

## OFF-SITE INSTRUCTION AND VIRTUAL COURSES

### Homebound Instruction

The School Board maintains a program of homebound instruction for 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, physician assistant, nurse practitioner, or clinical psychologist.

Credit for the work is awarded when it is done under the supervision of a licensed teacher qualified in the relevant subject areas and employed by the School Board, and there is evidence that the instructional time requirements or alternative means of awarding credit adopted by the School Board have been met.

### Virtual Courses

Students may enroll in and receive a standard and verified unit of credit for supervised virtual courses with prior approval of the principal. The superintendent is responsible for developing regulations governing this method of delivery of instruction that include the provisions of 8 VAC 20-131-110 and the administration of required Standards of Learning tests prescribed by 8 VAC 20-131-30. For courses offered for possible high school credit, standard units of credit are awarded for successful completion of such courses when the course is equivalent to that offered in the regular school program and the work is done under the supervision of a licensed teacher qualified in the relevant subject areas. A verified unit of credit may be earned when the student has successfully completed the requirements specified in 8 VAC 20-131-110.

Adopted: September 10, 2018

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:3, 54.1-2952.2, 54.1-2957.02.

8 VAC 20-131-180.

Cross Ref.: IGBGA                      Online Courses and Virtual School Programs  
IKFD                              Alternative Paths to Attaining Standard Units of Credit

## INSTRUCTION

### Homebound Instruction

The Office of Special Services provides instructional support for students who are unable to attend school. This includes those students whose medical condition prevents their attendance, as well as special education students who are not permitted in the school setting as a result of disciplinary action. Homebound Instruction is an **instructional bridge** for students who must leave the classroom until they are able to return. It is not intended to be a long-term placement for a student's instruction.

The following are suggested guidelines for school divisions for the minimum hours of homebound instruction to be provided and may not be applicable in all instances. Every effort should be made to ensure academic progress; however, course credit must still be earned according to class requirements.

1. Elementary school students –five hours per week
2. Middle school students - eight hours per week
3. High school students –five hours per week for two subjects or ten hours per week for three or four subjects

### The School Homebound Coordinator and Classroom Teacher

A student receiving homebound instruction is enrolled in the district homebound school. The classroom teacher with the assistance of the school homebound coordinator will:

1. Provide the homebound teacher with appropriate instructional materials and information
2. Be responsible for grading procedures in collaboration with the homebound teacher
3. Maintain close contact with the homebound teacher or the program coordinator supervising on-line instruction to monitor the instructional progress of the student
4. Collaborate with the homebound teacher about the curriculum and appropriate instructional strategies

### Correspondence Courses

Students who enroll in high school as freshmen before July 1, 2018, as sophomores before July 1, 2019, as juniors before July 1, 2020 or as seniors before July 1, 2021 may enroll in and receive a standard and verified unit of credit for supervised correspondence courses with prior approval of the principal. Standard units of credit will be awarded for the successful completion of such courses when the course is equivalent to that offered in the regular school program and the work is done under the supervision of a licensed teacher, or a person eligible to hold a Virginia license,

approved by the School Board. Verified units of credit may be earned when the student has passed the SOL test associated with the correspondence course completed.

The Student/Parent/Guardian

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

1. Obtain certification from the physician or licensed clinical psychologist requesting homebound services, and complete parental signature forms in order to begin homebound instruction
2. Have a responsible adult in the home during the entire period of instruction
3. Provide adequate facilities for teaching (quiet room without interruptions, with a table, chairs and appropriate supplies)
4. Have the student ready for instruction at the time designated by the homebound teacher
5. Supervise daily homework
6. Notify the teacher, prior to the scheduled visit, if there is a contagious illness in the home or if there is an emergency
7. Keep all appointments with the homebound teacher (excessively missed appointments may result in suspension of services)
8. Make every effort to complete school assignments
9. Advise the homebound teacher of any change in the student's status that would necessitate modification or termination of homebound services
10. Notify the school division coordinator of excessively missed appointments or tardiness by the homebound teacher
11. Sign the homebound teacher's time sheet, which logs the days and hours that the teacher worked with the student.

In addition, the student should:

1. not be employed and actively working a job while receiving homebound services;
2. be available for all scheduled instruction;

3. be dressed appropriately;
4. have all books and materials needed for instruction;
5. remain courteous; comply with teacher requests; and use appropriate language; and
6. dedicate instructional time to instruction only (no phone calls, visiting, radio, television, and so on).

### The Homebound Teacher

#### Professional Qualifications

As stated in § 22.1-299 of the *Code of Virginia*, no teacher shall be regularly employed by a school board or paid from public funds unless such teacher holds a license issued by the Board of Education.

An individual employed as a homebound teacher must hold a Virginia teacher's license.

#### Regulatory Authority: (1983)

State Board of Education Regulations, "Standards for Accrediting Schools in Virginia." (July, 1983), p. 8.

Approved by School Board: July 9, 1986  
Amended by the Board: August 9, 2010  
Amended by the Board: August 8, 2016