

HOMEBOUND, CORRESPONDENCE AND ALTERNATIVE MEANS OF  
INSTRUCTION

1. A program of homebound instruction for students who are confined for periods that would prevent normal school attendance based upon certification of need by a licensed physician, physician assistant, or licensed clinical psychologist shall be provided.
2. A program of home-based instruction for students who are assigned to instruction at home due to IEP placement or disciplinary action shall be provided.
3. Upon request of the student's parent or guardian, and provided such request is recommended by a physician or licensed clinical psychologist, or when home-based instruction is assigned, the Office of Student Services shall be contacted and a teacher shall be furnished to instruct the student at home.
4. Medical forms for homebound instruction must be maintained on file.
5. During such period of homebound or home-based instruction, the student shall be carried on the school register as present.
6. The curriculum and activities shall be planned jointly between the teacher at the school and the homebound/home-based teacher.
7. The school shall provide necessary textbooks for the homebound/home-based teacher to use with the student.
8. Evaluation of student work and assignment of grades shall be done jointly by the school-based teacher and homebound/home-based teacher.
9. The school-based teacher shall be responsible for recording the grades into the official grading system for the transcript.
10. Credit for the work shall be awarded when it is done under the supervision of a certified teacher, a person eligible to hold a Virginia certificate, or other appropriately credentialed personnel, employed by the Board.
11. Any credits earned shall be considered a part of the student's regular school work and recorded as such on the scholastic record
12. If the homebound instruction is not determined in the beginning for a defined period, the authorization will be reviewed on a regular basis at nine-week or semester intervals depending on the situation. New medical authorization must be secured for the homebound instruction to continue.

13. A member of the Student Services staff may contact the medical personnel for clarification, if needed, to better determine the appropriateness and/or length of homebound instruction.
14. Medical authorization or reauthorization must be received prior to team planning with the parent/guardian about homebound instruction.
15. All procedures of homebound or home-based instruction must follow Virginia Department of Education Guidelines for Homebound Instruction.

#### Observations/Recording of Homebound/Home-Based Instruction

1. Parents generally should be in another room during homebound/home-based instruction in order to avoid distraction and/or interruption.
2. Observations by parents of homebound/home-based instruction may be permitted; however, parents should not interfere with or interrupt the student's lesson.
3. The student may be observed by a physician, therapist, or other qualified professional during homebound/home-based instruction or services if there is a compelling and specific reason supplied for an observation and if the observation is approved in advanced by the Director of Student Services and Achievement, Building Principal or Designee and the observation enhances the education of the child.
4. If an observation is permitted by a private professional, written parent permission for the observation must be provided prior to scheduling the observation. The length and the frequency of an observation may also be limited at the discretion of the Director of Student Services and Achievement, Building principal or Designee.
5. Observations may be approved, as appropriate, in connection with an Individual Education Evaluation (IEE), if an observation was part of the evaluation that is being challenged. The IEE provider and the parent will be required to follow the procedures described under the Section "Observations in Connection with an Independent Educational Evaluation" of File KK-R (School Visitors and Observations).
6. Parents (or guardians), students, or other third parties may not audio or video record homebound/home-based instruction or related services. The use of cameras, audio or video recording devices, and the use of electronic devices that have the capability of taking photographs or taking audio or video recordings, are prohibited during homebound/home-based instruction/services.
7. Observations by third-parties that have not been approved by the Director of Student Services and Achievement, Building Principal or Designee, will not be permitted.

8. The homebound/home-based instructor or service provider will not proceed with the lesson until the unauthorized observation ceases.
9. Further, the homebound/home-based instructor or service provider will not proceed with a lesson that is being video or audio recorded.
10. The homebound/home-based instructor or service provider will not be required to make-up the day(s) in which services could not be provided because of an unauthorized observation or audio/video recording of instruction.

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Legal Reference: Code of Virginia, 1950, as amended, §§54.1-2952.2, 54.1-2957.02  
8 VAC 20-131-180

Cross Reference: IGBGA Online Courses and Virtual School Programs