

Guide to Home Services Program

The Virginia Board of Education through the regulations establishing Standards for Accrediting Public Schools in Virginia requires that:

“Homebound instruction shall be made available 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 students eligible for special education or related services, the Individualized Education Program committee must revise the IEP, as appropriate, to direct off-site instruction. Credit for the work shall be awarded when it is done under the supervision of a teacher licensed by the Board of Education and meets the requirements of 8VAC20-131-10.

Schools are encouraged to pursue alternative means to deliver instruction to accommodate student needs through emerging technologies and other similar means. Standard units of credit shall be 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. Verified units of credit may be earned when the student has successfully completed the requirements and passed the SOL test associated with the course. The local school board shall develop policies governing this method of delivery of instruction that shall include the provisions of 8VAC20-131-110 and the administration of required SOL tests prescribed by 8VAC20-131-30.”

This handbook has been developed to provide guidance for Lynchburg City Schools in the provision of Homebound, Home-based, and Home Educational services.

Homebound | Home-Based | Home Educational Services
Department of Student Services, Office of Attendance & Truancy
Attention: Home Services Program Liaison
915 Court Street
Lynchburg, VA 24504
Office: (434)515-5097 or (434)515-5082, for the Student Services' Adm.
Assistant FAX: (434)455-4140

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Homebound | Home-based | Home Educational Services

Introduction

Lynchburg City Schools (LCS) has a responsibility to meet the educational needs of children who are confined to their homes because of illness, injury, pregnancy, or emotional difficulties. Frequently, these children are unable to attend school for an extended period of time. The Home Services Program enables such children to continue their educational program while confined at home. Educational and physical modifications may be attempted before students are placed in the Home Services Program.

Students must be enrolled in a public school in Virginia in order to receive instruction through the Home Services Program. **Services are temporary and are not intended to supplant/take the place of school services.**

Home Services Teachers are *required* to hold a valid Virginia Teacher License.

Questions about Homebound | Home-based | or Home Educational Services may be directed to the Home Services Program Liaison (434)-515-5097 or to the Student Services Supervisor (434)-515-5098.

Definition of Homebound, Home-based, and Home Educational Services

Homebound services may be provided to students who are confined to the home or a health care facility and are unable to attend school based upon certification of need by a licensed physician, psychiatrist, or licensed clinical psychologist. The services are provided for a period of 9 school weeks (45 days) and can be extended if needed. The goal is always to transition the student back into the school environment as quickly as possible.

Home-based services are determined by the student's Individualized Education Program (IEP) team.

Home Educational services are determined by the Director of Student Services for discipline related reasons. Students who have been charged with "certain" charges, as indicated in VAC 16.1-260G, may receive Home Educational Services until charges are reviewed and resolved.

Overview of Services

Homebound services

Homebound services are available to all students who are enrolled in Lynchburg City Schools. The program is designed to provide continuity of educational services between the classroom and home setting for students whose medical needs, both physical and psychiatric, preclude school attendance. It may also be used to supplement the classroom program for health-impaired children whose conditions may interfere with consistent attendance (e.g., students receiving dialysis, chemotherapy, or radiation treatments) or for children with disabilities that prevent regular school attendance. Students must be enrolled in a public school in Virginia in order to receive instruction through the Home Services Program.

Homebound services are temporary and are not intended to supplant school services. While no specific number of days can be set due to the many complex health issues which may arise, the goal is always to return the student to the school setting as soon as possible. **The inability to attend school must be certified by a licensed physician, psychiatrist or a licensed clinical psychologist.**

The base school and the Home Services Program Teachers are responsible for monitoring the student's progress and for making sure that a plan for the student's return is prepared. Please note that instruction provided through homebound *is for core courses only*. Work will not be provided for elective classes, unless extenuating circumstances warrant an exception.

Home-based services

May be approved for students enrolled in Lynchburg City Schools. **Participation in this program is determined by a student's Individualized Education Program (IEP) team.** Like Homebound instruction, Home-based services **are temporary and are not intended to replace school services.** While no specific days may be set due to each student's unique circumstances, the goal is to return the student to the school setting as soon as possible. **The base school, the Home Services Program Teacher, and the IEP team are responsible for monitoring the student's progress** and for making sure that a plan for the student's return is prepared. Please note that Home-based instruction *is for core courses only*. Work will not be provided for elective classes, unless extenuating circumstances warrant an exception.

Home Educational Services

Finally, the Director of Student Services may recommend it for students for discipline related reasons. Home Educational Services are handled in the Office of Student Services. Like Homebound and Home-based instruction, **the base school and the Home Services Program Teacher are responsible for monitoring the student's progress.** Please note that instruction provided through Home Educational services *is for core courses only*. Work will not be provided for elective classes, unless extenuating circumstances warrant an exception.

Goal of the Home Services Program

The ultimate goal of the Home Services Program is to provide quality instruction **for a short period of time**, to keep the student current with core content instruction, and to facilitate the student's return to the classroom setting.

Program Limitations of the Home Services Program

While the Home Services Program is helpful to students whose illnesses, disabilities, or behaviors preclude school attendance for a period of time, it has limitations. Students who are injured or whose illnesses make it difficult for them to complete assignments independently, may fall behind

in their work. Classroom instruction, given in the form of lecture, laboratory research and media presentations, may not be possible to replicate in the home setting.

Students may not be able to complete requirements for certain classes while receiving instruction through the Home Services Program. These include classes requiring specialized equipment and direct student participation such as technical center work/study programs, computer classes, technical classes, certain fine arts, and physical education programs. **Home Services Program teachers are only expected to teach core content courses**, unless there are extenuating circumstances. This must be approved by the Director of Student Services. Parents are encouraged to work closely with school personnel to make program choices that will ensure the success of their students who require instruction through the Home Services Program.

Upon approval, the Home Services Program Teacher, in conjunction with the student's parent/guardian, will determine the appropriate starting point. **The parent/guardian and the student should contact the base school to make arrangements to complete all school work assigned prior to the implementation of the Home Services Program Teacher.** If you have any questions, please contact the Home Services Liaison at (434) 515-5097.

Hours of Home Services Program Instruction

Homebound, Home-based, and Home Educational services are each designed so the student does not fall significantly behind during the period of confinement. **It is necessary for the student to participate in the instructional process and complete all assignments. Homework should be expected, not all work will be completed in the presence of the Home Services Program Teacher.** Every effort will be made to ensure academic progress; however, course credit must still be **earned** according to class requirements. Priority will be given to core academic subjects. Specialty classes (i.e., those requiring labs, special facilities or equipment) may not be comparable. Please remember: elective courses are not guaranteed (see **Figure 1**)

Figure 1:

Home Services Program Instruction <i><u>IS:</u></i>	Home Services Program Instruction <i><u>IS NOT:</u></i>
Designed so that the student does not fall significantly behind during the period of confinement	Intended to supplant school services
Interactive; the student is expected to participate in the instructional process and complete assignments during the school day	Expected to have all work completed in the presence of the homebound teacher
Expected to include homework	A substitute for course credit that must be earned according to class requirements
Intended to make every effort to ensure academic progress	A guarantee that specialty classes (i.e., requiring labs, special facilities or equipment) will be comparable
Intended to provide priority to core academic subjects	Automatically inclusive of elective courses
	A guarantee of on-time graduation; all diploma requirements must be met for graduation

The following represents the minimum hours of instruction to be provided. These hours may not be applicable in all instances (i.e., for students with IEPs, the IEP Team determines the hours required in accordance with the student's educational needs):

1. Elementary school students – one hour per day (i.e., 5 hours per week)
2. Middle school students – eight hours per week
3. High school students – ten hours per week; other accommodations on an individualized basis

All Home Services Program instruction follows the calendar for the regular school year.

Home Services Program iTeachers **are not permitted** to meet with students during school breaks, holidays, or on days when inclement weather forces the closing of schools. Students receiving instruction through the Home Services Program at the end of the school year must complete the requirements for classes (i.e., including exams) before the close of school so that classroom teachers can submit grades and collect instructional materials.

Instructional Guidelines for all Home Services Programs (Homebound, Home-based and Home Educationals services)

The Home Services Program provides quality instruction for a short period of time to keep the student current with core content instruction, and to facilitate the student's return to the classroom setting:

1. Home Services Program instruction must be conducted between the hours of 8:00 a.m. to 8:00 p.m., Monday through Friday.
2. No instruction will be conducted on LCS student holidays or days that students would normally be out of school. This includes days school is closed for students due to inclement weather or any other reason.
3. Home Services Program instruction should be conducted in the student's home. A responsible adult, 18 years of age or older, must be present at all times when the Home Services Program Teacher is in the home providing instruction (at the Home or Virtually). **The Director of Student Services may approve alternate locations in special circumstances.** Alternate locations must be in the city of Lynchburg and may include public buildings such as libraries, community centers, etc. Permission must be secured in writing from the Director of Student Services before the change in venue is made.
4. **The number of hours of instruction** will be based on a student's grade level and, in the case of a student with an IEP, the decision of the IEP Team. Elementary school students are permitted five hours of instruction per week. Middle school students are permitted eight hours of instruction per week. High school students are permitted ten hours of instruction per week.
5. Students enrolled in on-line courses are allowed to continue to participate in their on-line courses during Home Services Program placement. The student must have his/her own access to the Internet.
6. **The student's participation in school related extracurricular activities and non academic activities will not be allowed without written permission from the student's physician, psychiatrist, or clinical psychologist, and, in the case of a medical homebound placement, the participation must be approved by the Superintendent.**
7. Once the student is approved to receive home services, the Home Services Liaison will add the student to the Available List to find a Home Services Teacher.
8. Once a Home Services Teacher is assigned, the Home Services Liaison will share with her/him the HB-4 and HB-5 forms needed for the Parent - Teacher - Student meeting.
9. The Home Services Teacher will send back the HB-4 and HB-5 forms filled and signed to the Home Services Liaison.
10. The Home Services Liaison will fill the **HB-3A form** and send it to the student's parent and the school base team (Principal, Assistant Principal, Counselor, Attendance Clerk/ Coordinator, Registrant and the Testing coordinator).

11. The Home Services Liaison will fill the **HB-3 form** and send it to the Home Services Teacher.

12. Base school Attendance Clerk/Attendance Coordinator must update the Home Services beginning day for the student at Infinite Campus.

13. **Base school is responsible for the Home Services students grading**, keep this information updated at Infinite Campus and send the parents the Report card at the end of each quarter.

14. **Only for students assigned with courses in Edmentum**, the Home Services Liaison will send the Grades report to the base school Counselor at the end of each quarter. **The base school is responsible for the Home Services students grading**, keep this information updated at Infinite Campus and send the parents the Report card at the end of each quarter.

Eligibility for Homebound Services – (Medical)

Eligibility for Homebound services should be a collaborative decision between the treating health care provider, parent/guardian, and school personnel. **Prior to requesting homebound services, the parent/guardian should explore options for school-based instruction with school personnel.** If medical Homebound services are needed, approval of services is based upon a completed **Medical Certification of Need (HB-2 form)**.

The Medical Certification of Need (HB-2) identifies the health care provider's documentation of the student's illness, treatment plan, and the estimated length of recovery time. **The Medical Certification of Need (HB-2) must be fully completed, including** parental permission to contact the treating physician or licensed clinical psychologist, in order for the student to be considered for Homebound services.

The base school compiles the packet of documentation to apply for Homebound instruction. The Home Services Liaison reviews all requests for medical Homebound services for completeness of information before submission to the Director of Student Services who determines the appropriateness of the request. **School personnel will follow up with the treating physician or licensed clinical psychologist to clarify the need for medical homebound instruction versus school-based instruction with appropriate accommodations, as necessary.** Homebound services are for student illness/injury only; services are not appropriate to compensate for absences related to family care or illness.

Requested homebound instruction for students receiving special education services **shall be subject to review by the student's Individualized Education Program (IEP) team** pursuant to the *Individuals with Disabilities Education Act*. As part of its review and determination of a change in placement, the IEP Team must review the approved Medical Certification of Need (HB-2 form) for homebound instruction and determine the appropriate placement for the student based on the student's educational needs. ***Parental consent must be obtained to amend the IEP, prior to initiation of medical Homebound or Home-based services.***

If the IEP Team determines that Home-based services are appropriate, the team ***shall*** include language in the IEP that clearly defines the time period for the frequency and duration of the home-based services. The IEP may also include a statement that the IEP Team will reconsider the need for continuation of services by a specified date. The IEP Team should add a statement that addresses the fact that ***these services are temporary and thus do not constitute a permanent change in placement and are not a “stay put” placement, should the IEP Team and parents later disagree over the continuation of Home-based services.***

Implementation of Homebound Services

In Lynchburg City Schools (LCS), a student is recommended for medical homebound instruction in the following way:

A medical doctor requests homebound services due to a student's physical condition and his/her inability to attend school. A licensed clinical psychologist, or a psychiatrist, requests medical homebound services due to a student's emotional disorder and his/her ability to attend school.

The Medical Certification of Need (HB-2) form must be signed by the requesting medical professional and the parent or guardian must also complete and sign page 2 of the Medical Certification of Need. The parent/guardian then submits the completed Medical Certification of Need (HB-2) form to the student's base school Counselor. The base school administration will then put together a Homebound packet with the following completed forms:

- HB-1 – Request for Homebound Services (i.e., completed in full and signed by both the school counselor and school administration)
- HB-2 – Medical Certification of Need (i.e., signed by both the medical professional and the parent/guardian)
- HB-2A – Cover letter to physician
- IEP and IEP accommodations page, when applicable
- 504 Plan and accommodations page, when applicable

The packet is submitted to the Home Services Liaison who will log receipt and submit it to the Director of Student Services for approval of the application.

Different Types of Medical Homebound Services

Full Time – Medical Homebound services are provided on a full-time basis (5 hrs/week for Elementary school, 8 hrs/week for Middle Schools and 10 hrs p/week for High School) when the student is confined at home or in a health care facility for a short period of time that would prevent school attendance. The student does not attend school for a designated period and receives all Home Services instruction at home.

Partial – Homebound services can be provided on a part-time basis for students that cannot tolerate or endure a full day in a classroom setting. If a student receives Homebound services on a partial basis, the student would attend school each day for a set number of hours or specific classes.

The Medical Certification of Need (HB-2) form must provide detailed supporting evidence of the student's medical condition as it impacts full day school attendance. These arrangements would be discussed further with the **school Counselor based** upon the student's daily course schedule.

Intermittent – Medical Homebound services can be provided on an intermittent basis when approved by the Director of Student Services. Virginia Department of Education policy states that children receiving medical Homebound services must be confined in the home or a healthcare facility. Therefore, to receive intermittent homebound services the student must be diagnosed with a chronic illness. The “**Medical Certificate of Need**” (HB-2) form and treatment plan must clearly define the student’s illness and pre-define triggers that would necessitate short and frequent periods of time away from school.

Intermittent medical Homebound services may only be initiated after three consecutive days of student absences related to the medical condition necessitating homebound services. The parent must contact the base school each day the student is absent. The parent/guardian, and designated school staff, must contact Frida Mitchell on the third day the student is absent. The base school Counselor must contact the Home Services Liaison when the Homebound services are needed.

The process for initiating medical Homebound services (securing a teacher, contacting the school, etc.) will begin on the fourth consecutive day of the student’s absence. The Director of Student Services does not guarantee that Homebound services will begin immediately on the fourth day of the student’s absence, due to the processes involved in initiating medical Homebound services. **Intermittent medical homebound services will cease on the day the student returns to school for a full day.** Any subsequent intermittent medical Homebound service will be initiated again after the three-day absence period.

If the home setting is not deemed appropriate for instruction and the student’s condition allows (i.e., as documented by the requesting health care official), medical Homebound instruction may take place at the school, public library, or other agreed upon location. Any home services instruction provided outside the student's home must be approved, in writing, by the Director of Student Services.

Timeline of Homebound Services

Applications for medical homebound instruction shall be reviewed and are subject to an approval process. Approval of students for medical homebound instruction is based upon review of the medical documentation submitted. The Director of Student Services or Student Services Supervisor may contact the treating physician, psychiatrist, or licensed clinical psychologist to determine the appropriateness of the request and to clarify the need for medical homebound instruction versus other instruction with appropriate accommodations, if necessary.

In Lynchburg City Schools, based on the VDOE guidelines, **medical Homebound requests are approved for a maximum period of nine weeks (i.e., 45 school days).** Homebound instruction is temporary and placements are not to exceed those 45 school days. Should an illness preventing school attendance extends past forty-five (45) school days, both a new Medical Certification of

Need (HB-2) form must be submitted (providing updated information regarding the student’s illness). An **Extension of Homebound Services form (HB-8B form) must be submitted to the Home Services Liaison or school base Counselor** outlining a plan and a timeline to return the student to school.

The start of medical Homebound services will be the date the Attendance Specialist sends out official notification to school personnel that the case is approved. **Per Virginia Department of Education (VDOE) policy, the Director of Student Services is allotted five business days to complete the case setup and assignment process** once the packet is received from the base school and approved. The start date and end date of services will be listed in correspondence sent to the parent/guardian and base school by the Home Services Liaison.

Unless specified in the Medical Certification of Need (HB-2), students eligible for **Homebound services due to pregnancy will receive six (6) weeks of Homebound services**. Homebound services will begin one week after the date of delivery, unless otherwise specified by a licensed physician on the Medical Certification of Need (HB-2) form.

Homebound services will not cover any of the student's previous time missed from school prior to the implementation of medical Homebound services. Home Services Program teachers are not responsible for the student's completion of assignments for previous class time missed.

Homebound services are aligned with the Lynchburg City Schools academic calendar and do not exceed beyond the last day of the school year. Students will remain enrolled in their base school (i.e., Primary Enrollment) for the duration of their Homebound placement.

Extension of Homebound Instruction

Since medical homebound instruction is not intended to supplant school services, **if it is necessary to extend homebound instruction beyond the initial 45 day time frame, or longer than a nine week calendar period, an Extension of Homebound Instruction(HB-8B form), completed by the physician or licensed clinician must be sent to the Home Services Liaison**, is required outlining the following:

1. Name of the student
2. Justification of the extension of medical homebound instruction
3. Additional time medical homebound instruction is anticipated
4. Specific steps planned to return the student to classroom instruction
5. Changes in amount and kind of activity for the student during extended medical homebound instruction
6. Signature, date, office address, and phone number

Extension of Homebound instruction is determined on the basis of medical information submitted by the attending physician, psychiatrist, or licensed clinical psychologist. The Home Services Program Teacher will assist the student, family, and school with the student's transition back to school. However, other support staff, such as the school nurse, base school counselor or school psychologist, may be more appropriately assigned to the student for transitional purposes depending on the nature of the student's needs.

Truancy and Suspension of Services

Students receiving instruction through the Home Services program are subject to all LCS policies regarding attendance. The Director of Student Services may institute a suspension of the services if the student exhibits excessively missed appointments with the Home Services Program Teacher. **Students with 5 unexcused absences will be notified by the base school Attendance Clerk/Attendance Coordinator and a conference will be scheduled. Students with 7 unexcused absences will be referred to the Office of Student Services Truancy Department.** In addition, services may be suspended until alternate arrangements are secured.

Termination of Homebound Services

If a student is able to return to school before the scheduled end date, the Home Services Liaison must receive the RECOMMENDATION FOR TERMINATION OF HOMEBOUND INSTRUCTION (HB-8 form) from the parent and send this form to the school base Team. This medical release from the referring physician allowing the student to return to school should be obtained by the parent and submitted to the Home Services Liaison. The Home Services Program Teacher will then return all complete/incomplete assignments to the base school Counselor.

Eligibility and Implementation for Home-based Instruction (Non-medical)

“Home-based instruction” is determined by the student’s Individualized Education Program (IEP) team. In this instance, the IEP team has determined that the least restrictive environment for a student is home-based instruction, and this placement has been written into the student’s IEP.

An Individualized Education Program (IEP) team determines that Home-based services are appropriate on a temporary basis. When it is anticipated that this option will be considered, a Special Education representative from the central office must be present at the IEP meeting.

Eligibility and Implementation for Home Education Services (Discipline)

The Director of Student Services will assign students to Home Educational Services for discipline related reasons. Students who have been charged with “certain” charges, as indicated in VAC 16.1-260, Section G, may receive Home Educational services until charges are reviewed and resolved. Home Educational services instruction may be authorized under the following conditions, including, but not limited to:

1. Students waiting for a disciplinary panel hearing;
2. Students who have been expelled by the LCS School Board;
3. Students placed on long term suspension by the LCS School Board following a panel hearing;

For a student receiving Special Education services, the Individualized Education Program (IEP) team must review the IEP to determine how the student’s instructional needs will be met while on Home Educational services. Written parental consent must be obtained prior to

initiating either home-based or home educational services. **All non-medical requests must be approved in advance by the Director of Student Services** and will be reviewed by the Supervisor of Attendance & Truancy.

The Student Services Supervisor of Behavior, Discipline, and Alternative Education may request Home Educational services for disciplinary reasons and will provide that information to the base school Counselor, Home Services Liaison and the Student Services Supervisor for Attendance & Truancy.

Responsibilities and Expectations

Parental Responsibilities

The student and parent/guardian are expected to work cooperatively with the base school and assigned Home Services Program teacher. The responsibilities of the parent/guardian regarding Homebound |Home-based | Home Educational Services instruction are as follows:

- Complete all necessary paperwork for the student to receive Homebound | Home-based | Home Educational Services instruction. Academic instruction cannot begin until all necessary paperwork is properly completed and returned to the base student's school Counselor (and subsequently processed by the Home Services Liaison);
- Provide an environment conducive to learning (e.g. quiet area, clean space, well-ventilated location with proper lighting). All televisions and electronic devices should be kept off and other children, visitors, and pets should be kept out of the room during instruction. There should be no smoking in the home while the Home Services Program teacher is present;
- Ensure that a responsible adult is present in the home or at the assigned alternate location when the Home Services program teacher is working with the student to ensure a healthy and safe environment for both the student and teacher. **Teachers will not be permitted to remain in the home, or in the alternate location, with the student if there is not a responsible adult present. If a teacher is forced to leave due to lack of adult supervision, it will be considered an unexcused absence for the student and the hours missed will not be made up;**
- Notify the Home Services Program Teacher, prior to the scheduled visit, if there is a contagious illness in the home or if there is an emergency resulting in the student's unavailability;
- Supervise daily homework;
- Establish a schedule for the student to study between the Home Service Program Teacher's visits;
- Cooperate with the Home Services Program Teacher in seeing that the student completes required assignments. Monitor and encourage child to plan his or her time in order to accomplish assigned work;

- Notify the Home Services Liaison at (434) 515-5097 of consecutively missed instruction sessions or tardiness by the Home Services Program teacher;
- Keep all instruction sessions with the Home Services Program Teacher, as arranged. The parent or guardian should contact the Home Services Program Teacher to cancel instruction sessions in the case of any emergency. **Excessive cancellation of instruction sessions may result in the inability of the student to earn credit or be promoted and may also result in the suspension of the service.** If the student is absent for his or her scheduled period of instruction, he or she is considered absent from school on that day. **Missed hours will only be “made up” by the Home Services Program Teacher if the hours missed are considered an excused absence per LCS policy** (i.e., excused absences identified in Policy JED-RZ), or if the Home Services Program teacher is unavailable due to absence.
- If possible, schedule any and all medical appointments during hours that do not interfere with the scheduled instructional time;
- Provide doctor, hospital, clinic, counseling, court notes for any absence. **Absences not due to medical or legal issues also require a note from the parent/guardian explaining the reason for the absence.**
- Communicate with the Home Services Program teacher about changes in your child’s health status or other concerns;
- Understand that the state’s Compulsory Attendance Laws fully applies to all Home Services Program students;
- Communicate with the base School Counselor or Home Services Liaison about changes in your child’s health and return-to-school plans. Work with the school to set reasonable goals and to make any necessary changes to the student’s instructional program as necessitated by the student’s physical or psychiatric condition;
- **Sign** the Home Services Program Teacher’s time sheet and the student’s attendance sheet, which logs the hours and days that the teacher worked with your student;
- Make arrangements with the base school Teacher to complete any work missed prior to the approval of Homebound |Home-based | Home Educational Services instruction.

Student Responsibilities

- Be available for scheduled instruction;
- Be dressed appropriately;
- Have all books and materials needed for instruction; Ask for assistance or clarification needed to complete assignments;
- Complete homework assignments;
- Remain courteous, comply with teacher requests, and use appropriate language;
- Dedicate instructional time for instruction only (no phone calls, visits, radio, or television);

- Have a quiet area suitable for instructional purposes;
- Return completed assignments to the Home Services Program teacher when due; •
Notify your Home Services Program teacher in advance if a scheduled session needs to be cancelled.

Base school Counselor Responsibilities

- Have all the documentation complete and properly filled to request Home services for the student and send them to the Home Services Liaison;
- If the case requires, assign the Chromebook (with charger) to the student;
- Any changes on the student status, must inform the Home Services Liaison;
- Send the Report Cards to the Home Services Program student's
Parents/Legal Tutor at the end of each quarter.

Base school Teachers Responsibilities

- Provide materials needed to the Home Services Program Teacher when the student is assigned to Classwork.;
- Provide access to Google Classroom to the Home Services Program Teacher when the student is assigned to this Method of Course delivery.
- Grade assignments for Home Services Program students in their rosters.

Base school Testing Coordinators

- Manage and facilitate Tests (**SOLs, gifted testing, the Writing Performance Assessment, and WIDA**) for the Home Services Program students K-12.

Home Services Program Forms

Please find the HB-1 and HB-2 forms in LCS Commons.

Revised 07.2025