INSTRUCTION

Homebound Instruction

“Homebound instruction” means academic instruction provided 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 a student with a disability, the Individualized Education Plan (IEP) must determine the delivery of services, including the number of hours of services. This regulation applies to all students on homebound instruction and students with disabilities for whom the IEP Team determines on-site computer-based instruction is not appropriate as stated in Regulation 687-2, Home-based Instruction.

Homebound instruction may be provided for students enrolled in Prince William County Public Schools (PWCS) who are physically or emotionally unable to attend school as certified by a physician or, in the case of emotional illness, a psychiatrist or clinical psychologist. Homebound instruction is intended to be temporary in nature and should not be used to replace classroom instruction.

A determination of eligibility for homebound shall be made by the Office of Student Services. Students with a disability must have a new IEP developed reflecting homebound approval. When it appears that a general education student will need homebound instruction for an extended period of time, the student's school may be directed to explore the needs of the student for special education services through the use of appropriate means such as the Intervention Team.

The following information applies to all general education students. Students in grades K-5 are eligible for 20 hours of instruction per month. Students in grades 6-8 are eligible for 32 hours of instruction per month. Students in grades 9-12 are eligible for 40 hours of instruction per month. Twenty hours per month may be expended on students in grades 9-12 taking two courses or less on homebound, and 40 hours may be provided to students taking three or more courses. A maximum of four courses may be taken for credit while on homebound. Level associates may review requests for instruction to exceed the recommended number of courses/hours provided through homebound instruction. Approval of such requests is dependent upon available funding.

Homebound instruction is not available during summer vacation months except under extenuating circumstances and then only with the approval of the Director of the Office of Student Services or, in the case of disabled students, the Director of the Office of Special Education. Extended school year must be considered for students with disabilities.
The payment of teachers shall be at the hourly rate as established during the budget cycle. The rate shall be stated in the narrative portion of the published budget. Payment will not be made for travel, no-shows, or preparation time.

In order to provide consistency and accountability in the payment of homebound teachers, the Office of Student Services shall be responsible for processing time sheets and authorizing payment once homebound instruction has been approved by the Office of Student Services or the Office of Special Education. Teachers of students approved for instruction by the Office of Student Services shall be paid from funds budgeted by that department. Payment for teachers approved for services to students with disabilities shall come from funds budgeted by the Office of Special Education.

A hospital/day treatment center which provides academic instruction to qualified PWCS students in a group setting shall be reimbursed for such services at the prevailing hourly homebound instruction rate. PWCS shall reimburse such instructional providers for two hours of instruction per school day for one teacher who is certified to teach in Virginia, regardless of the number of students enrolled in the group. The procedure for applying for approval for homebound services through a hospital or day treatment center is the same as for non-hospitalized students requesting homebound services. Payment will not be made for homebound services rendered prior to approval of the homebound request by the Office of Student Services.

When a Prince William County general education student is confined to a hospital/day treatment center which does not provide academic instruction and is outside the boundaries of Prince William County, it shall be the responsibility of the parent/guardian to secure the services of a teacher who is certified in the state in which the hospital/day treatment center is located. The parent/guardian shall also be responsible for securing assignments, texts, etc., from the student's base school and insuring that the assignments are returned to the base school upon completion. The teacher instructing a Prince William County student confined for treatment outside of Prince William County shall be paid at the prevailing hourly rate set for all Prince William County homebound teachers. The same Homebound/Home-based Instruction Time Sheet shall be used by all homebound teachers, whether local or outside of Prince William County, and the same guidelines shall apply with relation to procedures followed in applying for homebound instruction, number of hours of instruction per month, and number of courses to be taught on homebound.

For students who are confined to a hospital/day treatment center but who are not receiving instruction under the homebound program, the parent/guardian may request that the student's base school evaluate work completed while the student was confined to determine whether or not it meets the criteria for credits as defined by PWCS. All students with disabilities must have an IEP developed to indicate homebound services.
I. Application and Approval Process for Homebound Instruction

A. The parent/guardian must contact the Office of Student Services in order to receive the Application for Homebound Instruction.

B. The application must be completed by either a physician, in the case of physical illness, or a psychiatrist/clinical psychologist, in cases of emotional illness. Students applying for homebound instruction on the basis of medical or emotional illness must also have a treatment plan submitted by the physician, psychiatrist, or clinical psychologist. In addition, any student who is approved for homebound instruction and it appears may need special education services in order to return to regular education classes, will be referred to the Intervention Team. The need for special education services must be determined by the Intervention Team. The School Division retains the right to require student evaluations through due process after homebound instruction has commenced if there are indicators that special education services may be needed following or in lieu of homebound instruction.

C. The Office of Student Services shall notify the student's base school in order for the school to assign a homebound teacher. The base school and the homebound teacher are then responsible for coordinating with the parent/guardian the time and place for instruction of the student. The parent and homebound teacher shall indicate their knowledge of and consent to abide by all homebound procedures by their signatures on Attachment II, if appropriate (for parent/guardian), and Attachment III (for homebound teachers).

D. Parents must contact the Office of Student Services to request an extension of homebound services if medically necessary. The homebound extension form completed by the physician or psychiatrist/clinical psychologist will be required prior to granting approval for an extension. Those requests for homebound instruction to continue from one school year to the next will be referred to the Intervention Team prior to review of an extension request.

The Office of Student Services will contact the school’s homebound coordinator once an extension has been approved/disapproved. The homebound teacher should not continue to provide services unless notified by the Office of Student Services. A student with a disability must have a new IEP developed.
II. Responsibilities of the School in the Homebound Program

A. Each school shall designate an administrator as the school homebound coordinator. The coordinator shall be thoroughly familiar with all aspects of the homebound instruction procedures as outlined in this regulation. This person shall maintain accurate records related to the homebound program and shall serve as the contact person with the Office of Student Services and the Office of Special Education.

B. A roster of eligible persons wishing to teach homebound students shall be maintained by each Prince William County school. The roster shall be limited to those persons who hold a valid Virginia Teaching Certificate. The certificate must be verified by the school employing the homebound teacher who must have completed the employment process in Human Resources. This will not apply to those persons who are currently employed as teachers on a full-time basis in PWCS. The school homebound coordinator must have a signed copy of Attachment III on file for all homebound teachers and must send a signed copy to the Office of Student Services. No teacher should be allowed to provide homebound instruction unless Attachment III is signed and on file with the school homebound coordinator.

C. The school homebound coordinator shall serve as the contact between the student's regular teacher(s) and the homebound teacher(s). All materials, assignments, grades, etc., shall be routed through the school homebound coordinator. The school homebound coordinator shall be responsible for monitoring the expiration date for each student on homebound instruction. The coordinator shall ensure that instruction does not exceed the designated expiration date or the date on which homebound instruction terminates for the school year. Exceptions may be made only with the approval of the Office of Student Services or the Office of Special Education. Extended school year must be considered for students with a disability.

D. Under no circumstances is homebound instruction to begin without approval and notification from either the Office of Student Services, in the case of general education students, or the Office of Special Education, in cases involving students with disabilities.

III. Responsibilities of the Parent in the Homebound Program

A. The parent/guardian shall request an Application for Homebound Instruction from the Office of Student Services, review and sign the application, and forward it to
the attending physician or clinical psychologist/psychiatrist for completion before returning the application to the Office of Student Services. The parent/guardian shall also read and sign Attachment II which indicates knowledge of and intent to abide by all homebound policies and procedures. Attachment II and the completed application must then be returned to and approved by the Office of Student Services before homebound instruction may begin.

B. The parent/guardian shall provide an appropriate setting for instruction and must always be in the home during homebound instruction. Failure to provide an appropriate setting or to be present in the home during instruction is cause for termination of homebound instruction.

C. After each visit, the parent/guardian must sign the homebound teacher’s time sheet (Attachment I) to verify the specific hours of instruction provided on that date. The parent’s/guardian’s signature on this document serves as verification that the information on the time sheet is accurate.

IV. Responsibilities of the Homebound Student

Students receiving homebound instruction have the responsibility to: present themselves for instruction at the agreed upon time and place; have materials with which to work; display the proper attitude toward instruction; and complete the tasks as set forth by the homebound teacher. Excessive absences and/or poor attitude may result in termination of homebound instruction for the student. This shall be determined by the Office of Student Services, in the case of general education students, or the IEP team, in cases involving students with disabilities.

V. Responsibilities of the Classroom Teacher

A. Homebound instruction is designed to permit a student who is confined due to physical or emotional illness to maintain a level of academic progress consistent with that of classmates in the base school.

B. Therefore, when a student is approved for and is receiving homebound instruction, the regular classroom teacher shall provide for the homebound teacher the curriculum objectives, content areas, or chapters and units to be covered during the student's absence. It shall be the responsibility of the homebound teacher to prepare plans, materials, tests, etc., which assure coverage of the areas of study provided by the classroom teacher. The homebound teacher is responsible for any grades based on the plans and assignments prepared. The
classroom teacher may provide specific worksheets, tests, or handouts, if so desired. If such materials are provided, the classroom teacher will be responsible for determining the grades on these personal requests. In cases where the homebound instructor is not certified in the subject being taught, the classroom teacher shall insure that the material being covered on homebound meets the standards required for the course(s). The student’s grade will be determined jointly by the classroom teacher and the homebound teacher.

VI. Responsibilities of the Homebound Teacher

A. The homebound teacher must sign Attachment III and provide a copy to the school homebound coordinator prior to beginning homebound instruction. The homebound teacher’s signature on Attachment III will serve as verification that the teacher is knowledgeable of and intends to abide by all PWCS’ homebound policies and procedures.

B. The homebound teacher is responsible for arranging an instructional schedule which meets the needs of all parties concerned and shall inform the parent(s)/guardian(s) and student of their responsibilities as detailed in this regulation. Arranging a time and place suitable for instruction is the responsibility of the homebound teacher and the parent/guardian. Weekends and holidays are acceptable for homebound instruction if convenient for all parties, provided that the parent/guardian will be present and that the number of hours does not exceed those allowable for a given month.

C. After each visit, the homebound teacher must obtain the parent’s/guardian’s signature on the time sheet (Attachment I) to verify the specific hours of instruction provided on that date. At the end of each pay period the homebound teacher and school homebound coordinator must sign the time sheet and submit it to the Office of Student Services. The school homebound coordinator will be notified via email regarding the last day for submission of time sheets for each pay period. Time sheets must be submitted not later than 4 p.m. on the last day indicated by the Office of Student Services.

**Unsigned or incomplete time sheets will be returned to the school homebound coordinator** and payment for homebound services will be delayed until the next pay period.

D. The homebound teacher shall submit to the school homebound coordinator grades, tests, etc., based on assignments and materials that have been provided for
the student. It is the responsibility of the classroom teacher and the homebound teacher to jointly determine a nine weeks, semester, or yearly grade for the student.

E. The homebound teacher is responsible for notifying the school upon termination of homebound instruction. Students with disabilities must have a new IEP developed.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2012.
**HOMEBOUND/HOME-BASED (HB) INSTRUCTION TIME SHEET**

**STUDENT'S NAME**

**HB TEACHER'S NAME**

**MONTH**

**STUDENT'S SCHOOL**

**HB TEACHER'S SSN**

**YEAR**

**GRADE/COURSE(S)**

K - 5 maximum 20 hours per month; 6-8 maximum 32 hours per month; 9-12 maximum 40 hours per month (10 hours per course) with a maximum of four classes

<table>
<thead>
<tr>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
<th># OF HOURS</th>
<th>PARENT'S SIGNATURE (MANDATORY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
<th># OF HOURS</th>
<th>PARENT'S SIGNATURE (MANDATORY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>16th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21st</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22nd</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23rd</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30th</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31st</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MONTHLY TOTAL

This form must be signed by parent/guardian each day of instruction and by the school homebound coordinator and the homebound teacher before being submitted to the Office of Student Services. Signatures attest to the accuracy of all the information on this form and indicate awareness that any falsification will be investigated and prosecuted.

This form must be submitted to: Homebound Coordinator

Office of Student Services 703.791.7263

P. O. Box 389

Manassas, VA 20108 703.791.8839 # fax

Homebound Teacher's Signature

School Homebound Coordinator's Signature

Incomplete forms will be returned to the school homebound coordinator. All time sheets not received by 4 p.m. on the last day indicated by the Office of Student Services each month will be processed for the following pay period.

**TERMINATION INFORMATION**

Homebound instruction for this student was discontinued on ___________________________. The student will return to school on ___________________________.

(Date)  (Date)
PARENT/GUARDIAN RESPONSIBILITIES
IN THE HOMEBOUND INSTRUCTION PROGRAM

My signature on this form indicates that I understand the homebound instruction policies and procedures outlined in this Attachment to Regulation 687-1, and that I agree to abide by all of the provisions listed.

- The parent/guardian must contact the Office of Student Services to obtain the Application for Homebound Instruction. The parent/guardian must review and sign the application prior to submitting it to the attending physician or psychiatrist/clinical psychologist for completion as necessary. This completed form may be mailed or faxed to the homebound coordinator in the Office of Student Services.

- The parent/guardian must arrange with the homebound teacher a convenient time and place for homebound instruction.

- The parent/guardian must be present in the home during the entire period of homebound instruction.

- The parent/guardian must provide an appropriate environment for homebound instruction. The noise level, lighting, equipment, and supplies should be conducive to learning.

- The parent/guardian must notify the teacher at least four hours prior to the scheduled visit if the student will be unavailable for instruction due to unavoidable circumstances.

- The parent/guardian must notify the teacher prior to a scheduled visit if there is a contagious disease in the home.

- After each visit, the parent/guardian must sign the homebound teacher’s time sheet to verify the specific hours of instruction provided on that date.

- The parent/guardian must contact the Office of Student Services to request an extension of homebound instruction if medically necessary. A letter from the treating physician, psychiatrist/clinical psychologist, or a new application must be submitted by the parent/guardian prior to the approval of an extension of homebound instruction.

The parent/guardian signature(s) on this form will be used to verify the signature(s) on the homebound teacher’s time sheet.

This form must be signed and returned to the homebound coordinator in the Office of Student Services before homebound instruction can be approved or signed and returned with a copy of the Individualized Education Plan (IEP) to the program coordinator in the Office of Special Education before homebound instruction can begin.

<table>
<thead>
<tr>
<th>Print Student’s Name</th>
<th>Parent/Guardian Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Student’s Base School</td>
<td>Parent/Guardian Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Office of Student Services
Prince William County Public Schools
P.O. Box 389
Manassas, VA 20108
Office: 703.791.7257
Fax: 703.791.8839
RESPONSIBILITIES OF THE HOMEBOUND TEACHER

My signature on this form indicates that I understand the homebound instruction policies and procedures as described in Regulation 687-1, that I understand all homebound instruction is to be completed outside of my contract hours, and that I agree to:

- Provide a signed copy of Attachment III to the school’s homebound coordinator. (This only needs to be completed once each school year - please maintain a copy).
- Contact the parent/guardian to arrange an instructional schedule that meets the needs of all parties involved.
- Review Attachment II with the parent/guardian to ensure an understanding of his/her responsibilities.
- Record the actual hours of instruction on the time sheet, not to include time for preparation or travel, consistent with the number of hours allowed in Regulation 687-1.
- Obtain the parent/guardian signature on the time sheet to verify the specific hours of instruction provided on each date of homebound instruction.
- The time sheet must be completed and signed by the teacher and homebound coordinator. Time sheets must be submitted not later than 4 p.m. on the last day indicated by the Office of Student Services.
- Submit student’s grades to the school homebound coordinator by the due date established by each school.
- Work in conjunction with the base school teacher to meet the instructional needs of the student.
- Notify the school upon termination of homebound.

INSTRUCTIONS FOR COMPLETING THE HOMEBOUND TIME SHEET

- All information entered must be entered legibly in ink.
- The time sheet will be returned to the school homebound coordinator if any of the following information is missing or illegible: student’s first and last name, name of student’s school, homebound teacher’s first and last name, homebound teacher’s social security number, homebound teacher’s signature, the parent’s signature, or the school homebound coordinator’s signature. Payment for homebound services will be delayed until time sheets are properly submitted and may be processed on the next pay period.
- In the appropriate area, indicate the month and year homebound instruction was given.
- Homebound time sheets must be submitted on a monthly basis.
- Enter the time instruction began, the time instruction ended, and indicate the number of instructional hours in the appropriate column adjacent to the date (1st, 2nd, 3rd, etc.) of the month those hours were given.
- When the homebound instruction is terminated, fill in the information requested in the termination section at the bottom of the form.

_______________________________________  _______________________________________
Print Name      Social Security Number

_______________________________________  
Homebound Teacher’s Signature      Date