

## GUIDELINES FOR HOMEBOUND INSTRUCTION

Homebound instruction shall be made available to students who are **confined** at home or in a health care facility for periods that would prevent normal school attendance (8VAC20-131-180). The term "**confined at home or in a health care facility**" means the student is unable to participate in the normal day-to-day activities typically expected during school attendance; and, absences from home are infrequent, for periods of relatively short duration, or to receive health care treatment. Students receiving homebound instruction may not work or participate in extra-curricular activities, nonacademic activities (such as field trips), or community activities unless these activities are specifically outlined in the student's medical plan of care or the Individualized Education Program (if applicable).

Homebound instruction is designed so the student does not fall significantly behind during the period of confinement. It is necessary for the student to participate in the instructional process and complete assignments. Homework should be expected. Not all work will be completed in the presence of the homebound teacher. Every effort will be made to ensure academic progress; however, course credit must still be **earned** according to class requirements. Priority will be given to core academic subjects. Specialty classes (i.e., those requiring labs, special facilities or equipment) may not be comparable. Elective courses are not guaranteed.

The policy of the Alleghany Highlands School Division regarding homebound instruction incorporates the eligibility criteria of the State Department of Education.

The following stipulations have been delineated for clarification:

A student may become eligible for homebound instruction upon his/her fifth consecutive absence from school. Exceptions may be made for expected delivery dates for pregnancies or scheduled treatments or procedures. Prior to the fifth consecutive absence, the acquisition, completion and evaluation of all assignments shall be the responsibility of the student and/or the parent working in collaboration with the regular classroom teacher(s). Upon the fifth consecutive absence, the parent (or the student if he/she is at least 18 years old) may apply for homebound instruction.

Only a Physician or Clinical Psychologist can certify a child eligible for homebound instruction.

High School students are permitted two hours per core academic subject per week; other accommodations may be made on an individualized basis.

Middle school students are permitted a minimum of forty (40) hours of instruction per month in selected subjects.

Elementary students are permitted a minimum of twenty (20) hours of instruction per month in selected subjects.

A student served by homebound instruction remains in school membership and is marked present each day on the school register for the duration of homebound instruction.

In determining the appropriate teacher to provide homebound instruction for students with disabilities, the same requirements that must be met for "in school" instruction must be met for those students receiving instruction at home. Matching teacher credentials/qualifications to student needs will need to be done on a case-by case basis. If the person delivering the service

does not meet all of the qualifications, he or she must be supervised by someone who does and is actively involved in the child's case.

The homebound instructor is responsible for preparation of assignments, delivery of actual instruction, and grading of student's work (including tests). If the student is on this plan during six-week, mid-semester, and final examinations, the homebound instructor is responsible for preparation and grading of these examinations. Final grades should be submitted to appropriate personnel for recording. Exceptions of these procedures will be discussed as individual cases.

Homebound instructors must hold a valid Virginia teaching license and be approved as a division employee to be employed by the local School Board.

At the secondary and middle school levels, the principal shall be responsible for determining courses eligible for the homebound delivery. It is recognized that some courses cannot logically be offered in a homebound situation.

For students with an IEP, the medical certification must be completed, verified by the supervisor of homebound services, and then forwarded to the IEP team for review. As part of its review and determination of a change in placement, the IEP team must review the approved medical certification of need for homebound instruction and determine the appropriate placement for the student based on the student's educational needs. Parental consent must be obtained to amend the IEP, prior to initiation of homebound services. The team must amend the IEP upon the ending period of homebound services in order to either return the student to the school setting or continue the homebound placement. If the IEP team determines that homebound services are appropriate, the team must include language in the IEP that clearly defines the time period for the frequency and duration of the homebound services. The IEP may also include a statement that the IEP team will reconsider the need for continuation of services by a specified date. The IEP team should add a statement that addresses the fact that these services are temporary and thus do not constitute a permanent change in placement and are not the "stay put" placement should the IEP team and parents later disagree over the continuation of homebound services. The supervisor of homebound services must be sent a copy of the amended document to be placed in the student's homebound services file and as notification to provide the instructor for the services.

The principal may, when appropriate, review and modify the homebound student's schedule upon his/her return to school.

The principal may revise and alter the status of a particular case when deemed appropriate, due to irregularities or breach of the homebound criteria.

This regulation may, in some instances, result in a student's return to school with less than five subjects.

Students receiving homebound instruction will not be permitted to participate in co-curricular or extra-curricular activities, including, but not limited to, interscholastic athletics, field trips, and dances. Students receiving homebound instruction associated with an IEP may engage in limited participation as designated by the student's IEP.

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Approved: