

MECKLENBURG COUNTY PUBLIC SCHOOLS

Department of Student Services

HOMEBOUND GUIDELINES

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Homebound instruction is a part of the Department of Student Services that is offered and designed to provide continuity of educational services between the classroom and home setting, for students enrolled in Mecklenburg County Public Schools (MCPS), whose medical or psychiatric needs indicate that school attendance is not advisable. Additionally, homebound instruction may be used to supplement classroom attendance on an intermittent basis for health-impaired children whose conditions may interfere with consistent school attendance (e.g. students receiving dialysis, radiation, or chemotherapy treatments) or for students that are medically unable to attend full days. Homebound instruction is intended to be temporary. *There are extenuating circumstances that may be approved for a longer period of time (ex: cancer & treatment, medically fragile, pandemics).* The goal of homebound is to facilitate the student’s return to the classroom setting as soon as medically indicated. Homebound is intended to provide an instructional bridge for students who must leave the classroom until they are able to return, and is not intended to be a long-term placement. Homebound instruction is for enrolled students only and are not approved for issues related to family care or illness. Homebound instruction will be provided by a teacher that holds a valid and current Virginia teaching license. However, the teacher may not be endorsed in all subject areas they are providing instruction for. Instruction is provided in core classes: English, mathematics, science, and social studies. Instruction is provided for economics and personal finance as well. Homebound instruction is not available for DE or AP classes, CPR certification, or Behind the Wheel. As well, specialty classes (i.e., those requiring labs, special facilities or equipment) may not be comparable. Students receiving homebound may not participate in extracurricular school activities including trips, prom, homecoming, club meetings, and sporting events unless approved by the medical provider that signed the homebound application, the student’s school administrator, and the Director of Student Services. A student with a job must have the approval of their medical provider to work while receiving homebound instruction.

| Homebound Instruction IS: | Homebound Instruction is NOT: |
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| <ul style="list-style-type: none"> -Designed so that the student does not fall significantly behind during the period of confinement. -Interactive; the student is expected to participate in the instructional process and complete assignments. -Expected to include homework. -Intended to make every effort to ensure academic progress. -Intended to provide priority to CORE academic subjects. | <ul style="list-style-type: none"> -Intended to supplant school services. -Expected to have all work completed in the presence of the homebound teacher. -A substitute for course credit that must be earned according to class requirements. -A guarantee that specialty classes (i.e., requiring labs, special facilities or equipment) will be comparable. -Automatically inclusive of elective course. -A guarantee of on-time graduation; all diploma requirements must be met for graduation. |

- ❖ The medical certification of need (homebound application) must be fully completed INCLUDING parental/guardian/adult student signature in order for the student to be considered for services.
- ❖ Homebound instruction should begin as soon as possible, but no later than 5 instructional days, upon approval of the homebound application. If administrative processing procedures or securing a teacher delays the implementation of homebound instruction, the school division shall provide compensatory services if they are deemed appropriate.
- ❖ The location of services will be determined and agreed upon between the parent/guardian and the homebound teacher.
- ❖ Homebound should not exceed approval beyond NINE CALENDAR weeks, unless extenuating circumstances exist. If homebound instruction is necessary beyond the initial 9 calendar weeks, an extension form will be required from the treating health care provider.

- ❖ The parent/guardian is responsible for securing an extension form from the medical provider if the student is unable to return upon expiration of the application.
- ❖ Should a student not require homebound for the initially specified length of time, the parent/guardian must obtain a release statement from the medical provider for the student to return to school.
- ❖ If a student has an IEP or 504 plan, these must be amended and include language that clearly defines the time period, frequency, and duration of homebound instruction. If the student has an IEP, the IEP Team should include a statement that addresses the fact that the homebound instruction does not constitute a permanent change in placement and homebound placement is not the “stay put” placement should the IEP Team and parent/guardian later disagree over the continuation of homebound instruction. Upon return to school, these plans must be amended again.
- ❖ Hours of instruction:
 - Elementary – 5 hours per week
 - Middle School – 8 hours per week
 - High School – 2 hours per week per core academic subject

If a student has an IEP or 504 plan, the number of hours for homebound instruction will be provided per that student’s specific plan.
- ❖ Teachers are to instruct students and make every effort to ensure academic progress. PRIORITY is given to core academic subjects. Students are expected to complete some work on their own without the presence of the homebound teacher and students are expected to have homework.
- ❖ Classroom teachers are to provide homebound teachers with all appropriate instructional materials and information.
- ❖ A student receiving homebound instruction should have a REDUCED workload that includes only what is absolutely necessary to meet course requirements and prepare for SOLs. Classroom teachers must prioritize assignments and activities to make sure the student participates in critical activities for mastery of skills and standards of learning. Excusing/exempting assignments that aren’t essential is strongly advised. Teachers should also keep in mind that some assignments and activities done in a classroom will need to be modified for 1:1 implementation by the homebound teacher.
- ❖ Classroom teachers are responsible for grading all assignments unless previous arrangements have been made between the classroom and homebound teachers and approved by the school administrator and Director of Student Services. **Should the student refuse to complete an assignment, a grade of “0” (zero) will be given.**
- ❖ Any concerns regarding the completion or submission of work, should be addressed between the classroom and homebound teacher. Classroom teachers should involve their building administrator in charge of homebound instruction if issues are not resolved. Should the building administrator deem it necessary, they will contact the Department of Student Services. Teachers should be reminded not to wait until the end of a marking period to report concerns.
- ❖ If a student is receiving homebound instruction during the SOL testing window, SOL testing will take place at either the Central Office or a MCPS School. The student’s homebound teacher, may or may not, administer the SOL test.
- ❖ Students must adhere to the *Code of Conduct* during instruction, including the dress code. Students may not smoke, vape, or dip during instruction. Foul language will not be tolerated. Repeated infractions of any kind may result in suspension of services or an altered location or instructional delivery model.
- ❖ Homebound students are subject to the compulsory school attendance regulations (truancy laws).
- ❖ Homebound instruction is subject to suspension or termination for excessive unexcused absences. Truancy procedures will be followed in such cases.
- ❖ Homebound instruction is subject to temporary suspension if the home environment is not conducive to learning or if the occupants present a threat to the safety of the student or the homebound teacher. Every

effort will be made to quickly secure alternative arrangements for a location suitable for instruction. Should the student be medically unable to leave home, options such as online classes or virtual learning may need to be considered and implemented.

Homebound teachers have the following responsibilities:

1. maintain close contact with the student's teacher(s) to implement an appropriate educational program;
2. provide instruction with priority given to CORE academic classes;
3. assign homework;
4. maintain and submit to the designated school division representative an accurate record of the date/hours of instruction provided for each assigned student;
5. communicate frequently with the classroom teacher;
6. communicate frequently with the parent/guardian;
7. submit completed student work, at least every two weeks, to the designated representative or classroom teachers; and
8. record and submit to the division representative the student's attendance for scheduled sessions.

Parents / guardians have the following responsibilities:

1. provide an environment conducive to learning and NOT interrupt instructional time;
2. ensure that a responsible adult is present in the home during instruction;
3. if you transport your child to a location for services, please make certain you arrive and return for pick-up on time and that the homebound teacher has arrived prior to leaving your child for instruction;
4. keep all scheduled appointments as excessively missed appointments may result in **suspension of services and truancy procedures**;
5. notify homebound teacher of any changes that will affect your child's scheduled instruction;
6. supervise homework completion;
7. notify the school division of excessively missed appointments or tardiness by the homebound teacher; and
8. provide your child's homebound teacher with a note from your child's medical facility for any missed sessions due to a documented illness, emergency, scheduled wellness or follow-up appointment, psychotherapy, and/or counseling session within three (3) days of the missed educational session.

Additional Information Related to Pandemics

In the event of a mask requirement due to a pandemic, teachers will wear a cloth mask during instruction and sanitize the work area. They will also complete a pandemic questionnaire with the student prior to beginning instruction. Parents/guardians should inform the homebound teacher as soon as possible of any pandemic exposure or illness to reschedule sessions. Parents/guardians must also provide a cloth mask to be worn by the student during all instructional time unless a doctor's note is provided stating no mask can be worn due to the student's disability or health issues.

Should MCPS close or become strictly remote/virtual, the provision of homebound instruction will have to be adjusted. In such a situation, homebound students will be afforded the same type of educational instruction as those students attending school at the time of the closure. It is important to note that should MCPS be mandated to close by a government order, a lapse in services may be possible depending upon the timely notification of such a mandated closure.

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