



HOMEBOUND INSTRUCTION POLICY

Policy

It is the policy of the Board of Education to provide homebound instruction to students who are expected to be absent for more than 15 (fifteen) school days. In keeping with Connecticut General Statutes, §10-76d-15, tutoring is a service designed to ensure the continuity of a student's education.

Homebound instruction shall be provided for students enrolled in the Torrington Public Schools under the following conditions:

1. The student is unable to attend school due to an illness and the parent/guardian has submitted a written statement by the student's physician regarding the reasons that the student is unable to attend school and the expected date of the student's return to school.
2. The student is deemed to be in "transition" between school programs, awaiting school disciplinary decisions, and/or is determined by Section 504 Meeting or Special Education PPT that such services are a necessary component to the student's instructional program.
3. The student shall be provided homebound/hospitalized instruction no later than two weeks after the first day of the student's absence from school. However, provision of instruction may be delayed pending receipt of a complete written statement from the student's physician.
4. The request for homebound instruction may require that a referral to the Section 504 team or the PPT needs to take place. It shall be the responsibility of the administrator receiving the request for homebound instruction to inquire if a further referral needs to be made.

Homebound instruction shall be provided for at least one (1) hour per day or five (5) hours per week for children in grades K through 6 and at least two (2) hours per day or ten (10) hours per week for children in grades 7 through 12. The minimum time can be exceeded as circumstances warrant as determined by a PPT or 504 Meeting.

For students for whom the 504 team or PPT determine that homebound instruction is a necessary component to the student's instructional program, the student remains eligible for a free appropriate public education. Services shall be determined by the 504 team or the PPT and shall be provided consistent with the student's medical condition.

Administrative Regulations

The Principal and the Director of Student Services will work with their staff to ensure adherence to the following administrative guidelines:

1. The Principal/designee will complete the request for homebound instruction or send it to the Director of Student Services who will assign a homebound instructor.
2. In the event that a student is further referred to either the Section 504 team or the PPT, the team shall, as a part of the evaluation process, consider whether a medical evaluation of the student is appropriate. If the team determines that a medical evaluation is necessary, the district shall pay for this evaluation. The district will provide the student's physician with the medical questionnaire for the physician to complete.
2. The State Department 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.
3. All applicants for the position of Homebound Tutor shall complete application for the position and submit to the Department of Student Services. Tutors are hired at an hourly rate at the standard set by the school district.
4. A tutor who is employed by Torrington Public Schools shall not be hired to tutor a family member.
5. No regularly employed staff member of the Torrington Public Schools shall instruct or tutor for remuneration any child in regular attendance during the school year. An exception to this is when a teacher acts as a homebound/hospital instructor for the school district. The Director of Student Services shall review all other requests for exceptions.
6. The length of time that a student requires homebound instruction varies based upon the student's needs and the circumstances involved.
7. Scheduling of the instruction will be during the school day whenever possible. Students scheduled for five hours a week are expected to receive one hour of instruction per day and those scheduled for ten (10) hours a week are expected to receive two hours of instruction per day. Other scheduling arrangements must be agreed to by the parent and the Director of Student Services.
8. Whenever possible the instruction shall take place in the student's home. An adult member of the household MUST be in the home at all times during the instruction period. Under extenuating circumstances, e.g., expulsions, the parent and the Director of Student

Services may arrange to instruct in other facilities such as a school building, public library or hospital.

9. The District will not mark any students absent, who are receiving homebound instruction.

Specific Responsibilities

The school principal will ensure that classroom teachers adhere to the responsibilities outlined below while the Director of Student Services will ensure homebound tutors adhere to their responsibilities.

1. The homebound tutor is responsible for implementing the classroom teacher's instructional program and for the administration of any exams, quizzes, etc. The tutor is to schedule a meeting to discuss the student's needs and assignments and to obtain required instructional materials with the guidance counselor, teacher or principal. The tutor is to submit weekly a summary report and time card to the Department of Student Services. The form is copied and forwarded to the student's guidance counselor.
2. The classroom teacher is responsible for providing the tutor with a copy of the curriculum to be instructed, defining the pace of the curriculum, and providing copies of lesson plans, instructional materials, study sheets and direction for assignments, etc.
3. For middle school and high school students, the guidance counselor shall be the liaison for the exchange of assignments and completed work between the tutor and the classroom teachers.
4. The classroom teacher also provides the tutor with copies of all quizzes and tests in sufficient time for the tutor to provide appropriate instruction prior to testing on the designated material. This step is particularly important for mid-term or final exams.
5. The classroom teacher is responsible for all grading of quizzes, tests, and exams and for the assigning of final grade. Upon the teacher's request, the homebound tutor will provide grading input.
6. In some specific situations at the high school, where the student's credit may be jeopardized by a lengthy absence or the student is in Honors or AP classes, the district may make alternative decisions such as enrolling the student in an accredited correspondence course. The tutor may then be utilized to support the designated program. The work completed by students through correspondence courses and through homebound instruction shall be reviewed by the content area teacher and credit awarded. The Principal will review this action.
7. The homebound tutor is responsible for promptly reporting to the Director of Student Services any unusual problems or situations.

Policy 6105: Homebound Instruction

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