

## HOMEBOUND TUTORING PROCEDURES

For homebound services to be implemented, one of the following protocols must be followed:

**A. If the student has an IEP**

The IEP team meets (**must include an administrator**) to determine the appropriateness of homebound services and, if the team agrees that homebound services are appropriate, amends the IEP to document this decision. The Homebound Tutoring for Health Reasons form may be used if the team feels it is appropriate. Provide the form to the parents to give to the doctor. As instructed on the form it will be faxed back to the school principal. A copy of the Request for Homebound Tutoring form, a copy of the IEP amendment including the signature page with parent approval from the IEP, and the Homebound Tutoring for Health Reasons form (if used) must be sent to Virginia Haines, [vjhaines@mcps.k12.mt.us](mailto:vjhaines@mcps.k12.mt.us). The case manager must keep copies of this documentation in the student's special education file.

**B. If the student has a current 504 Plan**

The 504 team meets (**must include an administrator**) to discuss concerns and student needs. If there appears to be reason to suspect a medical reason for concerns, including indication of possible need for homebound services as an extension of the current 504 plan, provide parents with the Homebound Tutoring for Health Reasons form to take to the doctor. The Homebound Tutoring for Health Reasons form must be completed prior to convening the 504 team meeting to discuss possible homebound services. If, based on the Homebound Tutoring for Health Reasons form, the team determines that homebound services are appropriate the decision is documented on the 504 plan form. A copy of the Request for Homebound Tutoring form, the amended 504 plan, and the Homebound Tutoring for Health Reasons form must be sent to Virginia Haines, [vjhaines@mcps.k12.mt.us](mailto:vjhaines@mcps.k12.mt.us). The case manager must keep copies of this documentation in the student's 504 file.

**C. If the student has a physical or mental condition** that interferes with his/her ability to learn and the condition is projected to last longer than six (6) months the school should convene a 504 team (**must include an administrator**) to determine appropriateness for 504 services that include homebound tutoring. If the student meets 504 eligibility criteria follow procedure in B above.

**D. If the student has a physical or mental condition** (such as a fracture or concussion) that interferes with his/her ability to learn, and is projected to last six (6) months or less, a school administrator should work with the student's family to complete the Homebound Tutoring for Health Reasons form. A Request for Homebound Tutoring form and the Homebound Tutoring for Health Reasons form must be sent to Virginia Haines, [vjhaines@mcps.k12.mt.us](mailto:vjhaines@mcps.k12.mt.us).

**E. If a parent requests or school staff member suggests the need for homebound services**

The request should be considered by either an IEP or 504 team (if appropriate) following the procedures outlined above using the IEP amendment form or 504

form for documentation. The Homebound Tutoring for Health Reasons form must be completed if the medical condition is projected to last six (6) months or less.

If the student's condition is strictly medical (i.e. fracture or concussion) a team is not required to meet. A school administrator must be aware of the request for homebound services and assign a school contact person. The Homebound Tutoring for Health Reasons form must be completed. The Request for Homebound Tutoring form and the Homebound Tutoring for Health Reasons form must be sent to Virginia Haines, [vjhaines@mcps.k12.mt.us](mailto:vjhaines@mcps.k12.mt.us). Copies of the homebound tutoring forms must be kept in the student's cumulative file.

- F. A copy of each Homebound Tutoring for Health Reasons form** will be forwarded to Linda Simon, Health Services Supervisor via Virginia Haines.
- G. After appropriate forms are received and approved** by Virginia Haines, tutoring will be scheduled following final District administrative approval.
- H. Following final District approval for homebound tutoring**, a homebound tutor will be assigned. The homebound tutor will communicate with the school contact person regarding curriculum to be covered during homebound tutoring hours. The schedule for homebound tutoring will be developed by the tutor in collaboration with the parent based on the time allocation and curriculum content outlined by the school team.
- I. Homebound tutors will be paid** curriculum rate (currently \$26.69 per hour) for actual time with the student. Homebound tutoring does not include a separate compensation for travel time or mileage. Homebound tutors should complete the Homebound Tutor timesheet according to the every two week cycle outlined by the Payroll Department and submit it directly to Payroll on the dates identified. **Timesheets must be sent to Virginia Haines for approval and submission to payroll.**