

HOMEBOUND INSTRUCTION

It is the policy of the Manchester Public Schools to provide homebound instruction/home tutoring as a teaching service available to students who are unable to attend school for medical and/or mental health reasons when an absence from school is at least three (3) weeks or longer, as diagnosed by a medical doctor or Planning and Placement/504 Team.

The purpose of homebound instruction shall be to help students to keep up with their studies even though they are unable to attend school because of their diagnosed disability. Homebound instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

- I. The Board of Education shall provide homebound and hospitalized instruction when the Planning and Placement Team or a 504 Accommodation Plan meeting recommends it. Homebound instruction shall be as specified in the child's individualized education program, subject to the following:
 - A. In the case of a child not otherwise in need of special education and related services or 504 services, homebound and hospitalized instruction shall maintain the continuity of the child's regular program. The requirements of evaluation and an individualized education program shall apply; however, a Planning and Placement Team meeting/504 Accommodation Plan meeting need not be convened.
 - B. In the case of a child not previously receiving special education and related services or 504 services; however, there is reason to believe that specially designed instruction or accommodations and modifications are warranted, a Planning and Placement Team meeting/ 504 Accommodation Plan meeting shall be convened.
 - C. In the case of a child receiving special education and related services or 504 services, the Planning and Placement/ 504 Team shall, where necessary, modify short-term instructional objectives in the child's individualized education program.

Legal References:

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

ADOPTED: May 24, 2010

HOMEBOUND INSTRUCTION**ADMINISTRATIVE GUIDELINES (1)**

- I. The Planning and Placement/ 504 Team shall be guided by the following conditions when making its recommendation for homebound and hospitalized instruction:
 - A. A physician has certified in writing that the child 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.
 - B. The child has a handicap so severe that it prevents the child from learning in a school setting, or the child's presence in school endangers the health, safety, or welfare of the child or others.
 - C. An individualized Education Program/504 Accommodation Plan recommendation is pending and the child was at home at the time of referral.
 - D. The child is pregnant or has given birth and a physician has certified that homebound or hospitalized instruction is in the child's best interest and should continue for a specified period of time.
 - E. Homebound or hospitalized instruction shall be provided when a child's condition will cause an absence of at least three weeks duration. Provided nothing in the child's condition precludes it, such instruction shall begin no later than two (2) weeks from the first day of absence.

II. Time and Place

Homebound and 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 six (6) and at least two (2) hours per day or ten (10) hours per week for children in grades seven (7) through twelve (12). Where evaluative data indicates that these time requirements are too great for the child, the Planning and Placement/ 504 Team may decrease instruction time. Instruction shall be provided in the setting of the child's home or the hospital to which the child is confined.

HOMEBOUND INSTRUCTION**ADMINISTRATIVE GUIDELINES (2)****III. Homebound Instruction Procedures:****A. Students Without Special Needs**

1. When it suspected that a student will be absent for a period of three weeks or more, one of the following pupil services representatives will contact the parent to obtain a copy of the medical examiner's diagnosis: guidance counselor, social worker, psychologist, or school nurse.
2. The Request for Homebound Instruction form along with medical documentation is completed and sent to the Director of Pupil Personnel Services for approval.
3. Pupil Personnel Services personnel will make arrangements for homebound tutors and inform the parent as to the date when homebound instruction will begin.
4. 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 (s), guidance department head (secondary level), or building principal to plan an appropriate program.
5. During the period of homebound instruction, the tutor should meet with, or talk with, the teacher, guidance department head, or principal as often as necessary to maintain continuity and communication. Reports on the Homebound Progress 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 the student's teacher(s).
6. 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.
7. Planning the student's program is the responsibility of the classroom teacher(s), and the marking of papers and the preparation of tests is the responsibility of the classroom teacher(s).

HOMEBOUND INSTRUCTION**ADMINISTRATIVE GUIDELINES (3)**

8. Homebound instruction tutors must file time sheets and submit them to the guidance department (high school) or school office according to the dates outlined by the payroll department.
9. Homebound instruction tutors will be given a copy of these regulations and all necessary forms by the designated staff member who, in turn, will maintain a log of cases in progress and periodically check on the status of each.
10. The State Department of Education requires that tutors who are instructing students on homebound instruction be appropriately certified for service being rendered: i.e. elementary, K-8, secondary, special education and/or be a college graduate (Bachelors Degree) under direct supervision of the student's teacher.
11. No regularly employed staff member of the Manchester Public Schools shall instruct or tutor for remuneration any child in regular attendance with that staff member's class during the school year. An exception to this is when a teacher acts as a homebound/hospital instructor for the district.
 - a) Students With Special Needs
 - 1) Students identified with a disability and with a current Individualized Education Program in place must be processed for homebound instruction through the Planning and Placement Team process.
 - 2) The above noted steps 3 through 7 still apply.
 - 3) There are situations in which a student's educational needs are handled directly by Central Office through the Office of Pupil Personnel Services and not through the homebound procedures. These include:
 1. Hospitalization in a psychiatric facility,
 2. Commitment to a substance-abuse facility,
 3. Court commitment to a residential/hospital facility,
 4. Residential commitment by state agencies such as the Department of Children and Family (DCF) or the Department of Mental Developmental Disabilities (DDS),

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5. Long-term hospitalization for serious illnesses or injury,
and
6. Other long-term placements.

When school principals, social workers, guidance counselors, etc. receive information relative to a student entering any program such as those described above, the Director of Pupil Personnel Services should be notified immediately so appropriate action can be initiated.

Adopted: May 24, 2010