



Homebound Instruction Program Policies and Procedures

Homebound Instruction Program

Young Scholars Charter School may temporarily excuse a student from compulsory school attendance because of illness or other urgent reasons and provide homebound instruction to that student while the student is excused from school. The purpose of homebound instruction is to keep students on track academically while the student is temporarily out of school.

Young Scholars' homebound instruction program includes:

- A school-supplied, one-to-one instructor providing instruction in the home or hospital for no longer than 3 months' time.
- 5 hours of instruction per week.
- Homebound instructor who serves as a liaison between the school and home, providing missed work and instruction on missed objectives.
- Grades assigned by the classroom teachers in collaboration with the homebound instructor.
- Communications between the family and Director of Student Support regarding the requirements for maintaining the service.

The Family's Responsibility in the Provision of Homebound Instruction

- Submit properly completed request for homebound instruction.
- Ensure the student completes all work left by the homebound instructor.
- Consistently make the student available for instruction at the agreed upon times.
- Provide a clean, quiet, well-lit room with comfortable temperature for the instructor and student.
- A responsible adult must be present in the home for the entire period of homebound instruction.
- The student must be appropriately dressed and ready for instruction upon arrival of the homebound instructor.
- Allow the instructor and student to work without distractions such as TV, radio, pets, and other young children during the instructional and study time.
- Notify the instructor by 8:30 a.m. if the student is too ill to be taught or if any other person in the home are suffering from a contagious illness.
- Sign the instructor's timesheet at the end of each instructional period.
- Arrange doctors' appointments, therapy, etc, so that they do not conflict with instruction.
- Submit doctors' notes to excuse any missed hours of instruction due to illness.
- Timely submit all required written documentation needed from the physician for the continuation of services to the school.

Failure to comply with the above conditions and expectations may result in the interference with and/or termination of homebound instruction.

Documentation Needed for the School to Consider a Student for Homebound Instruction and Qualification Process

Physician's Referral for Homebound Instruction completed by:

- Medical Doctor for physical illness
- Psychiatrist for mental/emotional illness

*The [PDE-4672](#) (link to PDF file) may be helpful for this and can be downloaded.

The school team makes the final decision regarding if the student qualifies for homebound instruction or if some other type of service provided in the school would better meet the child's needs. The physician's referral does not automatically qualify a student for homebound instruction services.

If a student qualifies for homebound instruction, the school requests that monthly updates regarding treatment and progress from the referring physician be provided in writing to ensure that the team is working actively toward rehabilitation and the excusal continues to be warranted. If the monthly updates are not timely provided, instruction may be terminated.

Timeline for the Provision of Homebound Instruction

A decision on if the student qualifies for Homebound Instruction will be made within 5 school days of receiving the referral to homebound services from a qualified physician. If a student qualifies for services, the service will begin within 2 school days of the homebound service agreement meeting between the school and parent.

Duration of the Provision of Homebound Instruction

Homebound instructional services will be initially provided for the length of time agreed upon during the homebound service agreement meeting, but for a period of time not exceeding 3 months. If a need for longer than 3 months of service arises, the school must request an extension from the Pennsylvania Department of Education in order to continue to provide homebound instruction for a longer period of time. It is the responsibility of the family to ensure adequate proof of the need for extension is provided or the request may be denied. When an extension is requested, PDE requires that a licensed practitioner submit to the school an updated examination and extension request within two weeks of the impending extension date. If an extension is not granted by either the school or PDE, the student must return to school. If the student fails to return to school after the approval for extension is rejected, the student will be marked absent.

Requesting an Extension of Homebound Instruction Beyond 3 Months

Form [PDE-4675](#) is used to request an extension of homebound instruction for a student. The date of the doctor's reevaluation should be within two weeks of the continuation date in order to obtain an extension approval from PDE. The Request for Approval for Extension of Homebound Instruction now is to be filed with PDE electronically only, via email. Follow these steps:

- Download the "[PDE-4675 - Homebound Instruction](#)" (link) Microsoft Excel workbook ([free viewer available](#))
- Consult the INSTRUCTIONS tab
- Complete the CONTACT INFORMATION tab
- Complete the EXTENSION REQUEST tab
- Save your updates
- Submit the completed Excel workbook to PDE from the superintendent's email (or copy the superintendent on the email) to ra-homebound@pa.gov
- Retain a copy of the request and the source documentation (verification from the appropriate licensed practitioner) for an auditor's review.
- Do not send attachments or doctor's letters; these are for the benefit of the school. All justification for the school's request to continue homebound instruction must be included in the Excel workbook, which is uploaded by PDE to a database. Please ensure that the explanation is sufficiently detailed to justify an extension.

Documenting Attendance during Homebound Instruction

Homebound instruction students are counted in both the school membership and daily school attendance. PDE's Child Accounting counts an 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. The student will be marked as present for the day for each hour of homebound instruction attended. The student will be marked absent for a day for each hour of homebound instruction missed. The student will be marked as excused absence for each hour of homebound instruction missed with a doctor's excuse provided. The daily attendance marked for homebound students will align with the chronological order in which each week's hours of instruction were provided or offered.

PSSA Testing

A homebound student is required to participate in the Pennsylvania System of School Assessment ([PSSA](#)). If the student is incapable of participating at the school, the individual who is providing the homebound instruction (if qualified) or another qualified person should administer the assessment and then administer the test to the student in his/her home.

Nonattendance Without the Provision of Homebound Instruction

If a condition exists which prevents a child from the ability to benefit from study, the student may be entered into the inactive roll with the PDE's approval until such a time as the student may benefit from study. A school may excuse a school age child from compulsory school attendance upon recommendation of the school physician and a psychiatrist or public school psychologist, or both, and with the approval of PDE. Prior to seeking excusal and approval, the school must provide the child's parents with written notice of both the proposed excusal, including the reasons for the excusal, and an opportunity to be heard. Children so excused will be entered on the inactive roll.

Health Hazards

The school reserves the right to withhold home instruction when the reason for the student's confinement is such as to expose a teacher to a health hazard or dangerous home situation; when a parent or other adult twenty-one years of age or older, who has been designated by the parent, is not present during the hours of instruction; or when the condition of the student is such as to preclude benefit from such instruction.

Students with Disabilities

For a student with disabilities, the home instruction shall be consistent with the student's Individualized Education Plan (IEP) to the extent appropriate, and shall meet the PA Core Content Standards. When the provision for home instruction for a student with disabilities will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP.