

**GUIDELINES**  
**LEE COUNTY SCHOOLS**  
**HOSPITAL/HOMEBOUND PROGRAM**

1. Parents are responsible for having their physician complete the “Request for Homebound Services Form,” which can be requested from the student’s home school.
2. Students who are approved for the hospital/homebound option will have access to asynchronous instruction aligned to their grade level/class schedule and will have the opportunity to participate in office hours with certified staff during select times, outside of the normal school day. The number of hours per week a student will spend with a certified staff member will vary, based on individual needs.
3. Pregnant students will be served from one week before the expected date of confinement (EDC) until four weeks after delivery, unless otherwise recommended by the physician due to complications of pregnancy.
4. The student will have access to instructional materials and support in math and language arts at the elementary and middle school level. At the high school level, the student will have access to instructional materials to all assigned classes and supports will be provided in the areas of English, math and any other courses required for graduation. For a foreign language, advanced math and/or science courses, additional supports may be offered.
5. Credit shall be granted by the home school for work satisfactorily completed.
6. If it is necessary to cancel or reschedule a home visit or virtual session, the parent must notify the hospital/homebound contact in advance. After two unattended sessions (virtual or in-person), the principal and social worker will be notified and those days will be considered unexcused absences. The student must participate in a minimum of three (3) hours of office hours per week to avoid unexcused absences.
7. The parent must arrange for an adult to be in the home during each home visit and/or virtual session
8. The parent must provide a satisfactory working environment. This includes the absence of alcohol or drugs or anyone who might be under the influence of either. This also includes the restraining of pets.
9. During home visits, work space must be provided for the teacher and the student to work alone. A small work table or the kitchen or dining room table should be available. The space should be clean, well lighted, and away from distractions. COVID restrictions may limit in-person home visits.
10. The teacher should be allowed to work with the student without interruptions.
11. After each session, the student is expected to complete assignments independently.

12. The parent should act as a monitor to see that assignments are completed.
13. Parent conferences may be held at the discretion of the hospital/homebound teacher at the end of the session.
14. The hospital/homebound teacher provides academic instruction. The student's school is responsible for assigning report card grades; however, input from the hospital/homebound teacher may be solicited.