



WATERBURY
PUBLIC SCHOOLS

HOMEBOUND INSTRUCTION MANUAL

FOR PARENTS/GUARDIANS

Homebound Office
Special Education Department

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Introduction

It is the policy of the Waterbury Board of Education that homebound and hospitalized instruction, as mandated by Section 10-76d-15 of the Connecticut State Board of Education Regulations, is a program designed to ensure the continuity of a student's education and shall be available to students who are unable to attend school due to a verified medical reason which may include mental health issues. More instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Waterbury Board Policy Section 6173

Connecticut General Statutes: Sections 10-76d and 10-233a

General Information

Requirements for Homebound Instruction

A Waterbury student, registered in the District schools, can apply for Homebound Instruction if they meet the following requirements and submit the information below.

1. A **signed statement from the student's treating physician**, Homebound Form (must be a medical doctor) **which includes the following information:**
 - a. the student's treating **physician has consulted with school health supervisory personnel and has determined that attendance at school with reasonable accommodations is not feasible;**
 - b. the student is unable to attend school due to a **verified medical reason which is supported by documentation;**
 - c. the student will be **absent** from school for **ten (10) consecutive days, or** the student has a disability which is **medically complex.**

Medically complex means a student with a disability who has a serious, ongoing illness or chronic condition for at least a year and requires prolonged or intermittent hospitalization and ongoing medical treatments or medical devices to compensate for the loss of bodily functions.

- d. for a student who is **pregnant or who has given birth** and cannot attend school pursuant to this section, the student shall be entitled to Homebound Instruction and with such other instruction as will enable the child to remain in school or otherwise have access to instruction and support services. The District will consider the child's individualized needs and shall provide as appropriate, services that may include, but need not be limited to, transportation, a shortened school day, counseling, modified assignments, or modified class schedule.
- e. The expected **date** the student will be able to **return to school**. The Homebound Instruction Office may request updated medical information

during the period of homebound instruction to confirm continued eligibility. The date to return may also be extended with appropriate medical documentation.

2. For Special Education students or Section 504 students, a copy of the **student's individual education plan (IEP) or the student's Section 504 plan** which specifies homebound instruction with the objectives and/or accommodations and modifications in the plan modified accordingly for homebound instruction. The IEP or Section 504 Plan must also be amended to reflect when homebound instruction ends and the student returns to school.
3. **A completed Homebound Instruction Parent Application with all required family information including a working phone number and with a parent/guardian signed medical authorization providing consent** must be submitted to your child's district school. (Homebound Forms 1, 2 and 3)

Amount of Homebound Instruction

1. For any student with a disability, from **ages three to five**, homebound instruction shall be provided for the amount of time **determined appropriate by the PPT;**
2. For students in **grades kindergarten through six**, homebound instruction will be provided **no less than one hour per day or five hours per week;**
3. For students in grades **seven through twelve**, homebound instruction will be provided for **no less than two hours per day or ten hours per week;**
4. For students needing **intermittent** homebound Instruction services, the time of Homebound Instruction is determined individually, on a **case by case basis.**

Where evaluative data indicates that these time requirements should be modified, instruction time may be increased or decreased upon the agreement of the parent and the Board of Education or upon determination made by the child's Planning and Placement Team (PPT) or Section 504 team as appropriate.

Place of Homebound Instruction

*****NOTE: Due to COVID-19, during the 2021-2022 school year, Homebound instruction will be provided via remote access using electronic platforms (such as Google Meet and Google Classroom).***

Content of Homebound Instruction

Instruction shall be provided so as to enable the child to continue to participate in the general education curriculum and to progress towards meeting the goals and objectives in the child's Individual Education Plan (IEP). Maintaining the continuity of the child's general education program means the child shall receive instruction in core academic subjects in which the child is enrolled for promotion or graduation. The homebound teacher will obtain the student's assignments from the classroom teacher.

The core academic subjects covered include language arts/reading or English, math, science and social studies. Additional subjects may be added for 12th grade students as necessary to accommodate the graduation exit criteria for Waterbury Public Schools. For Section 504 Students or Special Education students, the Homebound Instruction follows what is set forth in the Section 504 Plan or the IEP.

When Homebound Instruction is provided

Instruction for a child who is unable to attend school for medical reasons shall begin no later than the eleventh day of absence from school, provided the Homebound Office has received notice in writing that meets the requirements described above. If the child's condition is such that the child cannot receive instruction, the child's treating physician shall determine when instruction shall begin and shall, in writing, inform the Board. Homebound instruction ends on the date designated by the student's treating physician.

Homebound Instruction is provided on those days when school is in session, during the day, late afternoon and early evening. When school is cancelled for the day,

homebound instruction is also cancelled. Instruction is not given to homebound students when WPS students are not in attendance. Examples include student holidays, vacations and inclement weather. Any other tutoring time or day, including Saturdays, must be approved in advance by the Director of Special Education or designee.

Makeup sessions are only allowed for sessions missed due to family emergencies if the homebound office is notified 24 hours in advance of the homebound instruction session or due to cancellation by the homebound teacher. Repeated or an excessive number of cancelled sessions can cause the termination of homebound instruction services. A student receiving homebound instruction is counted as in attendance. If the student is not available for scheduled tutoring, the student is considered absent for that day.

Homebound Grading

The student remains on the classroom teacher's student list. The classroom teacher provides to the homebound teacher the student's textbooks, lesson plans or other instructional materials, as deemed appropriate to ensure that the course content is met. The homebound teacher may provide information to the student's Planning and Placement team (PPT) or Section 504 team as requested or required by the student's educational plan or the student's team.

The homebound teacher returns the student's work on a weekly basis to the classroom teacher. The homebound teacher administers to the student assignments, tests and quizzes. Trained teachers in state testing procedures or the homebound teacher, if trained, administer required state tests. Every effort is made to ensure the student's academic progress. Course credit must still be earned according to class requirements.

Resolution of Disputes

In the event that there is a dispute regarding the basis upon which the child's treating physician has asserted the need for instruction, the child shall receive such instruction pending review of the written statement provided by the child's treating physician by the school medical advisor. The parent of such a child shall provide consent for the school medical advisor to consult with the child's treating physician to assess the need for instruction. The Board is not required to begin instruction until such consent is provided. Consultation with the child's treating physician shall include a review of educational and medical records, and if appropriate, accommodations and school health services that can be provided to the child so that the child can safely attend school.

If there continues to be a disagreement regarding the provision of Homebound Instruction, the Board may offer, at the Board's expense, a review of the child's case by a qualified independent medical practitioner. If the parent fails to make the child available for such review, the obligation of the board to provide Homebound Instruction shall end, and if the child continues to be absent from school, the board shall pursue school attendance interventions. The Board and the parent have the right to request a hearing or mediation under the State Regulations pursuant to Section 10-76h.

Homebound Instruction Application Procedure

A. Parent/Physician Initiated

1. Parent completes and submits a Request for Homebound/Hospital Instruction Application to the Homebound Instruction Office and signs a Medical Authorization. (Homebound forms 1 and 2) and provides the physician letter and referral form (Homebound form 3) to the physician who is treating their child's medical condition for completion.
2. Physician completes and submits Physician's Referral Form (Homebound form 3) to the parent or to the district's school with all of the information required under the Homebound Policy, consults with school health personnel and submits supporting documentation.
3. All forms are examined and eligibility for services is determined based on compliance with the Homebound Policy.
4. If the student is a special education student or a Section 504 student, a copy of the student's plan placing the student on homebound is required.
5. Requests are approved/denied as soon as possible.
6. The Homebound Instruction Office determines the homebound teacher assignments. For students grade 8 and below, generally one teacher is assigned for all subjects. For students grade 9 and above, generally one teacher is assigned to one subject.

OR

B. Planning and Placement Team (PPT)/Section 504 Team Initiated

1. A copy of individual education plan (IEP) or 504 plan for the student, showing the change of placement from school to homebound instruction to the Homebound Instruction Office.
2. Student eligibility, amount and kind of instruction, goals, objectives and the homebound instruction end date are determined by the PPT Team or Section 504 team.
3. Parent/guardian fills out the Homebound Application and medical authorization. (Homebound forms 1 and 2).
4. Requests are approved and processed as soon as possible.
5. The Homebound Instruction Office determines the Homebound teacher assignments as required by the Student's individual education plan or Section 504 plan.

PARENT/GUARDIAN RESPONSIBILITIES

Required Information

Parents/guardians are required to fill out the parent Request for Homebound Instruction Application and Medical Authorization if they are seeking homebound instruction for their student. (Homebound forms 1 and 2) All information requested must be provided and updated, if the information changes, during the period of homebound instruction.

The parent/guardian must provide at least one working phone number in order for homebound tutoring to take place. Homebound Instruction teachers will be calling parents/guardians to set up the tutoring schedule and for verification of tutoring sessions. The homebound office also calls the parent/guardian with any questions or concerns related to homebound instruction. If the homebound teacher or homebound office cannot contact the parent/guardian by phone for whatever reason, services cannot start or services will be suspended until phone contact can be established. A current, working phone number must be on file with the homebound office at all times. When possible, parent/guardian requests for scheduling will be considered but not all requests can be accommodated.

Parents/guardians are required to submit a completed Physicians Referral Form signed by the student's physician. (Homebound form 3) A medical doctor is required to sign the form, not a physician's assistant or other medical provider. The parent/guardian should obtain assignments from the classroom teacher(s) until the homebound teachers are assigned.

Communication

Good communication among the school, the classroom teacher, the homebound office, the family and the homebound teachers is important to the success of the student's homebound instruction. Calls need to be returned as soon as possible. Delays or failures in communication could cause loss of instructional time. Phone calls from the homebound tutors and the homebound office must be returned immediately.

Adult Supervision

****NOTE: Due to COVID-19, during the 2021-2022 school year, Homebound instruction will be provided via remote access using electronic platforms (such as Google Meet and Google Classroom). For students 12 years and younger, an adult needs to be present during remote learning.**

Scheduling/Changes

Homebound Instruction will not be conducted during vacations, holidays, snow days, weekends or other days that the students are not in school. Instruction may be provided between the hours of 8:00 am- 8:00 pm, Monday through Friday only, unless a request is received and approved in advance by the homebound office for homebound instruction outside of the approved days and times. The parent/guardian and homebound teacher will be notified of the approval or denial of the request for an alternate schedule. Once a schedule for instruction is completed, it will be mailed out to the home. This schedule must be followed. No changes in the tutoring schedule can be made by the parent or the homebound tutor unless approved in advance by the homebound office. The tutors have full schedules with other students and changes can affect more than one student and more than one teacher.

Generally, homebound Instruction is provided for 5 hours per week for students in grades K through 6, one hour per week for each subject. For students in 7th through 12th grade, instruction is provided for 10 hours a week, two hours per week per subject. Every effort is made to ensure academic progress. Course credit must still be earned by the student.

Tutoring Environment

****NOTE: Due to COVID-19, during the 2021-2022 school year, Homebound instruction will be provided via remote access using electronic platforms (such as Google Meet and Google Classroom).**

Homebound Timesheets

Parents/Guardians are required to approve the Homebound Teacher's instruction time which is recorded on homebound payroll timesheets each day by writing their initials at the bottom of each timesheet every two weeks. (Homebound form 6) Two hours of Homebound Instruction means two hours of instruction, not one hour of tutoring and one hour of homework. Parents/Guardians should sign for the actual time of the tutoring session. At no time should the parent/guardian sign for any hours beyond the actual teaching time or for tutoring not yet provided by the homebound teacher. Please notify the Homebound Office immediately if this rule is not being followed or with any other problem relating to the instruction or the homebound teacher.

Cancellation

Parents/Guardians must provide at least twenty-four (24) hours prior notice of a homebound cancellation to both the Homebound Teacher(s) and the Homebound Office. Only a missed session caused by a family emergency which was cancelled 24 hours before the session will be made up. Failure to provide notice of cancellation is inconvenient to the teacher and costly to the District. Homebound Instructors will not wait more than fifteen (15) minutes for the student if the student is not home or is not made available for homebound tutoring. If it comes to the attention of the Homebound Instruction Office that a student is not at home for a scheduled tutoring session, not made available for tutoring or the session is cancelled at the last minute, homebound instruction may be stopped until such time that the parent/guardian and the homebound office can resolve the problem. If a student is ill, the parent has the obligation to notify the Homebound teacher of the student's illness as soon as possible prior to the tutoring session.

Student Absences

If a student is not available for tutoring within 15 minutes of the scheduled instructional session, it is recorded on the Homebound teacher's Time Sheet as a student absence. Instructional time lost from student absences cannot be

rescheduled. Failure to attend a homebound tutoring session is considered an absence from school and could prevent the student from completing necessary academic requirements. Homebound Instruction students who are habitually absent face the possibility of suspension from the Homebound Instruction Program and loss of academic credit.

Homebound Teacher

If a homebound teacher is failing to show up, cancelling for personal reasons or is not staying the full number of hours, the Parent/Guardian should contact the Homebound Office immediately to enable the office to investigate and resolve any problems. In the event that a Homebound Instructor cannot meet at the scheduled day/time due to instructor illness or other reason, the Homebound Instructors must notify both the Homebound Office and the parent/guardian of the affected student(s) before the session. The Homebound Instructor may reschedule the instructional time.

Content of Instruction

Homebound instruction is provided for core academic subjects, English, science, social studies and mathematics in which the student is enrolled for promotion or graduation. Additional subjects may be added for 12th grade students as necessary to accommodate the exit criteria for Waterbury Public Schools. For a Section 504 Student or a special education student, curriculum may be set forth in the Section 504 Plan or the Individual Education Plan.

Return to School

Return-to-school dates are based on the return date given by the student's medical doctor on the Physician's Referral Form or by the decision of the student's PPT or Section 504 team. Homebound Instruction services are not provided after this date.

If the Parent/Guardian needs to extend homebound past the date originally specified by the physician, the parent must obtain another physician referral form from the physician extending the date prior to the original end date. When your child is scheduled to return to school, you should obtain a written release from

your doctor to your child's school and the release should state any restrictions placed on your child by the doctor. The release is given to the student's school so that your child's return to his/her school can be authorized and any accommodations can be made as required by the physician. A copy is also sent to the Homebound Instruction Office. The parent/guardian failure to obtain the doctor's written certification to extend homebound past the original end date may result in the interruption and/or loss of instruction services.

Homebound Instruction for general education students ends on the last day of school. Homebound Instruction for special education students follows the schedule set forth in the student's individual education plan.

HOMEBOUND FORMS



Homebound Instruction Office
 236 Grand St., Room 250, Waterbury, CT 06702
 (203) 346-3507 FAX (203) 346-3509

PARENT/GUARDIAN REQUEST FOR HOMEBOUND/HOSPITAL INSTRUCTION

Student's Name:		Date of Birth:	
School:		Grade:	
Please check the appropriate box if Student is Identified as Section 504 or Special Education.		Section 504 <input type="checkbox"/>	Special Education <input type="checkbox"/>
Parent/Guardian Name:			
Home Address:			
CITY, STATE, ZIP CODE:			
<u>Parent/Guardian Contact Information</u>			
HOME PHONE:		CELLPHONE:	
WORK PHONE:		Email:	
<u>Emergency Contact Information</u>			
Name:		Phone:	
NAME OF STUDENT'S TREATING PHYSICIAN:			

If my child is deemed eligible, I give permission for my child to receive Homebound Instruction and I agree to follow the rules set forth in the Homebound Parent Manual.

Parent/Guardian Signature _____ **Date** _____

Please return the completed form to the student's district school.



HOMEBOUND/HOSPITAL INSTRUCTION
AUTHORIZATION TO DISCLOSE HEALTH INFORMATION

To: _____, _____

Name: _____, Address: _____,

I give permission for the Waterbury Public Schools, the School Medical Advisor and the Waterbury Health Department to obtain the following records of my child, (Name) _____, (Date of Birth) _____, and to consult with the child’s health providers(s) for purposes of processing the child’s Homebound Instruction Application as set forth under the laws of the State of Connecticut:

Any and all health information relating to the student’s Homebound Instruction Application for health reasons to Waterbury Public Schools dated _____.

I understand that the information in my child’s health record may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It may also include information about behavioral or mental health services, and treatment for alcohol and drug abuse.

I understand that I have the right to revoke this authorization at any time. I understand if I revoke this authorization, I must do so in writing and present my written revocation to the Homebound Instruction Office. I understand the revocation will not apply to information that has already been released in response to this authorization. Unless otherwise revoked, this authorization will expire on the following date, event or condition: child’s completion of Homebound Instruction Program. If I fail to specify an expiration date, event or condition, this authorization will expire in one year. A photocopy of this authorization shall be accepted as an original.

I understand that authorizing the disclosure of this health information is voluntary. I can refuse to sign this authorization but my refusal may prevent my child from receiving Homebound Instruction from the Waterbury Public Schools. I understand I may inspect or copy the information to be used or disclosed. I understand any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal confidentiality rules.

Parent/Guardian Signature _____, **Date** _____,

Please return the completed form to the student’s district school.



**Homebound Instruction Office
236 Grand St., Room 250, Waterbury, CT 06702
(203) 346-3507 FAX (203) 346-3509**

Dear Treating Physician:

Your patient is applying for Homebound Instruction due to a medical condition from the Waterbury Public Schools. **Under Connecticut law, to qualify for homebound instruction, the student's treating physician must provide the attached statement in writing with supporting documentation establishing the following:**

1. As the treating physician, you have consulted with school health supervisory personnel and have determined that attendance at school with reasonable accommodations is not feasible, **and**
2. The student is unable to attend school due to a verified medical reason and the student's diagnosis **and**
3. The student will be absent from school for at least ten (10) consecutive school days or the student's condition is such that the student may be required to be absent from school for short, repeated periods of time during the school year **and**
4. The expected date the student will be able to return to school.

Please complete the attached form with all information and supporting documentation requested in compliance with Connecticut law and return it to the Homebound Instruction office. The attached statement must be signed by the treating physician. The failure to provide all information may cause a delay in the student's homebound tutoring.

Please note that the Homebound Instruction Office may request further information from you during the period of Homebound Instruction to update the student's medical condition and review continuing eligibility. With your assistance, we hope to get the student back to school as soon as possible.

Thank you for your anticipated cooperation.

Please return the completed form to the student's district school.



**Homebound Instruction Office
236 Grand St., Room 250, Waterbury, CT 06702
(203) 346-3507 FAX (203) 346-3509**

PHYSICIAN'S REFERRAL FORM

SECTION I

Student's Name:	Date of Birth:
School:	Grade:
Parent/Guardian Name:	
Home Address:	
CITY, STATE, ZIP CODE:	
<u>Parent/Guardian Contact Information</u>	
HOME PHONE:	CELLPHONE:
WORK PHONE:	Email:

SECTION II

Student's Physician must consult with School Health Personnel and/or Waterbury Public School's Medical Advisor to determine if a student cannot attend school with reasonable accommodations. Consultation may include a review of the student's medical records.

Name(s) of school staff with whom you consulted: _____

A. STUDENT DIAGNOSIS: _____

PLEASE CHECK ONE:

STUDENT WILL BE ABSENT FOR 10 CONSECUTIVE DAYS

OR

STUDENT IS MEDICALLY COMPLEX WITH A SERIOUS, CHRONIC CONDITION.

B. THIS CHILD CAN ATTEND SCHOOL WITH ACCOMMODATIONS:

YES

NO

If NO, please indicate the anticipated date of the student's return to:

School _____, Date _____,

If YES, please describe reasonable accommodations, below: _____

C. IF CHILD IS HOSPITALIZED, IS CHILD READY FOR HOMEBOUND

INSTRUCTION: YES NO

IF NO, DATE WHEN TUTORING CAN START _____,

D. DATE OF NEXT DOCTOR'S APPOINTMENT _____,

E. IF CHILD IS PREGNANT:

DATE OF EXPECTED DELIVERY: _____,

SCHEDULED DATE OF C-SECTION _____,

F. SUPPORTING DOCUMENTATION MUST BE ATTACHED.

SIGNED: _____, (LICENSED TREATING PHYSICIAN)

DOCTOR'S NAME: _____,

NAME OF PRACTICE: _____,

DOCTOR'S ADDRESS: _____,

TELEPHONE: _____, FAX: _____,

EMAIL: _____,

Homebound Form #3 (pg. 3 of 3)

Please return the completed forms to the student's district school.

