



Colonial Guidance for Schools Regarding the Provision of Homebound Services
[\(Title 14, Section 930 - Supportive Instruction\)](#)

Determination of Eligibility and Application

[Homebound Application \(General Education/Section 540\) 5.30.2023](#)

[Notice of Homebound Services \(Special Education\) 5.30.2023](#)

General Education Students (Including student with a 504 plan)

For **general education students** and **students with 504 plans**, the **school counselor** will initiate the request for Homebound Instruction by completing the **Homebound Application (General Education/Section 504)** linked above. The following information must be provided on the application:

- Reason for Request of Homebound Services-Medical (illness or accident) or Adjustment
- Demographic Information: Student Name, DOB, Grade, 504 Status, School, Name of Counselor
- Courses and Materials (Note if materials are paper or online. If online, what program)
- Related Services (Section 504 only)
- Signatures: Parent, Principal, and Director of Health and Wellness

Medical Request

If the request for **Homebound Services** is **medically necessary**, a **Physician's Note/**

[Homebound Doctor's Note 5.30.2023](#) must be provided.

School Counselors must review the details of the **Physician's Note** with the **School Nurse** to determine if the request for **Homebound Services** is appropriate. As a reminder, the **Physician's Note** is a **request**. **School Teams** must consider the request and determine whether the student's needs can be accommodated in the school setting. If necessary, **School Counselors** and **School Nurses** should obtain a **[release of information](#)** and contact the physician to gather additional information.

School Counselors should also review the content of the **Physician's Note** to determine whether the information provided constitutes an **evaluation for 504 services**.

If the **School Team** has sufficient information and agrees the student requires **Homebound Services**, an application must be completed and submitted to **Mary Ann Nelson** in the



Division of Health and Wellness along with a copy of the student's schedule (secondary) as well as the name of anyone who may be interested in providing homebound services.

Adjustment Requests

If the request for **Homebound Services** is necessary due to adjustment, the following must be provided:

- **Psychiatrist/Psychologist/Therapist Note**, if available-
 ☰ Homebound Doctor's Note 5.30.2023 **or**
- Minutes of **Multidisciplinary Team Meeting** (including **Mental Health Services Provider**) **or**
- Minutes from **504 Team Meeting**

School Counselors should review the details of the request with the **Multidisciplinary School-Based team** (that includes the **Mental Health Services Provider**) **or** **504 Team** to determine if the request for **Homebound Services** is appropriate. As a reminder, the **Psychiatrist/Psychologist/Therapist note** is a **request**. **School Teams** must consider the request and determine whether the student's needs can be accommodated in the school setting. If needed, **School Counselors** should obtain a [release of information](#) and contact the **Psychiatrist/Psychologist/Therapist** to gather additional information.

School Counselors must also review the content of the note to determine whether the information provided constitutes an **evaluation for 504 services**.

If the **School Team** has sufficient information and agrees the student requires **Homebound Services**, an **application** must be completed and submitted to **Mary Ann Nelson** in the **Division of Health and Wellness**.

Students with Disabilities (IEP)

Special Education Coordinators (SECs) will complete the **Notice for Homebound Services** (linked above) and submit to **Mary Ann Nelson** in the **Division of Health and Wellness** following determination of placement at an IEP meeting. The **School Counselor** will coordinate instructional materials and monitor attendance.

Processing of Applications/ Notices

Upon receipt of the **application/notice**, the **Director of Health and Wellness** or designee will:

- Review the application (approve or deny) or notice
 - If denied, the reason for denial and follow-up steps will be provided



- Assign a teacher to provide instruction
- Inform the building liaison of the approval and instructor assignment
- Inform the parent/guardian of the approval and instructor assignment

Letters informing the school of the homebound status should be placed in the student's cumulative file.

Instruction

The **Homebound Instructor**(s) assigned to the **student** shall immediately contact the **School Counselor** to obtain appropriate **instructional materials** for core subjects.

Instructional materials may include

- Classroom lesson plans/course outline/teacher's guide/etc
- Classroom assignments

to ensure the student is keeping pace with the classroom. In most cases, homebound instruction is designed to be short-term with the goal of returning to the classroom within a defined period of time.

The **School Counselor** shall notify the student's teachers of record and collect classroom instructional materials (including progress monitoring assignments/probes for students with IEPs). Materials should be left in the main office for the homebound instructor within 2 school days of the initial contact unless able to be shared electronically.

Instructional materials should be provided in the format being utilized by the classroom. Teachers of record are not required to create electronic course work for students while on homebound.

The **Homebound Instructor** is responsible for teaching and assessing the student during the period of **Homebound Services**. This instruction is based on activities and assignments occurring in the classroom. The **Homebound Instructor** may plan additional activities and assignments to support the student's learning.

Instructional Hours

The chart below lists the number of homebound instructional hours a student may receive.

K-5	3-7 hours
6-8	5-7 hours
9-12	5-10 hours
Special Education	Determined by IEP Team



Planning Time (Homebound Instructor)

The **Homebound Instructor** may bill for 30 minutes of planning per week for each subject taught (i.e. English, Math, Science, Social Studies). This time allows for a review of classroom instructional materials, determination of necessary adaptations for instruction during the homebound instructional session, and review of assignments to be completed by the student.

Grading

The **Teacher of Record** is responsible for grading classroom assignments and progress monitoring (for students with IEPs) provided to the **Homebound Instructor**. The **Teacher of Record** is not responsible for grading individualized activities and assignments created by the **Homebound Instructor**.

The **Teacher of Record** is responsible for assigning marking period grades as well as completing IEP updates. The **Homebound Instructor** may provide input regarding attendance and effort during instructional sessions.

For non-core classes, the **student** may be assigned a grade of "M" if there is insufficient work to determine a marking period grade.

To allow the **Teacher of Record** adequate time to review and grade assignments, the **Homebound Instructor** must return classroom-based assignments within 2 school days of due date. Additionally, all classroom-based assignments to be completed for grades must be submitted 3 school days prior to the end of the marking period.

Attendance

Students approved for homebound instruction should be marked Homebound or "HB" in eSchool for the approved period by the building's attendance secretary.

The **Homebound Instructor** is responsible for maintaining a record of student attendance for instructional sessions. If a student does not arrive for a scheduled session, the **Homebound Instructor** must contact the student/family to determine if the student plans to attend that day. Contact should be made via phone or text/messenger.

If the student/parent does not respond, a follow up message should be sent to the student/family via text/messenger and/or email to

1. Confirm date and time of next session
2. Indicate any assignments that should be completed prior to the next session.

Details of the student's attendance at the session and follow up communications should be sent to **Mary Ann Nelson**. The Homebound Instructor should allow 15 minutes from



the start of the session for the student to log in or family to update on attendance. A timesheet for 15 minutes may be submitted.

In the event that the student develops a pattern of not attending (i.e. 2 weeks in a row), the **Homebound Instructor** will contact the **School Counselor** regarding the student's lack of attendance at sessions and provide any additional information that may have been shared by the student/family. The school counselor will update the student's attendance in eSchool to reflect missed sessions.

The **School Counselor** will contact the student's family to discuss reasons for non-participation in instructional sessions and work with the **Division of Health and Wellness** (General Education) or **Student Services** (Special Education) to develop a plan for providing educational services to the student. If the parent is non-responsive to the **School Counselor**, schools should follow existing procedures for absences including mailing attendance letters, scheduling attendance conferences, creating attendance contracts, and engaging the **Visiting Teachers** in completing a wellness check.

Review of Homebound Placements

In a majority of cases, **homebound instruction** is designed to be a short-term intervention with the goal of returning to the classroom for in-person instruction within a defined period of time. For regular education students, including those with 504 plans, receiving homebound instruction due to medical or adjustment needs, school teams should meet to review the student's status if the student has not returned to school within 9 weeks. This review should include an updated **Physician's Form**.

Students with IEPs receiving homebound instruction will be monitored by the **Special Education Coordinator** and discussions regarding placement will occur during an **IEP meeting**.