

**6171.2 (R).**

## **PROGRAM GOALS**

1. As recommended by a licensed physician, the student will receive instruction which maintains the continuity of the regular program.
2. As recommended by the Planning and Placement Team, the student will receive a special educational program and related services.

## **DESCRIPTION OF EXISTING PROGRAM**

The public schools provide instruction in the home and the hospital for eligible students.

Instructional time and procedures are consistent with Section 10-76d of the Connecticut General Statutes.

Generally, students receive instruction when a physician certifies in writing that the child is unable to attend school for medical reasons or pregnancy or when a Planning and Placement Team recommends homebound instruction due to a severe handicapping condition or similar eligibility under state and federal special education laws.

## **ADMINISTRATION**

The Coordinator of Pupil Personnel Programs is the principal of the Homebound Program with concomitant duties, responsibilities and authority. Monitoring of the program is the responsibility of the child's guidance counselor working with the special service staff, school staff and Pupil Personnel Office. The social worker normally monitors cases of pregnancy. Mutual cooperation between regular school and homebound staffs is essential to provide effective, appropriate and articulated instructions.

## **LENGTH OF ABSENCE**

In order to be eligible to receive homebound instruction, the physician must state the child's condition will cause an absence of at least three weeks duration. The instruction shall begin no later than two weeks from the first date of absence providing nothing in the child's condition precludes it.

In instances where a Planning and Placement Team meeting is mandatory, the individualized educational plan will determine all the instructional procedures including specific starting and completion dates.

## **ELIGIBILITY**

Homebound and hospitalized instruction shall be provided when one or more of the following conditions applies:

1. 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. Planning

and Placement Team procedures are not necessary.

2. The student is pregnant or has given birth and a physician has certified that homebound or hospitalized instruction is in the student's best interest and should continue for a specified period of time. Planning and Placement Team procedures are not necessary.
3. 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. The requirements of an evaluation, an individualized educational program and all Planning and Placement Team procedures are necessary.
4. A special education program recommendation is pending and the child was at home at the time of referral. The requirements of an evaluation, an individualized educational program and all Planning and Placement Team procedures are necessary.

## LOCATION OF INSTRUCTION

Instruction shall be provided in the setting of the child's home or hospital to which the child is confined.

## AMOUNT OF INSTRUCTION

The state does determine minimum instructional time for students eligible for homebound and hospital teaching. These requirements have been included for use in Meriden.

1. Children in grades kindergarten through five shall be provided at least one hour per day or five hours per week. Generally, this amounts to one hour per week for each subject of reading, language arts, mathematics, science and social studies.
2. Children in grades six through twelve shall be provided at least two hours per day or ten hours per week. Generally, this amounts to two hours for each subject in the child's regular program.
3. Instruction will be provided only on days that school is in session.

The school staff (the administrator, counselor, teachers and other support staff) work in unison with the Pupil Personnel Office to establish and monitor the child's specific instructional schedule.

Variations in the location or amount of instruction must be approved by the Pupil Personnel Office.

## Pupil Grading

The homebound teacher is responsible for determining the grades and reporting to the parents, Pupil Personnel Office, the principal's office of the student's school for the specific time period covered by homebound instruction. A Report of Grades form must be completed at the close of any marking period or the end of the homebound period even if the instruction is only for a week. The grading system will be the same as that used in the school.

The key factor in determining a fair grade for the student is the cooperation and communication between the regular classroom and the homebound teachers. This is of particular importance when instruction has been split during the course of the term or the year. The integrity of each instructional period must be maintained in order to establish a true assessment of the pupil's

accomplishment.

The guidance counselor is responsible for monitoring pupil evaluation and, if a question arises, will make recommendations to the building principal and Coordinator of Pupil Personnel.

## TEACHER SELECTION

The regular classroom teacher usually is asked to provide the homebound instruction. Exceptions generally are due to time restrictions or to meet an objective recommended by the Planning and Placement Team. The Pupil Personnel Office maintains a teacher listing form from which homebound instructors are selected.

## TEACHER SALARY/PAYROLL

Instructors in the Homebound Program are paid an hourly rate as agreed to in the Agreement between the Meriden Board of Education and the Meriden Federation of Teachers.

Payment is on a monthly basis. On the last day of the month in which the homebound teacher instructs the student, the teacher sends duplicate copies of the Monthly Record of Home Instruction to the Office of Pupil Personnel Programs. This form is the basis for the teacher monthly payroll and verification of the student attendance register.

## REFERRAL PROCESS AND PROCEDURES

The following procedures should serve as an overview and as a planning checklist for the Homebound Program. They are specific for children eligible for homebound instruction due to medical reasons or pregnancy and when a Planning and Placement Team meeting is not required. All Planning and Placement Team procedures are mandatory for children eligible for homebound instruction under special education legislation.

1. School staff or parents notify Pupil Personnel Office that child seems to be eligible for homebound instruction.
2. Pupil Personnel Office secures student information and sends request for recommendation to licensed physician. (Forms HB/T3 and HB/Ts)
3. Student file initiated at Pupil Personnel Office. (Form HB/T3)
4. After receiving verification of pupil eligibility, school is notified as counselor receives form to select teachers and coordinate instructional program and materials. (Form HB4)
5. Social worker may send letter outlining available services if homebound instruction is necessitated by pregnancy. (Form HB5)
6. Counselor returns teacher selection form to Pupil Personnel Office and additional teachers are hired as necessary.
7. Pupil Personnel Office sends procedures, monthly record of homebound instruction and report of grades forms to homebound teacher. (Forms HB6, HB7, HB8)
8. Homebound teachers coordinate instruction with regular school staff through the child's guidance counselor.
9. Pupil Personnel Office sends list of suggestions to parents of child receiving homebound

instruction. (Forms HB9, HB10)

10. Homebound teacher telephones child's parents to arrange teaching hours.
11. Pupil Personnel Office notifies regular school to drop child from school register and places child on homebound register. (Form HB11)
12. On the last day of the month in which the homebound teacher instructs the students, the teacher will send duplicate copies of the monthly record of homebound instruction (Form HB7) to the Office of Pupil Personnel. This initiates payroll procedures and provides as a basis for student attendance.
13. The homebound teacher will complete the necessary grading procedures (Form HB8) at the close of homebound instruction or any marking period.
14. Guidance counselor monitors ongoing program.
15. Homebound teacher, counselor or parent must notify Pupil Personnel Office when physician or PPT gives student permission to return to school.
16. Pupil Personnel Office notifies regular school of the date to add child to school register and drop from homebound register. (Form HB12)
17. Homebound teacher completes grading procedures and sends to student's home, school and Pupil Personnel Office.
18. Counselor coordinates student's transition to regular class.