



FLOYD COUNTY PUBLIC SCHOOLS HOMEBOUND GUIDELINES

Floyd County Public Schools provide homebound instruction for those students who are certified by medical physicians, psychiatrists, or clinical psychologists as being physically, medically or emotionally unable to attend public school. Homebound instruction is designed to provide continuity of educational services between the classroom and home setting for students whose physical, medical, or psychological needs do not support school attendance. In these situations, homebound services may be requested. Homebound instruction may be requested for students entering residential facilities for medical or psychological treatment.

Section 504 of the Rehabilitation Act should also be considered in determining eligibility for services. A student may be determined not disabled for special education purposes, but may be considered handicapped in accordance with Section 504. If so, the 504 plan must be revised to meet the specific temporary need of the student.

An important goal of homebound instruction is to have the student academically prepared to return to the classroom. If problems arise with homebound services, on the part of a student or a teacher, it is imperative that the school principal and the Director of Special Education and Student Services be notified immediately. The Director of Special Education and Student Services may terminate homebound services if certain responsibilities are not met. **PLEASE BE SURE TO READ ALL THE GUIDELINES AND BE FAMILIAR WITH ALL PARTIES RESPONSIBILITIES.**

It is important for everyone to be aware that a student will be counted absent until the first day of instruction with his or her homebound teacher.

Certain subjects such as laboratory sciences and hands-on vocational courses such as auto mechanics are difficult to work with over an extended period of homebound instruction. If a homebound assignment is known to be long-term early in the school year, then a schedule change or adjustment may be in order.

Homebound instruction is intended to be a temporary service. Should the service extend beyond nine weeks, recertification of the need for homebound instruction by the attending physician, psychiatrist or clinical psychologist is required. When homebound is extended for psychological reasons, it is necessary for the psychiatrist or clinical psychologist to file a treatment plan.

Homebound service will be considered short-term if it lasts nine weeks or less. On short-term cases, it is anticipated that homebound teachers will work closely with classroom teachers. For long-term cases (longer than nine weeks or unknown duration), the case should be reviewed at the end of nine weeks to determine duration of homebound services. Once it is determined that the case will be long-term, homebound teachers should be expected to exercise more autonomy and should work from long-term plans provided by the classroom teacher. The plans should be reviewed and revised, as needed.

Homebound teachers are certified teachers employed by Floyd County Public Schools.

The Director of Special Education and Student Services coordinates homebound placements.

The responsibilities of the building principal, classroom teachers, homebound teachers, parents, and students are outlined on the following pages.

Elementary school students should receive a minimum of five hours of instruction per week. Grade 6, 7, and 8 students should receive a minimum of eight hours of instruction per week. High school students should receive a minimum of five hours per week for two credit subjects or ten hours per week for three or four subjects. Again, if appropriate to the needs of the child, the number of instructional hours may vary. All time allotments for homebound instruction should be made in consultation with the attending physician or clinical psychologist and with the IEP team for children with disabilities.

If needed, students may receive more than the minimal number of hours of homebound instruction as long as they are medically or psychologically able to have more hours of instruction. For example, specialized subject matter such as foreign language, upper level sciences and math may require more support and daily work on the part of the homebound teacher. However, the provision of more than the minimal amount of homebound instruction must be pre-approved by the person assigning the homebound teacher. Homebound instruction is not offered during school vacations, snow days or teacher workdays unless approved in advance by the person assigning the homebound teacher.

RESPONSIBILITIES OF THE BUILDING PRINCIPAL:

The building principal or his/her designee has the administrative responsibility for the coordination of homebound services for students who attend his/her school. Designees by schools will be identified in August with names sent to Director of Special Education and Student Services. The principal or his/her designee has the following responsibilities:

1. Serves as the contact person for the homebound teacher and the parent.
2. Provides homebound forms to parents, upon request.
3. Secures assignments from classroom teachers.
4. Secures textbooks and materials for the homebound teacher.
5. Convenes a meeting of teachers, counselor, and homebound teacher for the purpose of establishing a written agreement concerning responsibilities of each party. This agreement must include the designation of who will be responsible for grading while the student receives homebound services. Changes in the agreement would require reconvening and rewriting the agreement.
6. Provides teachers with copy of Responsibilities of Classroom Teachers (attached).

7. Receives grades from the homebound teacher.
8. Resolves any problems related to homebound cases.
9. Monitors the attendance of students. Students who do not keep appointments are to be counted as absent from school. Broken appointments can result in termination of homebound services.

RESPONSIBILITIES OF THE CLASSROOM TEACHERS:

Classroom teachers are responsible for providing to the principal or his/her designee information on the subject matter, skills, and units to be covered during the time period in which the student is to receive homebound instruction. Teachers are encouraged to be as helpful as possible and to share resource materials, worksheets, and handouts with homebound teachers. Classroom teachers are to:

1. Attends the initial meeting to develop the written agreement outlining responsibilities.
2. Gathers materials and assignments and return graded work within 48 hours.
3. Accepts student grades if the written plan calls for the homebound teacher to grade student work which will be submitted at the end of each marking period. Should a student receive homebound services for part of a marking period, the classroom teacher will average the grades received from the homebound teacher with the grades received in the classroom to derive a final grade.

RESPONSIBILITIES OF THE HOMEBOUND TEACHER:

It is the responsibility of the homebound teacher to cover the instructional material, which is being missed by the student during his/her extended absence from school. The homebound teacher will evaluate and assign grades for work accomplished by the student receiving homebound services unless the classroom teachers are designated to grade work in the written homebound agreement. After student assignment, the homebound teacher will:

1. Contact the principal or his/her designee to arrange a meeting to develop a written agreement about responsibilities of all concerned and to arrange a system for picking materials and assignments and returning materials and grades to the school.
2. Contact the student's parent(s) to arrange a mutually agreed upon weekly schedule. A parent or parent-designated adult must be in the home while the homebound teacher is providing instruction. Any exception to this must be pre-

approved by the Director of Special Education and Student Services.

3. Maintain a log of the hours, date/time, activities, grades (if applicable), and what was covered and taught during each homebound session. Copies of this log must be turned in to the Director of Special Education and Student Services along with the time sheet before the payroll cut-off date for each month. You are compensated for instructional time only, not travel or time spent picking up assignments.
4. Turn in all grades at the end of the marking period according to the schedule established by the school to meet deadlines for printing report cards.
5. Contact the principal or his/her designee and the Director of Special Education and Student Services about problems or concerns, which arise during the time homebound instruction is being provided.
6. Notify the Director of Special Education and Student Services when a student is unavailable for homebound services for two consecutive days.
7. Notify the office of the Director of Special Education and Student Services of the date on which homebound services stop and the student returns to school. It is important to call this information in on last day of service for school pupil accounting purposes. Students who do not keep appointments will be counted as absent. **Broken appointments can result in termination of homebound service.**
8. Turn in all borrowed textbooks and resource materials to the principal or his/her designee within 48 hours of completion of the homebound assignment.
9. Contact the Director of Special Education and Student Services if the homebound teacher is uncomfortable working in the home environment. The setting for providing homebound services should be written into the agreement.

RESPONSIBILITIES OF PARENTS:

Parents are responsible for initiating the request for homebound services and for seeing that the necessary paperwork is completed.

1. Complete the "Parental Request for Homebound Instruction" form and have the "Physician's Certification of the Need for Homebound Instruction" form completed and returned to the address listed on the form.

Note: Homebound instruction is intended to be short-term. If the homebound service is to extend beyond nine weeks, the parent is responsible for securing recertification of the need for homebound services by the attending physician, psychiatrist, or clinical psychologist. Recertification may be on a homebound form or a letter from the attending physician, psychiatrist, or

clinical psychologist. If extension of homebound services is due to psychological problems, the psychiatrist or clinical psychologist should file a treatment plan along with his/her certification of the need for homebound services to be extended. **FLOYD COUNTY PUBLIC SCHOOLS WILL NOT EXTEND HOMEBOUND SERVICES BEYOND FIVE (5) DAYS WHILE AWAITING RECERTIFICATION FROM THE ATTENDING PHYSICIAN, PSYCHIATRIST, OR CLINICAL PSYCHOLOGIST.**

- 2. Provide an environment conducive to learning.
- 3. Ensure that a responsible adult is available in the home when the homebound teacher is scheduled to be present.
- 4. Ensure that your child keeps all appointments with the homebound teacher as scheduled. Cancel appointments if your child is ill/unable to have lessons. Students who do not keep appointments will be counted as absent. Broken appointments can result in termination of homebound services.
- 5. Make every effort to see that your child keeps up with assigned work.
- 6. Advise the homebound teacher of any changes in your child's status.

STUDENTS' RESPONSIBILITIES:

Students receiving homebound services are to:

- 1. Keep appointments with the homebound teacher. Students who do not keep appointments are to be counted as absent from school. Broken appointments can result in termination of homebound services.
- 2. Complete assignments given by the homebound teacher.
- 3. Work in cooperation with the homebound teacher in the same manner as is prescribed in the Student Code of Conduct.

I have read and understand my responsibilities in Homebound Instruction.

Signature of Building Principal or Designee

Date

Signature of Classroom Teacher

Date

Signature of Homebound Teacher

Date

Signature of Parent or Guardian

Date

Signature of Student (when appropriate)

Date

Homebound Start Date

Homebound End Date

Homebound Instruction Setting

Homebound Addendum Start Date

Homebound Addendum End Date

Homebound Addendum Start Date

Homebound Addendum End Date

Homebound Addendum Start Date

Homebound Addendum End Date

ATTACH - Physician's Certification of the Need for Homebound Instruction