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## MEMORANDUM

TO: Superintendents, Principals, Special Education Administrators  
FROM: Alicia Hanrahan, Education Programs Manager/Interagency Coordinator  
SUBJECT: Students Hospitalized at the Brattleboro Retreat  
DATE: 4/19/17

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This memo serves as a reminder of existing practice related to students hospitalized at the Brattleboro Retreat. These students are the educational and financial responsibility of the school district where they were living prior to hospitalization. This applies to both general education and special education students who are hospitalized, and does **not apply** to students placed by the Case Review Committee (CRC) or an IEP Team.

VT State Board Rule 1252 refers to Instruction for Homebound and Hospitalized Students

1. *Pupils are eligible for instruction at home or in the hospital whenever they are unable to attend school for a period of ten (10) consecutive school days or more because of pregnancy or a medical disability.*
2. *Homebound or hospitalized elementary pupils shall receive instruction for no less than an average of six hours per week unless inconsistent with medical recommendations. Homebound or hospitalized secondary pupils shall receive instruction for no less than an average of two hours per subject per week unless inconsistent with medical recommendations. **Instructional materials shall be provided by the district of attendance.***

On the tenth (10<sup>th</sup>) school day, students who are hospitalized may be provided with tutorial services by the Brattleboro Retreat staff. It is the responsibility of the Brattleboro Retreat to contact the student's school district **prior to providing tutoring**. This provision allows time for the student to stabilize and for the staff at the Retreat to determine when the student is available to begin a tutorial program. Once the Retreat and the local school agree to begin the tutorial services, the Retreat will then provide a tutorial contract for the school district's convenience.

While the Retreat may provide a tutorial program prior to the tenth school day, they may not charge the school for the tutorial program without receiving permission from a local school representative.

The student's school district must provide instructional materials for the student to use during his/her tutorial program. This provides the student with some consistency and structure during the school day, and will enable the student to remain connected to their school program when they are released from the Retreat.

Any questions or concerns may be directed to Alicia Hanrahan at [alicia.hanrahan@vermont.gov](mailto:alicia.hanrahan@vermont.gov) or 802-479-1206.