

Existing policy and regulation adopted 5/20/14, appropriate as written.

Instruction

Homebound Instruction

It is the policy of the Board of Education to provide homebound instruction as a teaching service available to students who are unable to attend school for medical and/or mental health reasons for at least three weeks or longer as diagnosed by a physician, primary care provider, psychiatrist, or Planning and Placement/504 Team. The purpose of home instruction shall be to help students to keep up with their work even though they are unable to attend school because of their disability. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

When students are able to benefit from homebound instruction, it shall be provided at home, in a hospital or other appropriate setting as necessary, within two weeks of a student's first absence under one or more of the following conditions, which are expected to cause student absence from regular instruction for a period of three or more weeks. The Planning and Placement Team/504 Team shall be guided by the following conditions when making its recommendation for homebound and hospitalized instruction:

1. When recommended by the Planning and Placement Team either as the student's entire program or as a supplement to his/her regular program.
2. A physician indicates that the student is unable to attend school for medical reasons and has stated the expected date the child will be able to return to the school program. (Verification must be filed in the student's medical file in the school's Health Office.)
3. The student has a handicap so severe that it prevents him/her from learning in a school setting, or the child's presence in a school endangers the health, safety or welfare of the child or others.
4. A Special Education Program/504 Accommodation Plan recommendation is pending and the child was at home at the time of referral.

Homebound and hospitalized instruction shall be provided for at least one hour per day or five hours per week for children in grades kindergarten through six.

Students on home or hospital instruction shall be provided appropriate special education services in accordance with individual needs.

Legal Reference: Connecticut General Statutes
 State Board of Education Regulations
 10-76d-15 Homebound and Hospitalized Instruction

Policy adopted: May 20, 2014

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing regulation, approved 5/20/14 appropriate as written.

Instruction

Homebound Instruction – Administrative Regulation

A. Length of Absence

Homebound or hospitalized instruction shall be provided when a child's condition will cause an absence of at least (3) three weeks duration. Such instruction shall begin no later than two (2) weeks from the first day of absence, unless something in the child's condition precludes it.

B. Time and Place

Homebound or hospitalized instruction shall be provided for at least one (1) hour per day or five (5) hours per week for children in grades kindergarten through grade six (6). Instruction time may be decreased if the time requirements are too great for the child, per 504 Team/PPT.

Instruction shall be provided in the setting of the child's home or the hospital to which the child is confined. The PPT/504 Team may choose an alternate setting based on the needs of the child.

C. Homebound Instruction Procedures

1. Non-Special Education Students

When it is suspected that a student will be absent for a period of three (3) weeks or more, the pupil services representative, social worker, psychologist, school nurse, parent, etc. will contact the appropriate administrator.

The administrator will send a Request for Homebound Instruction Form to the parents or physician. This form must be returned to the administrator prior to the start of homebound instruction.

The returned form will be reviewed by the administrator or designee who will contact the Director of Special Services. Arrangements for homebound tutoring will be made by the building administrator or the Director of Special Services.

The administrator or designee will complete the Notification of Homebound Instruction form and send it to the Director of Special Education who will review the case for possible special education intervention and for future reference if special education does become necessary.

The homebound instruction tutor will contact the home to make the necessary arrangements for instruction. The homebound tutor will meet with or call the teacher or administrator to plan an appropriate program.

Instruction

Homebound Instruction — Administrative Regulations (continued)

During the period of homebound instruction, the tutor shall meet with, or talk with the teacher or administrator as often as necessary to maintain continuity and communication. Reports on the Homebound Progress Report will be made by the homebound tutor and forwarded to the designated staff member who will see that copies of the report are distributed to appropriate staff members.

The homebound tutor or parent will notify the designated staff member when the student is ready to return to school. A final progress report will be sent using the Homebound Progress Report form.

The marking of papers and preparation of tests will be the responsibility of the homebound tutor if the duration of the case is more than thirty (30) school days, unless otherwise agreed upon. All grades will be noted on the Homebound Grade Report.

Homebound tutors must file time sheets with the appropriate secretary.

Homebound tutors will be given a copy of these regulations and all the necessary forms by the designated staff member who will in turn, maintain a log of cases in progress and periodically check on the status of each.

Homebound tutors must be certified in the subject area(s) or level for which they are hired and they must have an application on file in the Personnel Office.

2. Special Education Students

Students identified with a disability and with a current IEP in place must be processed for homebound instruction through the PPT process.

3. There are situations in which a student's educational needs are handled directly by the Director of Special Services and not through homebound procedures:

Hospitalization in a psychiatric facility;

Court commitment to a residential/hospital facility;

Residential commitment by state agencies such as the Department of Children and Family (DCF) or the Department of Mental Retardation (DMR);

Long-term hospitalization for serious injury illness or injury; and

Other long-term placements.

Instruction

Homebound Instruction — Administrative Regulations (continued)

When administrators, social workers, etc. receive information relative to a student entering any program such as those described above, the Director of Special Services should be notified immediately so that appropriate action can be initiated.

Legal Reference: Connecticut General Statutes

Section 10-76d. Duties and powers of boards of education to provide special education programs and services

Section 10-76d-15. Homebound and hospitalized instruction

Section 10-233a et sec. Exclusion

WOODBIDGE SCHOOL DISTRICT

Request for Homebound Instruction

General Data – To be Completed by Parent/Guardian

Name: _____ Date: _____

Address: _____ Phone: _____

Grade: _____ Birth Date: _____

Please check one: _____ Regular Education _____ Special Education

Parent/Guardian _____

Last Day of School Attended _____

Anticipated Date of Return _____

For Use By Physician

A. Diagnosis: _____

B. Estimated Duration: _____

C. Degree of Restriction:

1. School Attendance

_____ No restriction

_____ Part-time attendance – Please explain

_____ Hospital Placement

_____ Homebound Tutoring

2. Transportation

_____ Regular School Service

_____ Special Bus

_____ Special Bus/Wheelchair Car

D. Recommendations/Comments to Assist the School:

Date: _____ Signature _____

(Licensed Physician)

Please Print: _____

(Name)

(Address)

WOODBRIIDGE SCHOOL DISTRICT

Notification of Homebound Instruction

To: _____ Date: _____

From: _____

Student: _____ Age: _____ Grade _____

Address: _____ Phone _____

Please check one: Regular Education Special Education

Homebound Tutor (if known):_____

Start Date: _____

Approximate Length of Homebound Instruction:

[illegible]

WOODBIDGE SCHOOL DISTRICT

Homebound Progress Report

Homebound Tutor: _____
(Name)

Please be sure to fill in all the information below:

Student: _____

Grade: _____

Subject: _____

Teacher: _____

Tutoring performed at _____ Dates: _____

Date Homebound Tutoring Ends: _____

Report covers the homebound instruction period from _____ to _____

Material Covered: _____

Progress Noted: _____

Complete bi-weekly.

Return to: Designated Staff _____

Tutor's Name: _____

WOODBIDGE SCHOOL DISTRICT

Homebound Grade Report

Homebound Tutor: _____
(Name)

Please be sure to fill in all the information below:

Student: _____

Grade: _____

Subject: _____

Teacher: _____

Tutoring performed at _____ Dates: _____

Date Homebound Tutoring Ends: _____

Report covers the homebound instruction period from _____ to _____

Subject	Grade	Comments

Return to: Designated Staff _____

Tutor's Name: _____

Date: _____