

Homebound Education Services Manual

2014 – 2015



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Homebound Education Services

Caswell County Schools

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Section 1:

Homebound Program



Homebound Education Services

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Purpose of the Homebound Program

The homebound program is used to serve students who are unable to attend school for at least four consecutive weeks during the school year. Examples include medical reasons, pregnancy, and/or EC discipline.

This program is not a substitute for regular attendance by students. There must be a documented reason for a homebound teacher to be considered.



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Guidelines for Program

Reasons for Homebound:

Medical reasons should be those situations that the student has to be under constant (or almost constant) medical supervision (i.e. chronically ill or medically fragile, cancer treatments, surgery recuperation, recuperation from injuries sustained during a car accident or sports injuries). This is not an exhaustive list.

Pregnant girls will be served for six weeks after delivery. ALL documentation must be in place before a teacher will be assigned.

EC students, who have exhausted all other appropriate, documented interventions, can be served with a homebound teacher. Keep in mind that this is an IEP team decision (with input from the EC Director).

If a parent presents a reason for their child needing services, other than those listed above, please contact the Homebound Director to answer those questions.

Eligibility for Homebound:

A student must be projected to be absent from school for at least four weeks. **Do not wait until a student is absent for a long period of time before approaching the parents about the possibility of homebound services.**

Students who will be out a shorter period of time will need to have a parent or guardian request work from guidance. The parent would be responsible for picking up and returning any work that is requested.

All paperwork **MUST BE RECEIVED** in the guidance office before a teacher will be placed with any student. Until all paperwork is received, it is the parent's responsibility to request and pick-up work. It is better to fax or email paperwork to ensure efficient delivery.

Contact Person at School:

The school guidance counselor is responsible for getting paperwork to the homebound director for review.

Amount of Time for Homebound Services:

Up to four hours of homebound service will be provided once paperwork is received and a teacher is assigned.



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School Responsibilities

The guidance counselor for the student in question should begin the paperwork process when a request for homebound services is made (either through parent contact, referral from physician/psychiatrist). The EC case manager should begin the paperwork process for homebound services recommended under disciplinary placement for EC students.

Guidance Counselors need to make the parents aware that homebound services will be offered after regular school hours.

HOMEBOUND REFERRAL PROCEDURES CHECKLIST

Homebound forms for the current school year have been revised. Use only forms in Homebound Referral Packages for the current year specified at the top of each form. These forms can be found in the Appendix of the Homebound Manual. The manual can be found on the Caswell County Schools homepage under Homebound Manual.

In an effort to assist in putting together complete Homebound Referral Packages, you will find checklists of needed data for specific referral packages listed below. Please use the appropriate checklist to guide you.

Please make sure **all components** of the Homebound Referral Package are accounted for and send the referral package to the EC Department/Homebound Director, using the school courier, hand delivery to the Center (located at 319 Main St. E.), or FAX the package to (336) 694-1857. (Fax is preferable as it may take as long as 1 week to receive paperwork through the courier)

It is a good idea to notify the director of the homebound request but only send the packet when all forms/documentation are obtained.

Please be aware that a homebound teacher cannot be assigned to a student until all parts of the Referral Package are present.

Keep in mind that students participating in the homebound program remain enrolled in their home schools, and teachers at the home school are responsible for assignments, grading and entering grades into Power School.

DO NOT HESITATE to email or phone with your questions or comments.



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Referral Package for Regular Education Student with Physician/Psychiatrist

- ___ 1. Completed School of Record Homebound Referral form with administrator's signature
- ___ 2. Completed Parent Authorization for Homebound Services form with parent's signature and identification of chaperone, relationship, and phone number
- ___ 3. Completed Physician/Psychiatrist Referral form

Referral Package for Regular Education Student with OB/GYN Diagnosis

- ___ 1. Completed School of Record Homebound Referral form with administrator's signature
- ___ 2. Completed Parent Authorization for Homebound Services form with parent's signature and identification of chaperone, relationship, and phone number
- ___ 3. Completed Physician Referral form with Ob/Gyn Diagnosis form

Referral Package for EC Student with Physician/Psychiatrist

- ___ 1. Completed School of Record Homebound Referral form with administrator's signature
- ___ 2. Completed Parent Authorization for Homebound Services form with parent's signature and identification of chaperone, relationship, and phone number
- ___ 3. Completed Physician/Psychiatrist Referral form
- ___ 4. IEP: Homebound Services (All components addressed in the IEP)

Referral Package for EC Student with OB/GYN Diagnosis

- ___ 1. Completed School of Record Homebound Referral form with administrator's signature
- ___ 2. Completed Parent Authorization for Homebound Services form with parent's signature and identification of chaperone, relationship, and phone number
- ___ 3. Completed Physician Referral form with Ob/Gyn Diagnosis form
- ___ 4. IEP: Homebound Services (All components needed)

Referral Package for EC Student with an Authorized Out of School Placement

- ___ 1. IEP: Disciplinary Homebound Services (All components addressed in the IEP)



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Parent/Guardian Responsibilities

- As soon as the parent/guardian is aware that their student will miss at least four weeks of school a request for homebound services should be made to the guidance office.
- Parents/Guardians are responsible for getting any physician/psychiatrist referral to the school in a timely fashion.
- Parents/Guardians should follow-up with the student's care provider if the referral has not been received by either the homebound office or the school.
- Until a homebound teacher has been confirmed, parents/guardians are responsible for requesting and picking up assignments through the school's guidance department.
- Parents/Guardians are responsible for making sure that their student is completing assignments as given by the homebound teacher.
- Parents/Guardians must provide a satisfactory learning environment. This includes (but is not limited to) the absence of drugs, alcohol, weapons or anyone under the influence of a controlled substance. This would also include the restraining of pets.
- Someone over the age of 21 MUST be available during the homebound session to chaperone. This person does not have to be in the same room but must be on the premises, awake and available during the homebound session.
- If the student is EC, parents/guardians are responsible for attending a change in placement IEP meeting. This will need to take place as soon as possible so that services can begin promptly.
- If at all possible, appointments for the student should be made for times other than the agreed upon homebound session times.



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- Cancellations for homebound sessions should be made as soon as the parent is aware that there is a conflict.
- Parents/Guardians should contact the school administrator if there are any concerns about the homebound teacher. This should be done as soon as there is an issue.

Student Responsibilities

- Students should be available during the agreed upon homebound session time. (Absences can accrue if the student misses homebound sessions)
- Students are responsible for completing assignments that the homebound teacher has given them—by the date requested.
- Students should ask questions if they are unsure about an assignment and/or the requirements for that assignment.
- If the student is not completing work or is frequently absent during the sessions, homebound services can be rescinded.



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Homebound Teacher Responsibilities

- Once an assignment is made for homebound services, the homebound teacher is responsible for:
 - Knowing the start and end dates for the assignment (see example email A, page 21)
 - Contacting the student's teachers to set-up a time and method for collecting assignments (see example email B, page 22),
 - Contacting the parent/guardian of the homebound student to set up consistent times to meet with the student,
 - Contacting the Homebound Director or principal if there are:
 - Problems with getting assignments from teachers,
 - Problems with getting in touch with parents
 - Students and/or parents cancelling sessions,
 - Collecting assignments from the student's teachers (preferably through the guidance department so there is documentation of the assignments),
 - Returning completed assignments to the guidance office so they can distribute to the correct teacher,
 - Communicating with the teachers concerning assignments:
 - Specific questions about the assignments,
 - Expected due dates for assignments,
 - Amount of work being sent (can remind the teacher that the student is only receiving 4 hours of instruction per week)
 - Working with the student the agreed upon hours (**no more than four hours per week**),
 - Keeping appointments to provide homebound services to the student.
 - Communicating with Data Manager any absences (see Notification form, page 20)
- Each month, the homebound teacher is responsible for sending the following to the homebound director (payment for the month will be withheld until these items are received):
 - An accurate time sheet
 - Travel log with Google map attached
- Toward the end of the homebound service dates, the homebound teacher is responsible for:
 - Letting the parent know the procedure for extending services
 - Only for Medical Reasons (need a new doctor note in Homebound office prior to the end of the current note)
- The day before the student is to return, the homebound teacher is responsible for:



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- Sending an email (see example email C, page 23) to each of the student's teachers about the student's return date, work that was completed on homebound and already returned, work that was left with the student to return to teachers, and any work that was not completed while on homebound,
- Sending an email to the guidance counselor and data manager alerting them to the student's return date (see email D, page 24),
- Returning all work (complete or incomplete) to the school,
- Returning last time sheet and travel log to the homebound office.
- Emails sent concerning the homebound student should be copied to the Homebound Director
- Use the checklist (page 19) to ensure you have done everything you need for this assignment.

EC Compensatory Services

This program is a part of the Exceptional Services division at Central Office. Students who have service time owed (lapse in IEP, COS and paperwork not completed in time, 90-day time limit not met, etc) may receive compensatory time for this lost service time.

EC Director at the Central Office level would need to be informed in order for this to occur. EC Case managers and principals are aware of this process. The forms used for this service will be the Compensatory Education Plan found in the EC department. It is the school's responsibility to exhaust all options for an EC teacher in their building to provide these services. Any payment to a teacher providing these services would be documented through the EC office on a monthly basis. In order for teachers to be paid for these services, the service time must occur outside of their regular work day.



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Section 2:

Appendix



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School Referral Form for Homebound Services 2014 - 2015

(Please type or print—all information must be completed)

Reason for Referral

Check One:

- ☐ Acute Illness
☐ Serious Injury/ surgery
☐ OB/ GYN Diagnosis – Due Date- ____/____/____
☐ Authorized EC Out of School Placement
☐ Psychiatric/ Mental Health Diagnosis **** (see note below)
- See Psychiatric Referral Guidelines for this placement

Student Number: _____

Student's Name: (First) _____ (M.I.) _____ (Last) _____ Grade: _____

Gender: ☐ male ☐ female Birth Date: ____/____/____ Ethnicity: _____

Student's Home Address (street): _____ Apt: # _____
City: _____ Zip: _____

Parent/ Guardian: (female) _____ Work # _____ Cell # _____

Parent/ Guardian: (male) _____ Work # _____ Cell # _____

Home Phone # _____ Parent/Guardian e-mail: _____

School of Record: _____ Data Manager: _____

School Contact Number _____ Student's Counselor: _____

Student's Administrator: _____ Testing Coordinator: _____

Student's Educational Status (choose): ☐ Regular Ed ☐ 504 plan ☐ ESL ☐ Exceptional Child

****If the student is EC please indicate the student's exceptionality(s): _____, _____

EC Case Manager: _____ Primary EC Teacher: _____

Signature of School Administrator _____

Date _____

Signature of Referring Party _____

Date _____

Do not mark below: Homebound Director Use Only

Entry Date into Homebound: ____/____/____

Withdrawal Date from Homebound: ____/____/____ Withdrawing to: _____

REMINDER: ALL HOMEBOUND STUDENTS REMAIN ENROLLED WITH THEIR HOME SCHOOL
Please email, fax or hand-deliver this form to student Guidance Counselor - _____



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Parent/Chaperone Authorization for Homebound Services 2014 – 2015 (Please type or print.)

Student's Legal Name _____	_____	_____	Student Number _____
(last)	(first)	(m.i.)	
Name of Parent(s) or Guardian _____			
School of record _____			

Explanation of Services and Parent/Chaperone Responsibilities: *Please Read Carefully.*

- Students are placed on homebound due to serious medical, behavioral or emotional conditions. It is important to note that homebound instruction **does not duplicate** the regular classroom experience and normal progression in school **cannot** be guaranteed.
- Typically homebound is limited to no more than four hours of instruction per week. Hours of instruction for exceptional education students shall be considered on a case by case basis.
- In an effort to provide homebound instruction, homebound/hospital personnel **may contact your child's physician, psychiatrist and/ or home school** to obtain information pertaining to the planning and delivery of appropriate instruction.
- An individualized instructional program will be conducted in your home. As the parent/guardian/chaperone, **it is your responsibility to provide supervision while the teacher is in the home.** You or another mutually agreed upon adult must be readily available in the area of instruction.
- Absences from homebound sessions, excused and unexcused, are reported to home schools. Absences could affect the student's loss of course credit.
- It is critical that parents/guardians establish and supervise study periods for homebound students every day of the school week.
- Homebound instruction **may be terminated** if the student consistently fails to be available for instructional sessions, or if anyone in the home demonstrates aggressive verbal or physical actions toward the homebound teacher.
- If your child or another family member is ill or has a contagious disease, notify the homebound teacher as early as possible.
- Pets will need to be removed from the area of study during homebound sessions.
- Notify the homebound teacher 24 hours in advance to cancel an appointment for instruction. If the homebound teacher is not notified, students not available for instruction at the scheduled time will be considered absent without excuse.
- Because of the other responsibilities required of our homebound teachers, **it is difficult to reschedule teaching sessions**, therefore it is important for the parent/guardian and homebound student to schedule all other necessary appointments at times other than the times established for homebound sessions.
- Home school classroom teachers generate homebound student's assignments, grade returned work and issue grades for homebound students. Homebound teachers are available for consultation and input.
- When possible use the homebound teacher's voice mail number or e-mail for communications.
- The parent/guardian/chaperone is left a Work List at the end of each instructional session. The Work List contains notes related to the day's lessons, **homework to be completed** and upcoming tests.

1) I authorize my child to participate in homebound/hospital services and will support his/her homebound instruction program.

2) I authorize the release of any medical, psychological, or educational information relating to my child and necessary for homebound instruction or for transitioning back to school.

Please list the name of the chaperone, (21+ years of age), relationship, and phone number:

Name: _____ **Relationship:** _____ **Phone:** _____



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Parent/Guardian Signature _____ Date: _____

Physician's Referral for Homebound Services 2014 – 2015

(Please print.)

Student's Name (last) _____ Name (first) _____

Student Number _____ Birth Date _____

School of Record _____ Grade ____

I authorize my child's doctor, _____, to complete this medical referral and to release appropriate medical information needed to request homebound/hospital instructional services for my son/daughter. In addition, the homebound staff may release appropriate homebound services/ instructional information to my child's doctor.

Parent/Guardian Signature _____ Date _____

NOTE TO PHYSICIAN: Please Read Carefully

The student named above is being considered for homebound instruction. The homebound program provides **temporary** instructional services in private homes for students who are referred from appropriate school system sources. Homebound instruction can never replace classroom learning. Your medical recommendations are needed. **(All blanks need to be completed before faxing to our office)**

A student is medically eligible for homebound services if the absence at home is anticipated to be at least four weeks. **Extending homebound services beyond six weeks requires a physician's reassessment of the student's medical condition with written recommendations sent to the Homebound/ Hospital Education Center Director.** Fax (336) 727-2788

Medical diagnosis: _____

Pertinent medical information which would impact on educational needs

Does this condition prohibit school attendance by this student? ☐ Yes ☐ No

Do you recommend homebound instruction? ☐ Yes ☐ No

Anticipated date of return to school ____ - ____ - ____

Date of Office Visit ____ - ____ - ____

Physician's Name

Physician's Signature

Office Phone # _____

Office FAX # _____



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Please email, fax or hand-deliver this form to student Guidance Counselor - _____

Physician's Referral Pregnant Student for Homebound Services 2014 - 2015

(Please type or print—all areas need to be completed before faxing to the homebound office)

Student's Name (last)	_____	Name (first)	_____
Student Number	_____	Birth Date	_____
School of Record	_____	Grade	_____

I authorize my child's doctor, _____, to complete this medical referral and to release appropriate medical information needed to request homebound/hospital instructional services for my son/daughter. In addition, the homebound staff may release appropriate homebound services/ instructional information to my child's doctor.

Parent/Guardian Signature _____ Date _____

Note to Physicians: Please Read Carefully

The student named above is being considered for homebound instruction. The homebound program provides **temporary** instructional services in private homes for students who are referred from appropriate school system sources. Homebound instruction can never replace classroom learning. Your medical recommendations are needed.

Unless there is a documented complication that would cause a danger to the unborn child or the mother, homebound services will begin the date of delivery or the due date (whichever comes first). If you feel the student needs to leave school earlier than the time-frame listed above, the student can be marked absent-excused, but would be responsible for picking up assignments until her delivery date or due date (whichever comes first).

If complications during pregnancy require a need for homebound services, please be specific as to the nature of the complication and the amount of time you expect this student to need to remain out of school.

Extending homebound services beyond six weeks requires a physician's reassessment of the student's medical condition with written recommendations sent to the Guidance Counselor at _____ for review of the medical/health diagnosis.

Diagnosis: _____

Anticipated due date: ____ - ____ - ____

Anticipated date of return to school after delivery: ____ - ____ - ____

Date of Office Visit: ____ - ____ - ____

Complication with pregnancy, if any: _____

Does this complication require homebound services? ☐ Yes ☐ No



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Anticipated date of return to school following treatment of complication: _____ - _____ - _____

Physician's Name

Physician's Signature

Office Phone # _____

Office FAX # _____

Please email, fax or hand-deliver this form to student Guidance Counselor - _____

Procedures for Psychiatric/Mental Health Referrals for Homebound Services

2014 – 2015

The homebound program is designed to provide **short term** educational services to students who are unable to attend school while they are under the care of a doctor. Because this program is very restrictive it is best used for short-term, emergency situations. Since students tend to receive a maximum of **four hours** of instruction per week, the program **cannot** replace the instruction or socialization provided in school. Students on homebound for more than 4 – 6 weeks frequently struggle to complete all the needed assignments, do not make adequate progress and face significantly greater likelihood of dropping out of school. Additionally, best practice indicates that treatment or therapy for psychological crises which do not require hospitalization should be revisited and revised after 4 – 6 weeks. By that time the student should either be able to return to school or progress to some other treatment option. The continued isolation and lack of educational progress must be given heavy weight in the determination of effective therapy.

For all of these reasons, homebound instruction **by itself** will not be used for more than 6 weeks. If a recommendation is made for 6 weeks, a **transition plan** for the 2-3 weeks after the 6 week placement has been completed will need to be discussed with the student and will go into effect at the end of the 6 week placement. The transition plan will include homebound instruction and attending classes on a modified schedule. The amount of classes attended will increase during the duration of the plan.

In order to receive homebound services for a psychiatric/mental health referral, the following procedures need to be followed:

1. The parent should present a completed psychiatric referral form to the student's guidance counselor. The psychiatric/mental health referral **must be completed by a psychiatrist**. This will allow the student to receive up to 6 weeks of homebound instruction.
2. The school should facilitate getting the homebound referral packet completed (school referral form, parent/chaperone authorization, psychiatrist referral, if EC—a change of placement IEP meeting must be held). Once these are completed they should be faxed to the homebound office.



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3. Prior to the end of the homebound period, the parent should meet with the guidance counselor to review the psychiatrist's recommended transition plan.
4. If the student continues to have difficulty attending school due to the psychiatric condition, the student can be referred to the IST to determine if further evaluation or a 504 plan is needed. At that time the parent and school should consider referring the student to a non-traditional or alternative program.

Psychiatric/Mental Health Referral for Homebound Services 2014 – 2015 **(Please type or print—all areas need to be completed before faxing to Homebound Office)**

Student's Legal Name _____ Student Number _____
(last) (first) (m.i.)

Name of Parent(s) or Guardian _____
School of record _____

I authorize my child's psychiatrist, _____, to complete this referral and to release appropriate medical information needed to request homebound/hospital instructional services for my son/daughter. In addition, the homebound staff may release appropriate homebound services/ instructional information to my child's doctor.

Parent/Guardian Signature _____ Date _____

NOTE TO Psychiatrist: (Please read the first page of this referral carefully)

The student named above is being considered for homebound instruction. The homebound program provides **temporary** instructional services in private homes for students who are referred from appropriate school system sources. Homebound instruction can never replace classroom learning. Your mental health recommendations are needed. **(All blanks need to be completed before faxing to our office)**

A student is eligible for homebound services if the absence at home is anticipated to be at least four weeks. **Please review procedures on page one of this referral.**

A **Transition plan** needs to be discussed with the student and parent before the end of the homebound placement.

Medical diagnosis: _____

Pertinent medical information which would impact on educational needs

Does this condition prohibit school attendance by this student? ☐ Yes ☐ No

Do you recommend homebound instruction? ☐ Yes ☐ No

Anticipated date of return to school ____ - ____ - ____



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Date of Office Visit ____ - ____ - ____

Physician's Name _____

Physician's Signature _____

Office Phone # _____

Office FAX # _____

Please email, fax or hand-deliver this form to student Guidance Counselor - _____

Homebound Teacher Checklist

Before being given an assignment:

_____ Review the Homebound procedures with the Guidance Counselor or Homebound Director.

To begin homebound services:

- _____ Review homebound student's file
- _____ Receive email from the Homebound Director concerning homebound placement (Approval)
- _____ Send email to teachers letting them know when you will pick up work from guidance (consistent day of the week)
- _____ Contact parent/guardian to set up consistent times to meet with the student

During Homebound Services:

- _____ Communicate with teachers on a regular basis so they know when to expect work to return
- _____ TEACH, TEACH, TEACH --- Do not just hand work to students --- make sure they understand the assignment
- _____ Send "Notification to Data Manager" of all absences every two weeks
- _____ At the end of each month you serve the student, send/fax {(336) 694-4052 x.12} time sheet and mileage sheet to the Homebound Director for approval

At the end of homebound services:



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<input type="checkbox"/>	Close to the end of the homebound assignment, email teachers letting them know when to expect the student to return
<input type="checkbox"/>	Email data manager and guidance counselor when student is expected to return
<input type="checkbox"/>	Return all completed work to teachers
<input type="checkbox"/>	Return all paperwork to the Homebound Director

Student Attendance in Homebound School Year: 2014-2015

TO: DATA MANAGER:	
FAX NUMBER:	
HOMEBOUND TEACHER NAME:	
STUDENT NAME:	
STUDENT NUMBER:	
HOME SCHOOL:	GRADE:

Date(s) of absence(s)	Excused	Unexcused	Date Reported	By Fax	By Email



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Email A: Homebound Director

This email will be sent by the Director to introduce the homebound teacher, teachers, and school contacts. Input correct information where *(italic)* items are.

(Student name) has been assigned to homebound services from *(Dates of service)*. DO NOT mark her absent during this time unless directed to do so by her homebound teacher, *(Homebound teacher)*. *(Homebound teacher)* will be in contact with parents and teachers soon to coordinate drop off and pick up of assignments. Please begin to gather these. Remember, you cannot hold *(Student name)* responsible for anything that you do not provide for her while out on homebound.

Thank you.



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Email B: Homebound Teacher

Once Email A has been received, this email (or one with similar information) should be sent by the homebound teacher to the same group of people that Email A was sent to. Homebound Director should be copied on this email.

Date:

Re: Homebound services for *(Student's name)*

Date of the initiation of homebound services: *(Date to begin services)*

Anticipated date of the end of homebound services: *(Projected date to end services)*

Assignments for your homebound student will be picked up and completed work will be returned to guidance on *(Day of Week)* of each week. All work for sequential weeks will need to be available in the Guidance Center no later than 8:30 AM each *(Day of Week)*. My first pick up will be on *(Date)*

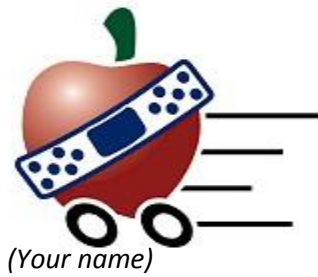
If you do not have your student's assignments available on each *(Pick up day)*, you need to either:

Email assignments to me at *(your email address)*

Completed assignments will be returned to you through the Guidance Center for weekly.

Should you have questions or concerns you may contact me at any time via phone number *(Your phone number)* or email. Please indicate your name, school, and the student you are calling about.

Please remember that this student is not responsible for any assignments not sent.
I look forward to working with you.



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Email C: Homebound Teacher

This email (or one with similar information) should be sent to each of the student's teachers when the student returns to school. Homebound Director should be copied on each email.

(Date)

(Student name) will be returning to school on *(Date of student return)*. Below is a list of assignments that he/she will turn in to you upon returning to class. I have also listed assignments that were assigned by the teacher but we did not have time to complete. Remember that this student is not responsible for any assignments not sent. If the student does not return on the date listed, absences should be documented.

Please contact me if you have any questions.

Thank You,

(Teacher name)
(teacher email)

(Subject-Teacher Name)

(Student name) will return to you the following assignments:

(List of assignments student will return to teachers)



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(Student name) was unable to complete the following assignments, but still has these assignments to complete:

(List of assignments needing to complete)

Please remember there was a reason this student was not in your class while on homebound. Use your discretion to allow extra time to complete these assignments.

Email D: Homebound Teacher

This email (or one with similar information) is to be sent to the school administrators, guidance counselors, and data manager to alert them to the expected date of return for the student. The Homebound Director should be copied when this email is sent.

(Student name) is expected to return to school on (expected date of return). If they do not return on this date, absences should be documented. Each of the student's teachers has been alerted to this date as well.

Thank you.



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Homebound Service Timesheets and Travel Logs

Homebound teachers will need to use the district forms for Monthly Timesheets and Local Travel Logs. The forms are located on the Caswell County Website under Finance under Document Uploads.

- <http://caswellcounty.schoolinsites.com/>

The Timesheet (always use five weeks) is located in the subsection called "Time & Attendance".

The Local Travel log is located under "Local Mileage Reimbursement Form". You are required to use your school as the starting location. You can claim return mileage based on the closer location between the starting location or your home. Please attach a copy of a Google map for documentation purposes.



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Contact Information

Bartlett Yancey High School:	Guidance Department	(336)694-4212
N.L. Dillard Middle School:	Guidance Department	(336) 694-4941
North Elementary School:	Guidance Counselor	(336) 388-2222
Oakwood Elementary School:	Guidance Counselor	(336)694-4221
South Elementary School:	Guidance Counselor	(336)694-1212
Stoney Creek Elementary School:	Guidance Counselor	(336) 694-6222