



Homebound Information Sheet

This document contains information about homebound instruction and how to complete the application. For further information, contact the Special Services Supervisor at (276)739-3048.

Eligibility of Students 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. 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. A request for homebound instruction (Form B,) must be completed by a physician, psychiatrist, licensed clinical psychologist, nurse practitioner, or physician assistant.

Students receiving homebound instruction may not work or participate in extra-curricular activities, non-academic activities (such as field trips), or community activities unless these activities are specifically outlined in the student’s medical plan of care.

Medical Condition

Medical conditions include a physical incapacity, disease, congenital deformity, or pregnancy that prevents the student from being able to attend school. Specific, detailed information as to the type of illness, injury, surgery, or disability and the expected date of return to school must be provided by a physician. A pregnant student is eligible for homebound instruction for up to 6 weeks post-partum. A pregnant student unable to attend school due to medical complications may be eligible for an additional period of homebound instruction.

Emotional Condition

A student unable to attend school due to an emotional condition must have this form completed by a psychiatrist, licensed clinical psychologist, physician assistant, or nurse practitioner working with the child in a clinical setting.

Extension of Services

Homebound instruction is intended to be a temporary placement. If it is necessary for homebound instruction to continue beyond 45 school days, an extension request form, including treatment plan, progress toward treatment goals, and specific plans to transition student back to the school setting, will be required from the treating health care provider to document the need for extended services.



Responsibilities

The Virginia Department of Education outlines the responsibilities of certain individuals involved in the student's homebound instruction. The responsibilities of the parent/guardian, homebound teacher, and classroom teacher are included here.

A) Parent/Guardian Responsibilities

1. Notifying the school division that homebound services may be needed, discussing the process for initiating services, and completing all necessary forms, including obtaining the medical certification of need from the health provider.
2. Having a responsible adult in the home during the entire period of instruction.
3. Providing adequate facilities and resources, including reliable Internet connection, or providing transportation to another agreed upon facility.
4. Preparing the student for instruction at the time designated by the homebound teacher
5. Making every effort to ensure all school assignments are completed.
6. Notifying the teacher, prior to the scheduled visit, if there a need for cancellation.
7. Keeping all appointments with the homebound teacher (excessively missed appointments may result in suspension of services and may relieve the school division from providing make-up services to students with disabilities).
8. Advising the homebound teacher of any change in the student's status that would necessitate modification or termination of homebound services.

B) Homebound Teacher Responsibilities

1. **Note:** An individual employed as a homebound teacher or supervising online instruction must hold a teacher's license issued by the Virginia Board of Education.
2. Maintain close contact with the student's teachers to receive and implement appropriate educational programs, assignments, and materials.
3. Maintain an accurate record of the hours of instruction provided for each assigned student.
4. Submit the student's completed work to the classroom teacher as soon as possible
5. Document any instructional time that is interrupted because of the child not being available for the instruction period.

C) Classroom Teacher Responsibilities

1. Provide the homebound teacher with appropriate instructional materials
2. Be responsible for grading procedures in collaboration with the homebound teacher
3. Collaborate with the homebound teacher regularly



Types of Homebound Services

1. **Full-Time Homebound**—Instruction takes place in the child’s home or in another agreed-upon location for a period not longer than 45 days. The number of hours a student receives depends on the student’s academic schedule and grade placement. The Virginia Department of education guidelines propose a minimum of 1 hour per day for elementary students, 8 hours per week for middle school students, and 2 hours per week for each core academic subject for high school students. These hours may not be applicable in all instances (i.e., for students with IEP’s, the IEP team determines the hours required in accordance with the student’s educational needs).
2. **Intermittent Homebound**—Some students have chronic illnesses that may “flare up” necessitating shorter, more frequent periods of time away from school. For these students, it is appropriate for the health care provider to request intermittent homebound services.
3. **Part-Time Homebound**—This type of instruction is for students who can tolerate less than a full day in the classroom setting. Part of the day is spent in the traditional school setting.

Method of Instruction

Homebound instruction can be delivered either **1.) in-person or 2.) virtually** by the homebound teacher. The method of instruction for homebound students is determined on a case-by-case basis. As listed under the Parent Responsibilities section, a reliable Internet connection is required for any student receiving virtual homebound instruction.

Application Guidelines

1. All forms must be fully completed.
2. Form B must be completed by a licensed physician, psychiatrist, licensed clinical psychologist, nurse practitioner, or physician assistant.
3. Only durations of 45 or fewer days will be approved. If extension is needed, the Homebound Extension Request Form must be completed.