

Homebound Instruction Procedures

Homebound instruction services may be provided to a student if that student will, OR is anticipated, due to medical condition, be out of school for a minimum of 10 days or more or on an “ongoing intermittent basis.” An ongoing intermittent basis means that the student will be absent from school due to medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days. The goal of home instruction is to enable the student to return to the classroom synchronized with the other students. **Before recommending homebound instruction, a conference should be held with the school administrator, school nurse, social worker, teachers, parents, and other important school personnel to discuss the student’s specific needs and if accommodations can be made at school.** If homebound instruction is decided, parents need to be aware that an adult must be present the entire time an instructor is in the home—no exceptions!

- Give a Medical Certification form to the parents for completion- Notify the Director of Special Education
- Upon receipt of completed Medical Certification form, the district has only 5 school days to assemble and arrange the commencement of homebound instruction. It is a responsibility of the district administration to secure the homebound instructor. The assigned homebound instructor(s) MUST be certified for the level and needs of the student—students with disabilities must have a teacher with the appropriate endorsement or certification.
- Send the Medical Certification to the Director of Special Education (VASE office) after placing a copy in the student’s cumulative folder and giving a copy to the school nurse.
- Once homebound instruction is determined, the IEP Team must review the child’s IEP accordingly.
 - The amount of instructional or related services time provided through the homebound program shall be determined in relation to the child’s educational needs and physical and mental health needs.
 - Homebound instruction shall occur only on days of school attendance according to the district calendar.
 - The amount of instructional time shall not be less than five hours per week unless the physician has certified in writing that the child should not receive as many as five hours of instruction in a school week.

General Guidelines

- School buildings must maintain the student’s attendance.
- Medical Certifications are not to exceed 4-6 weeks unless the physician has been contacted to discuss the student’s diagnosis, treatment plan, prognosis, and to explore re-entry plans or educational alternatives prior to continued isolation on Homebound Instruction. A new Medical Certification may need to be completed for continuation of study.
- In terms of pregnancy, Section 10-22. 6a of the Illinois School Code will be followed.
 - Sec. 10-22. 6a. Such instruction shall be provided to the pupil (1) before the birth of a child when the pupil’s physician has indicated to the district, in writing, that the pupil is medically unable to attend regular classroom instruction and (2) for up to 3 months following the birth of the child or a miscarriage.
- When a referral for homebound instruction is made with less than two weeks of school left in the school year, there is no requirement to initiate home services (23 Illinois Administrative Code, Special Education Part 226.300(b).)

Homebound Instruction Progression Chart

- Home services may be provided if it is anticipated a student, due to a medical condition, will be out of school for 10 days or more—parent, school, or physician can initiate

- Principal arranges a conference to discuss possible ways to implement reasonable accommodations to meet student's needs. Team members: school administrator, nurse, social workers, teacher(s), parent(s), other school personnel involved with child

Inform parent(s) an adult must be present in the home during the entire tutoring session

- Give the Medical Certification form to parent to be completed and signed by the doctor. Notify the Director of Special Education.

- After receipt of completed Medical Certification form, the district/school has 5 school days to assemble and arrange the start of home instruction

- Send Medical Certification to VASE Office- Director of Special Education

- The IEP Team must review the child's IEP accordingly: Educational Services and Placement Page 1 & 2

Remember to place a copy of the form with the School Nurse and Student's cum folder

- Assign a home instructor certified to meet the needs of the student—if staff from the building is not available, contact the VASE office for assistance.

- School maintains a record of student's home study attendance—the homebound attendance will be sent to the VASE office.