

GUIDELINES FOR HOMEBOUND SERVICES

Homebound services will be as follows:

- ◆ Roger Miller works with all K-12 students.
- ◆ Glenda Starr will work with exceptional children.

REMINDER: The Principal or Designee shall recommend all students who need homebound services. We must have a recommendation request form and note from the doctor on file before we can contact the homebound teacher.

You can locate the appropriate form on the McDowell County Schools' Web Page under the Student Services Tab. A doctor's slip should be attached to the recommendation form stating the dates that homebound services are needed. The student must be out at least four weeks to qualify for homebound services. However, the principal or designee can make a recommendation for homebound services if the student is going to be out less than the four week requirement if necessary.

If you have any requests that are not covered in the guidelines, please contact the Director of Student Services.

Thank you!

GUIDELINES FOR HOMEBOUND TEACHER

1. A recommendation form must be completed on each student.
2. The principal or designee at the appropriate school must recommend all requests. If the principal or designee feels the Care Team/MTSS team needs to meet about the student in order to make a recommendation, then please do so. If the student is served by the Exceptional Children's program, then the IEP Team would make the determination for homebound services.
3. The guidance department at the school is responsible for coordinating the picking up of assignments from the classroom teachers for all students. The homebound teacher will get necessary materials from the front office at each school. Assignments may also be sent through social workers or other appropriate people.
4. Failure on the part of the student to be cooperative or to miss appointments with the homebound teacher twice may result in cancellation of homebound services. If the student is served by the Exceptional Children's Program, the team would reconvene to determine how the student will be served. This decision will be made by the homebound teacher, EC Director/Student Services Director and the superintendent
5. The parents or the student receiving homebound services must notify the homebound teacher of any change in their schedule.
6. Generally, the homebound teacher may visit once or twice a week, totaling up to three hours per student. More or less time may be required. Time will be determined on an individual basis.

7. Homebound services will terminate with the dates of the doctor's statement or IEP team decision.
8. Homebound teachers will return the assignments to the classroom teacher and discuss the student's progress with the teacher. A progress report will be completed.
9. The regular classroom teacher is responsible for grading papers and assigning grades.
10. The homebound teacher will follow the school calendar. Exceptions may be made if the homebound teacher feels it is appropriate.
11. The classroom teacher will determine the assignments and the amount of work to be completed. The homebound teacher will determine the methods of instruction and materials necessary to complete the instruction.
12. Parents must sign the form for the beginning and ending of homebound services.
13. Homebound teachers will be requested by the school and the Director of Student Services will contact the homebound teacher.
14. The principal of each school is responsible for the school's cooperation with the homebound teacher.
15. Make-up work for homebound students will begin as of the last date of school attendance and the student will be counted homebound on the attendance records from their first day of absence.
16. Pregnancy alone will not be sufficient justification for homebound service.
17. Homebound instruction for Exceptional Children requires an EC Program referral/application for homebound instruction and the Exceptional Children's Director should be contacted.
18. Homebound teachers will make their hourly rate based on their certification, plus mileage.