

Instruction

Homebound/Hospital Instruction

Home and hospital instruction shall be a teaching service available, as mandated by Section 10-76d-15 of the Connecticut State Board of Education Regulations, to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer due to a verified medical reason as diagnosed by physician, psychiatrist or Planning and Placement Team, or that 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. The purpose of home or hospital instruction shall be to help students to keep up with their work even though unable to attend school because of their disability. Instruction provided pursuant to this policy shall maintain the continuity of the child's general education program and, in the case of a child with a disability, 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 IEP.

The PPT shall consider the educational needs of a student with a disability who is medically complex and the need for instruction is to be provided in accordance with an IEP when said student is not able to attend school. A student with a "medically complex" disability is one who has a serious, ongoing illness or chronic condition for at least a year which requires prolonged or intermittent hospitalization and ongoing invasive medical treatments or medical devices to compensate for the loss of bodily functions.

Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Legal Reference: Connecticut General Statutes

Section 10-76d-15 of the Regulations of Connecticut State Agencies as amended.

10-76d Duties and powers of Boards of Education to provide special education programs and services.

10-233a et sec. Exclusion.

Policy adopted: April 26, 2001
Policy revised: May 28, 2015

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Instruction

Homebound and Hospitalized Instruction

Homebound and hospitalized instruction, as mandated by Section 10-7d-15 of the Connecticut State Board of Education Regulations, is a special education program designed to ensure the continuity of a student's education. The Marlborough Board of Education will provide homebound and hospitalized instruction when recommended by the Central Planning and Placement Team.

Necessary Conditions

Homebound and hospitalized instruction shall be provided only when the Central Planning and Placement Team finds that one or more of the following conditions applies:

1. The child's treating physician has certified in writing, on a form provided by the District, that the child is unable to attend school due to verifiable medical reasons with supporting documentation and has stated the expected date the child will be able to return to the school program.
2. The child's treating physician consulted with school health supervisory personnel and has determined that attendance with reasonable accommodations is not feasible.
3. The child's treating physician has determined the child will be absent from school for at least ten school days or the child's condition is such that he/she may be required to be absent from school for short repeated periods of time during the school year.
4. The child's treating physician has specified the date the student will be able to return to school.

Length of Absence

Homebound or hospitalized instruction shall be provided when a child's condition will cause an absence from school for at least ten (10) consecutive school days, or the child's condition is such that he/she may be absent for short, repeated periods of time. Provided nothing in the child's condition precludes it, such instruction shall begin no later than the eleventh day of absence from school. The District may begin such instruction earlier. If the physician determines the child cannot receive instruction, the physician shall inform the District in writing when instruction may begin.

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Homebound and Hospitalized Instruction (continued)

Time and Place

Instruction for a student unable to attend school for medical reasons shall begin no later than the eleventh (11th) day of absence from school, provided the District has received the required written documentation from the student's physician. The District, if provided with adequate notice prior to the child's absence from school, may begin instruction earlier than the eleventh (11th) day of absence. If the student's condition is such that he/she cannot receive instruction, the treating physician shall determine when instruction can begin and will notify the District in writing.

Instruction for a student with a disability who is medically complex shall begin no later than the third (3rd) day of absence provided the student is medically able to receive instruction.

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 and at least two hours per day or ten hours per week for children in grades seven through twelve. Instruction for pre-school children eligible for special education will be for an amount of time determined appropriate by the PPT. Where evaluative data indicates that these time requirements should be modified, the Planning and Placement Team may increase or decrease instruction time or upon the agreement of the parent and the District. Instruction shall be provided in the setting of the child's home or the hospital to which the child is confined, or in any other agreed upon location, provided an adult is present. The District may also offer such instruction in sites such as the town library taking into consideration the medical condition of the student.

Instruction provided shall maintain the continuity of the child's/student's general education program. In the case of a student with a disability, provided instruction is to enable the student to continue to participate in the general education curriculum and to progress towards meeting the goals and objectives contained in the student IEP.

Disabled Child with a Disability who is Medically Complex

The PPT will consider the educational needs of a student who is medically complex and the need for instruction to be provided in accordance with an IEP when such student is unable to attend school due to medical reasons. The PPT will consider and make accommodation for the student's program to be moved from the school setting to a home or health care facility, including but not limited to, a hospital, psychiatric facility or rehabilitation center, and back to school when the student is able to return.

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

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Homebound and Hospitalized Instruction (continued)

Dispute Resolution

In the event there is a dispute regarding the basis upon which the student's treating physician has asserted the need for instruction, the student shall receive instruction pending review of the documentation provided by said physician by the District's "School Medical Advisor" or other health professional employed by the Board of Education who is qualified to review the submitted documentation.

The student's parent/guardian is required to consent to the School Medical Advisor or other qualified health professional employed by the Board of Education to speak with the treating physician to confirm the need for instruction. The Board of Education is not required to begin instruction until such consent is provided.

Consultation with the student'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 student enabling him/her to attend school safely.

Content of Subject Matter

Instruction is to be provided in the subjects necessary to maintain the continuity of the student's general education program. This includes instruction in the core academic subjects (reading, language arts, mathematics, science and social studies) required for promotion or graduation. Such instruction must be provided to enable the student to continue to participate in the general education curriculum and/or make progress toward IEP goals and objectives.

If the student is enrolled in an inter-district magnet school or charter school, such school shall cooperate with the District in planning homebound instruction and shall provide instructional materials to enable the District to provide appropriate instruction to the student.

Procedures

Requests for homebound and hospitalized instruction (HHI) should originate with the Nurse at the student's home school. All calls from parents should be directed to the School Nurse to expedite the HHI process.

The School Nurse will:

1. Contact the student's physician and will request a written recommendation for HHI. Send Form #1 to physician.

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Procedures (continued)

The School Nurse will: (continued)

2. Complete the top section of the Request Form for Homebound Instruction (Form #1) for the physician's written recommendation.
3. Contact the Building Principal and/or Guidance Counselor regarding subject matter and teacher information.
4. Send the completed Request for Homebound Instruction Form along with the physician's written statement to the Office of Special Education for review by the Director.

The Office of Special Education will:

1. Evaluate the request for HHI to determine eligibility. (It is sometimes possible that homebound instruction may begin with verbal and written verification from the Director of Special Education, followed later by the Central PPT meeting.)
2. Schedule a Central PPT meeting for review and planning purposes. The PPT shall consider the educational needs of a medically complex child with a disability and a need for instruction under IDEA. This includes consideration and making accommodations if the medically complex student's program must be moved from the school to home or a health care facility, and back to school when the student can return.
3. Return an acknowledgment and status report to the Nurse and Building Principal.
4. Contact teachers to implement the homebound instruction.

The HHI Teacher (s) will:

1. Contact the family if the student is at home, or the appropriate staff person if the student is hospitalized, in order to set up a mutually acceptable time and location for instructional visits.
2. Meet with the appropriate teacher(s), Principal, and/or Guidance Counselor prior to the first instructional visit and periodically thereafter to ensure the continuity of the student's educational program.

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Homebound and Hospitalized Instruction (continued)

Termination of Services

1. Continued eligibility for HHI shall end and the student shall return to school upon receipt by the School Nurse of the physician's written recommendation.
2. The School Nurse will inform the Office of Special Education about the student's return to school.
3. In the case of a student in need of special education, termination of HHI requires a review by the Central PPT.
4. The Office of Special Education will advise the HHI teacher(s) of such termination of services.

Responsibilities of the Special Education Department

The Office of Special Education and Pupil Personnel Services is responsible for administering the policy for HHI in accordance with the guidelines provided.

The Office of Special Education will:

1. Evaluate all requests for HHI to determine eligibility.
2. Schedule meetings of the Central PPT.
3. Maintain a list of certified teachers for HHI.
4. Contact certified teachers to implement HHI.
5. Maintain a Contact Log for each student indicating:
 - a. All telephone and/or written contacts with teachers and/or parents/students.
 - b. Receipt of appropriate forms.
6. Supply and explain appropriate reporting forms to HHI instructors.
7. Check all incoming time sheets for accuracy and send duly signed and approved time sheets to the Business Office for payment.
8. Follow-up on cases involving long-term HHI to ensure appropriate maintenance of academic program goals, and to ensure smooth transition upon return to regular school program.

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Homebound and Hospitalized Instruction (continued)

Responsibilities of the Home-School Staff

In order to assure continuity in the student's educational program, the home-school staff must continue to assume major responsibility for the student. To this end, the home-school staff will:

1. Communicate to the HHI teacher that he/she is viewed as an integral member of the educational staff providing; temporary service to the student.
2. Ensure that an initial meeting will be scheduled to include the HHI teacher(s) and the student's teacher(s), the Building Principal, the PPS Rep., and/or Guidance Counselor, where appropriate.
3. Provide appropriate instructional materials including textbooks, workbooks and supplementary supplies for use by the HHI teacher(s).
4. Share scope and sequence of the student's various courses of study with the HHI teacher(s).
5. Assist in developing appropriate modifications of the student's IEP or regular educational program depending upon the student's needs.
6. Make available adequate time for periodic meetings between the HHI teacher(s) and appropriate staff, as necessary.
7. Discuss and agree upon responsibilities for testing and/or evaluating student's progress.
8. Share with the Director of Special Education any comments or impressions relating to the overall performance of the HHI teacher(s).

NOTE: It is the responsibility of the classroom teacher(s) to provide assignments to be done at home **during the first two weeks of absence** (ten consecutive school days) and to review those assignments with the student upon the student's return to school.

Responsibilities of the HHI Teacher

The HHI teacher provides a very important, temporary link with the student, the student's family, and the school. In this role, the HHI teacher is serving as a representative of the school system and is expected to conduct himself/herself in an appropriate, professional manner. To this end, the HHI teacher(s) will:

1. Provide the Central Office with a copy of his/her teacher's certification.

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Responsibilities of the HHI Teacher (continued)

2. Consult with the Office of Special Education regarding procedures, records and reports (time sheets, progress reports, etc.).
3. Consult with Building Principal, classroom teacher(s) and/or Guidance Counselor in order to become familiar with the work of the HHI student's classroom.
 - a. Determine the level of work to be provided for the student in regular education and prepare lesson materials that coordinate as much as possible with the regular classroom program.
 - b. Consult with the Office of Special Education in the case of a student already in a special education program in order to obtain specific guidelines for instruction, in compliance with the student's IEP.
4. Obtain appropriate instructional materials, books, supplies and equipment from the student's home-school.
5. Take an initial visit to meet with the student and parents/guardians, obtain their cooperation and plan a schedule of instructional visits.
6. Leave name and telephone number with the family, explain the goals of HHI and attempt to establish rapport between self and the student.
7. Establish a routine for home or hospital visits. Preferably, instructional sessions should be in a specified area and at the same time of day. Avoid scheduling instruction during late evening hours.
8. Inform the student or parent in the event that a scheduled appointment must be canceled. (The HHI teacher may not authorize a substitute.)
9. Maintain a student folder containing attendance record, written objectives, and criteria used to determine accomplishments, progress reports and the student's completed projects. These materials should be used in conference with classroom teachers, the student, parents and/or the PPT.

Responsibilities of the Parents of the Homebound/Hospitalized Student

Parents of a student who is in temporary need of HHI have a right to expect that instruction will be provided in accordance with all current guidelines. Parents may assist in establishing the HHI program by obtaining the necessary medical recommendations and/or by meeting with the PPT members. During the course of the HHI period, it is expected that parents will:

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Responsibilities of the Parents of the Homebound/Hospitalized Student (continued)

1. Provide a quiet and suitable place in the home where the teacher and student can work alone without being disturbed and where school supplies and materials can be kept orderly and available and used only for school related activities.
2. Have student ready, with books and other instructional materials, at the appointed time since instructional time is limited.
3. Help the student establish a routine for study between the visits of the teacher.
4. Be available upon request when the teacher arrives and leaves so that both may confer concerning such matters as needs, assignments and progress.
5. Avoid disturbing the educational process while the teacher is working' with the student.
6. Inform the teacher in advance when the student is too ill for instruction or, in case of emergency in the family, so that, if possible, appropriate rescheduling may be arranged.
7. Inform school authorities promptly of all revised medical recommendations which may involve adjustment concerning such factors as the amount of homework, length of rest periods, amount of physical activity, return to regular school, etc.
8. Have a responsible adult member of the family present at all times in the home while the HHI teacher is present.

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

REQUEST FOR HOMEBOUND INSTRUCTION

General Data - (To be completed by parent/guardian)

Name: _____ Date: _____ School: _____

Please check one: Regular Education Special Education

Parent/Guardian: _____

FOR USE BY PHYSICIAN

A. Diagnosis: *(with supporting documentation)* _____

B. Estimated Duration: _____

C. Degree of Restriction:

1. School Attendance:

_____ No Restrictions

_____ Part-Time Attendance -- Explain: _____

_____ Hospital Placement

_____ Homebound Tutoring

_____ Grade K-6, no less than 1hr/day, 5 hours per week*

_____ Grade 7-12 no less than 2hr/day, 10 hours per week*

*May be modified (+/-) upon parent/Board of Education agreement or PPT action.

2. Transportation:

_____ Regular School Service

_____ Special Bus

_____ Special Bus/Wheelchair Car

_____ Not Applicable

D. Recommendations/Comments to Assist the School

E. I have consulted with school health supervisory personnel and have determine that attendance at school for this child with reasonable accommodations is not feasible.

F. I have concluded that this child is unable to attend school due to verifiable medical reason(s).

G. This child will be absent from school for at least 10 consecutive school days or the child's condition is such that he/she may be absent for short, repeated periods of time.

H. This child is expected to be able to return to school on _____.
(date)

Date: _____ Signature: _____

Please Print:

Name

Address

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

NOTIFICATION OF HOMEBOUND INSTRUCTION

Date: _____

TO: Payroll Department

FROM: _____

Student: _____ Age: _____ School: _____

Address: _____ Phone: _____ Grade: _____

Please check one:

Regular Education Special Education BESB

Homebound Tutor (if known): _____

Homebound Instruction to Start: _____

Approximate Length of Homebound Instruction: _____

Subject	Regular Teacher	Homebound Teacher	Hours Per Week of Tutoring
English			
Math			
Science			
History			
Language			
Other			
Other			
Other			

Total Tutoring Hours Per Week _____

cc: Director Special Education

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HOMEBOUND-PROGRESS REPORT

Homebound Tutor:

Please be sure to fill in all the information below:

Subject: _____ Classroom Teacher: _____

Tutoring performed at: _____ Date: _____

Date Homebound Tutoring Ends: _____

Student: _____ Grade: _____

Report covers the homebound instruction period from _____ to _____

Material Covered:

Progress Noted:

Tutor's Name: _____

Secondary -- To be completed bi-weekly for each subject tutored.

Elementary -- To be completed monthly.

Return to: (Designated Staff) _____

School: _____

MARLBOROUGH PUBLIC SCHOOLS
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PAYROLL-HOMEBOUND INSTRUCTION

Name of Student _____ Grade _____

Please check one:

Regular Education Special Education

Date	Number of Hours

Check one: Special Tutor Homebound Other _____

Teacher: _____

Address: _____
