-646-3368	James Martinez 7476 Black Creek Road Hamburg, NY 14075 Fax: 716-646-3244	Danielle Lango 301 Charlotte Avenue Hamburg, NY 14075 Fax: 716-646-6396	Jackie Pepper 150 Pleasant Avenue Hamburg, NY 14075 Fax: 716-646-3237	Jennifer Gialella 360 Division Street Hamburg, NY 14075 Fax: 716-646-6380	John Crangle 4111 Legion Drive Hamburg, NY 14075 Fax: 716-646-3028

HAMBURG CENTRAL SCHOOL DISTRICT

Medical Clearance Form to End Homebound Instruction and Return to School

This form should be submitted by the parent to the building Principal (level K-5) or counselor (Level 6-12) prior to the student returning to school from the homebound instruction program.

To be completed by parent:

NAME OF STUDENT:	DOB:
SCHOOL BUILDING:	GRADE LEVEL:
PARENT NAME:	TODAY'S DATE:
ADDRESS:	

To be completed by student's physician:

The above-named student may return to school on: _____
 following a prolonged absence due to:

The above-named student has the following restrictions/limitations:

Please state the length of time the restrictions/limitations are to be observed:

Is there anything else the school should know about the care of this student when they return to school?

PRINTED NAME OF PHYSICIAN:			
ADDRESS:	CITY, STATE:	ZIP:	
PHONE:	FAX:		
PHYSICIAN SIGNATURE:			DATE:

HAMBURG CENTRAL SCHOOL DISTRICT

Checklist for Coordinating HBI

Date Completed	Item
<i>Completed by Building Representative (Level K-5: Building Principal, Level 6-12: School Counselor)</i>	
	<p><u>Application for Approval</u> form completed by parents and physician, stating necessary reason for HBI. Referrals may also come from the CSE or Superintendent due to placement or disciplinary concerns.</p>
	<p><u>Parent Agreement for Homebound Instruction</u> completed and signed by parent/guardian. Must be forwarded by representative to Pupil Services</p>
2	<p><u>Application for Approval</u> forwarded on to Pupil Services and School Nurse. Building Representative will receive a denial of application ONLY, within 48 hours. Once 48 hours has lapsed, HBI coordination may commence.</p>
3	<p>Building Representative notifies the parents of HBI approval. Parents are notified that the process of assigning homebound instructors will begin. The following information is mailed to parents at this time:</p> <ul style="list-style-type: none"> • <u>Homebound Instruction Guidelines for Parents/Guardians</u>
<i>Completed by Building Representative (Level K-5: Building Principal, Level 6-12: School Counselor/Representative)</i>	
4	<p>Building Representative begins process of assigning home instructors.</p> <ul style="list-style-type: none"> • Classroom teachers are notified regarding student’s placement on HBI (including timeframe) via email or written notice • If classroom teachers do not wish to be the homebound instructor, alternative instructors are found. (First, Building Level. Second, District Level. Third, Contact HR for list of approved Home Bound Instructors)
5	<p><u>Course Assignment Form</u> is completed and forwarded to:</p> <ul style="list-style-type: none"> • Pupil Services • Counselor • Classroom Teacher(s) • Home Instructor(s)
6	<p>Building Representative gives the appropriate forms to the homebound instructor (<u>HBI Guidelines for Homebound Instructors, Claim Forms, Student Attendance Form</u>) and informs the home instructor(s) to contact the student’s parents/guardians to schedule weekly HBI sessions.</p>
7	<p><u>Physician Clearance to Return to School Form</u> is completed upon termination of homebound instruction (sent to Nurse, Pupil Services)</p>

HAMBURG CENTRAL SCHOOL DISTRICT

Course Assignment Form for Homebound Instruction

The following student, _____, will be receiving homebound instruction services. Although the home instructor will be delivering the instruction and evaluating progress, the classroom teacher is still responsible for providing assigned coursework, and determining this student's grades.

The home instructor will pick up assigned work on a weekly basis. He/she will also return any work that has been completed at this time. Classroom Teachers are aware that all assignments and any other materials necessary must be provided by the day and time listed below.

Start Date for HBI:	
Anticipated Stop Date:	

SUBJECT	HOURS/WEEK	CLASSROOM TEACHER	HOMEBOUND INSTRUCTOR

Completed by building Principal (Level K-5) or counselor (Level 6-12) and forwarded to:

- Counselors/Representative (Level K-12)
- Pupil Services
- Classroom Teacher(s)
- Homebound Instructors
- Parents



"Pursuing Excellence through Partnership"
 Hamburg Central School District
 5305 Abbott Road
 Hamburg, NY 14075-4995
 Telephone (716) 646-3200 • Fax (716) 646-3209

HOMEBOUND INSTRUCTION CLAIM FORM

Homebound Instructor: _____ Student: _____ Grade: _____

General Information

Grades K-6: Approximately 1 hour per week for each course. Do not exceed 5 hours of instruction for each student.

Grades 7-12: Approximately 2 hours per week for each course. Do not exceed 10 hours of instruction for each student.

**Please see reverse side for additional information*

NOTE: No Saturday, Sunday, or Holiday Instruction. Only direct instructional time is to be recorded. *Planning time is calculated for you by the District Office. Do not combine multiple months on one claim form.*

Date	Subject	Attendance (If absent, state reason.)	Assigned Work Completed	Returned Work to Classroom Teacher	Start Time	End Time	Hours	Parent Initials
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				

*Request to contact parents regarding (check all that apply): Academics, Behavior, Other: _____

Explanation: _____

Parent Signature _____ Date: _____ Homebound Instructor's Signature: _____ Date: _____

Approved: _____ Date: _____ Approved: _____ Date: _____

Principal/Assistant Principal

Director of Pupil Services

For official use only

Total hours of instruction: _____

Planning time hours: _____

TOTAL: _____

Budget Code _____

Hours carried over toward
 planning for next claim form: _____

Please submit completed form on a weekly basis to (check one):

- | | | |
|---|--|---|
| <input type="checkbox"/> Leslie Bennett
Armor Elementary
5301 Abbott Road | <input type="checkbox"/> Danielle Lango
Charlotte Avenue Elementary
301 Charlotte Avenue | <input type="checkbox"/> Jennifer Giallella
Hamburg Middle School
360 Division Street |
| <input type="checkbox"/> James Martinez
Boston Valley Elementary
7476 Boston Creek Road | <input type="checkbox"/> Jackie Peffer
Union-Pleasant Elementary
150 Pleasant Avenue | <input type="checkbox"/> John Crangle
Hamburg High School
411 Legion Drive |



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HOMEBOUND INSTRUCTION CLAIM FORM

- Claim Forms are to be submitted weekly. This ensures timely processing for the district and a timely payment for you.
- There is to be no instruction given on Saturday's or holidays. In the event that there is a special circumstance, contact Colleen Kaney to coordinate alternative arrangements.
- If a student cancels 24 hours (or less) prior to the scheduled appointment, you are entitled to ONE planning hour. The time of cancellation needs to be denoted on the claim form in order to receive payment for the hour.
- For grades K-6, approximately 1 hour per week for each course. Do not exceed 5 hours of instruction for each student.
- For grades 7-12, approximately 2 hours per week for each course. Do not exceed 10 hours of instruction for each student.
- For every five hour of instruction, you will receive one hour of planning. This is per student, not cumulative across all of your homebound cases.