



Orange County Public Schools  
**Empowering Students**  
Achieving Dreams

**Parent/Guardian Homebound/Home-based Information Packet**  
Important Information and Forms Included

**Steps for Homebound/Home-based Approval:**

Request Information Packet from the Director of Student Services

- Sign and Return Parent/Guardian Homebound Responsibilities Form
- Return Completed Physician's Form
- If Homebound is approved, services will be established and monitored by the Executive Director of Special Education and Student Services

**For Overview of Homebound Regulations**

See Virginia Department of Education Homebound Instructional Services Guidelines, VDOE Office of Special Education and Student Services, revised June 2018. It can be viewed and downloaded at:

<https://www.doe.virginia.gov/home/showpublisheddocument/28651/638046354252370000>

**Responsibilities of the Student/Parent/Guardian:**

The student and parent/guardian are expected to work cooperatively with the assigned homebound/home-based teacher and school personnel to:

- Obtain the completed physician's from the physician or licensed clinical psychologist requesting homebound/home-based services and return to the Executive Director of Special Education and Student Services.
- Complete parent/guardian signature form to the Executive Director of Special Education and Student Services in order to begin homebound instruction.
- Have a responsible adult in the home during the entire period of instruction.
- Provide adequate facilities for teacher (quiet room without interruptions, with a table, chairs and appropriate supplies).
- Have the student ready for instruction at the time designated by the homebound/home-based teacher.
- Supervise daily homework.
- Notify the teacher, prior to the scheduled visit, if there is a contagious illness in the home or if there is an emergency.
- Keep all appointments with the homebound/home-based teacher (excessively missed appointments may result in suspension of services).
- The parent/guardian must notify the teacher at least four hours prior to their scheduled visit if the student will be unavailable for instruction due to unavoidable circumstances.

The Orange County School Board does not discriminate on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, disability, status as a veteran, genetic information or any other characteristics protected by law in its employment practices or educational program and activities. Compliance inquiries should be directed to the Director of Human Resources, 200 Dailey Drive, Orange, VA 22960 or by phone at 540-661-4550.

- After each visit, the parent/guardian must sign the homebound/home-based teacher's time sheet to verify the specific hours of instructions provided on that date.
- Make every effort to complete school assignments.
- Advise the homebound/home-based teacher of any changes in the student's status that would necessitate modification or termination of homebound/home-based services.
- The parent/guardian must contact the Executive Director of Special Education and Student Services to request an extension of homebound instruction if medically necessary. A letter from the treating physician or psychiatrist/clinical psychologist, or a new application must be submitted by the parent/guardian prior to the approval of an extension of homebound/home-based instruction.
- Notify the Executive Director of Special Education and Student Services of excessively missed appointments or tardiness by the homebound/home-based teacher.

**The following information has been taken from:**

**Virginia Department of Education Homebound Instructional Services Guidelines**

**Law**

The Board of Education through the regulations establishing the *Standards for Accrediting Public Schools in Virginia* requires that in 8 VAC 20-131-180 that:

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 based upon certification of need by a licensed physician or licensed clinical psychologist. For students eligible for special education or related services, the Individualized Education Program committee must revise the IEP, as appropriate, to direct off-site instruction. Credit for the work shall be awarded when it is done under the supervision of a teacher licensed by the Board of Education and meets the requirements of 8 VAC 20-131-110.

**Overview of Services**

Homebound instruction is designed to provide a continuity of educational services between the classroom and home or health care facility, for the students whose medical needs, both physical and psychiatric, do not allow school attendance for a limited period of time. Homebound instruction may be used to supplement the classroom program for students with health impairments whose condition(s) may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy, or students with other serious health conditions). Students must be enrolled in a public school in Virginia in order to receive homebound instruction.

Homebound instruction is not intended to supplant school services and is by design temporary. While no specific number of days can be set due to the many complex situations that arise for students, instruction should take place in the school setting to the fullest extent possible. The student's inability to attend school for medical reasons, both physical and psychiatric, must be certified by a licensed physician or licensed clinical psychologist.

**Eligibility for Homebound Services**

Eligibility for homebound instruction is determined on the basis of medical evidence submitted by the licensed physician or licensed clinical psychologist. **The school division reviews all requests for the completeness of information and appropriateness of the request. School divisions will request that the parent/guardian sign a release of information form allowing the physician or licensed clinical psychologist to share information or clarify the information provided for approval of homebound instruction.** Approval is determined by the school division personnel on the basis of the student's documented need for service. School divisions will take into consideration the student's participation in extracurricular activities or employment when determining eligibility for homebound instruction.

The Individualized Educational Program (IEP) team must amend the IEP to meet the special education student's temporary instructional needs based on the approved certification of need for homebound instruction. Parental consent must be obtained to amend the IEP, prior to initiation of homebound services.

### **Review and Termination of Service**

Students receiving homebound instruction should return to the school setting as soon as possible.

Homebound services are always considered temporary and are based on the premise that instruction should take place in the school setting to the fullest extent possible. **Extension of services beyond 9 calendar weeks is determined by additional medical or psychological information from the attending physician or licensed clinical psychologist.** The homebound teacher will assist the student, family, and school with the student's transition back to school. However, other support staff, such as the school nurse, school counselor, or psychologist, may be more appropriately assigned to the student for transitional purposes depending on the nature of the student's needs. If a student has an Individualized Educational Program, the IEP team must amend the IEP upon termination of homebound services in order to return the student to the school setting.

### **Role of the Physician or Clinical Psychologist Providing Certification**

Homebound instruction is designed to provide continuity of educational services between the classroom and home or health care facility, for students whose medical needs, both physical and psychiatric, do not allow school attendance for a limited period of time. At the time of the initial request, the physician or clinical psychologist providing certification for homebound instruction must provide in writing to the school division the following:

1. Name of the student
2. Medical need for homebound instruction
3. Length of time homebound instruction is anticipated
4. Amount and kind of activity suggested for the student while on homebound instruction
5. A transition plan if the initial homebound instruction request is for longer than nine calendar weeks

Since homebound instruction is not intended to supplant school services and it is by design temporary, if it is necessary to extend homebound instruction beyond the initial time frame or longer than nine calendar weeks, a transition plan is requested outlining the following:

1. Name of the student
2. Justification for the extension of homebound instruction
3. Additional time homebound instruction is anticipated
4. Specific steps planned to return the student to classroom instruction
5. Changes in amount and kind of activity for the student during extended homebound instruction.