

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure I-7.2.7. PIP-1 Homebound Instruction

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.

The Coordinator of Homebound Instruction is responsible for the coordination and facilitation of homebound instruction. The elementary school principal or the director of counseling services in a middle school or high school, the student's teacher(s), and the homebound teacher have joint responsibility in implementing homebound instruction. If a student has an Individualized Education Program (IEP), it is appropriate that the student's special education case carrier be responsible for coordination of special education services.

The parent/guardian for the student for whom homebound instruction is requested will be responsible for completing and submitting the Homebound Instruction Application including the Medical Certification of Need. The parent/guardian must have the student's medical professional of record as listed below in the procedures complete the Medical Certification of Need. The Homebound Instruction Application is to be returned to the school principal or the director of counseling services. The Homebound Instruction Application, including the Medical Certification of Need, should then be forwarded to the Coordinator of Homebound Instruction within two (2) business days. The Coordinator of Homebound Instruction will review the application and contact the medical professional of record for verification.

After verification with the student's medical provider of record, the Coordinator of Homebound Instruction will determine eligibility for homebound instruction and will notify the parent/guardian and the designated school staff member, i.e., the elementary school principal or the director of counseling services in a middle school or high school.

For students with an IEP, after the application for homebound instruction is approved by the Coordinator of Homebound Instruction, the IEP Team must reconvene to consider special education and related services and reflect homebound services in the IEP delivered in the home setting.

The elementary principal, or middle or high school director of counseling services, or special education case carrier/teacher is responsible for coordinating the procedure in collaboration with the Coordinator of Homebound Instruction for working with the homebound teacher and parent/guardian and for providing the following:

1. A record of the student's program to date, including grades and such other information as may be necessary;
2. A proposed program to be followed by the student under the direction of the homebound teacher;
3. Instructional resources that may include online and/or adaptive technology, as appropriate; and
4. Tests or examinations for the subject areas and instructional program pursued.

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When the student returns to school, the homebound teacher shall prepare, in duplicate, a summary of the student's academic progress and submit one copy to the Coordinator of Homebound Instruction and one copy to the elementary school principal or the middle or high school director of counseling services. For students with an IEP, the summary shall also be submitted to the special education case carrier.

For additional details related to homebound instruction, parents/guardians and staff should refer to the [Arlington Public Schools Homebound Instruction Manual](#).

Procedures And Guidelines

Application process

Any parent/guardian of a student who they believe is in need of homebound instruction may request such services through the Coordinator of Homebound Instruction. School staff may also recommend that the parent/guardian pursue homebound instruction based on explanations provided by parent/guardian regarding student absences from school.

A parent/guardian must submit two components of the Application for Homebound Instruction to apply for homebound instruction.

1. Student Information and Release Form
2. Medical Certification of Need

The School Information Form is completed and submitted by school staff along with the two components of the application listed above.

The parent/guardian must have the student's medical provider of record complete the Medical Certification of Need. A licensed physician, licensed clinical psychologist or licensed psychiatrist are able to fulfill this requirement. The Homebound Instruction Application is to be returned by the parent/guardian to the school principal or the director of counseling services. The school principal or director of counseling services will review and forward all completed materials to the Coordinator of Homebound Instruction within two (2) business days.

The Coordinator of Homebound Instruction will review the application and contact the medical professional of record for verification within five (5) business days of receipt of the application. Such verification can be made by medical/professional staff designated by the medical professional of record. Once verification is obtained from the medical professional of record, the Coordinator of Homebound Instruction notifies the parent/guardian of approval and consults with designated school personnel regarding needed services within three (3) business days.

Homebound instruction should be initiated as soon as possible following receipt of a complete certification, but no later than five (5) instructional days upon approval of the request. In cases where the student has an IEP, the certification should be promptly transmitted to the IEP Team by the homebound coordinator for review and determination of a change in placement for the student. The IEP Team must reconvene to consider special education and related services and

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reflect homebound services in the homebound setting. If necessary, an expedited IEP meeting may be held. All due process and IEP procedures will be followed.

School staff shall provide instructional materials for the student to access their education until the homebound instructor is assigned.

When administrative processing delays the initiation of homebound services, efforts to provide homebound instructional services should be documented and delays explained to the parent/guardian.

The Coordinator of Homebound Services shall assign the homebound teachers and notify the referring source of the start date.

Approved Services

Homebound instructional services are supported by an assigned Arlington Public Schools homebound instructor(s) utilizing materials and lessons provided by the student's school-based teachers.

The hours per grade level listed below are consistent with the Virginia Department of Education Guidelines and represent the minimum hours of instruction to be provided. These hours may not be applicable in all instances (e.g., for students with IEPs, the IEP Team determines the hours required in accordance with the student's education needs).

- Elementary school students are allowed a minimum of five (5) hours of instruction per week or twenty hours per month.
- Middle school students may receive a minimum of eight (8) hours of instruction per week or 32 hours of instruction per month.
- High school students may receive a minimum of two (2) hours per core academic subject per week; other accommodations on an individual basis.

Students who receive extended homebound services may access learning through virtual courses, if appropriate.

If instruction and/or special education related services are provided in the home, the parent/guardian or a responsible adult must be present. Services may be provided at an alternative location per agreement between the parent and Coordinator of Homebound Instruction.

During homebound instruction, the homebound teacher will make a recommendation in duplicate regarding grades to the elementary principal or the middle or high school director of counseling services. One copy will be for the Coordinator of Homebound Instruction and the other will be given to the elementary school principal or middle or high school director of counseling services.

At the time of the initial request, the licensed physician, licensed clinical psychologist, or licensed psychiatrist must complete the Arlington Public Schools certification of medical need as provided by the parent/guardian.

Extension of Homebound Instruction

Since homebound instruction is not intended to supplant school services, if it is necessary to extend homebound instruction beyond the initial time frame or longer than nine calendar weeks, the school-based team (i.e., principal, director of counseling, or designee), or IEP Team is responsible for creating a transition plan outlining the information listed below. The school-based team or IEP Team is responsible for contacting the parent/guardian at least three (3) weeks prior to the initial end date of Homebound Instruction to discuss either the re-entry of the student to school-based learning and/or the need for an extension to be requested and the medical documentation required for such an extension. The school-based team or the IEP Team is responsible for communicating updates regarding the re-entry plan or the extension of the parent/guardian to request an extension with the Homebound Instruction Coordinator.

Components of Extension of Homebound Instruction Request:

- Name of the student
- Justification for the extension of homebound instruction
- Updated Medical Certification of Need signed by student's medical professional of record
- Additional time homebound instruction is anticipated
- Specific steps planned to return the student to classroom instruction
- Changes in amount and kind of activity for the student during extended homebound instruction
- Signature, date, office address, and phone number

The request for an extension of services should be submitted by the parent/guardian to the school-based team or IEP Team no later than seven (s) business days prior to the end date of the initial services. The school-based team or IEP team should forward this request to the Homebound Instruction Coordinator within two (2) business days of receipt of the request for extension of services. The Coordinator of Homebound Instruction will review the application and contact the medical professional of record for verification within five business days of receipt of the application. Such verification can be made by medical/professional staff designated by the medical professional of record. Once verification is obtained from the medical professional of record, the Coordinator of Homebound Instruction notifies the parent/guardian of approval and consults with designated school personnel regarding extension of services within three (3) business days.

Appeals of Homebound Application or Request for Extension of Homebound Instructional Services Denial

Parents/guardians who are denied homebound instructional services or the extension of homebound instructional services for their student may appeal the decision to the Chief

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Academic Officer. The timeline for the appeal process will be provided in the denial letter sent to the parent/guardian. The appeal should be made in writing within ten (10) business days of the date of the receipt of the denial letter and include any additional medical documentation from a licensed physician, clinical psychologist, or licensed psychiatrist. Should additional time be necessary to gather required medical documentation from the provider, the parent/guardian should contact the Chief Academic Officer in writing. The Chief Academic Officer may extend this timeline for no more than ten (10) business days. While an appeal is pending, students shall remain enrolled in Arlington Public Schools. For students already enrolled in homebound instruction who are requesting an extension, homebound instruction may be extended up to five (5) business days beyond the original end date if an appeal is pending. The Chief Academic Officer shall respond to the appeal within ten days of receipt of the written appeal.

For a student with a disability, the appeals process should be in accordance with state regulations governing special education. All due process and IEP procedures will be followed.

References

Individuals with Disabilities Education Act

Code of Virginia §8VAC20-131-180

Virginia Department of Education Homebound Instructional Services Guidelines

School Board Policy I-7.2.1 Special Education Programs and Services

[Arlington Public Schools Homebound Instruction Manual](#)

Policy Implementation Procedure Adoption and Revision History

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