

Jefferson County Schools

110 Mordington Avenue
Charles Town, West Virginia 25414
(304) 725-9741
(304) 724-5311 Fax

Superintendent:
Susan K. Wall

Board Members:
Gary Kable, President
Scott Sudduth, Vice President
Mariland Dunn Lee
Mark Osbourn
C. Larry Togans

Jefferson County Schools 2013-2014 School Calendar on Review

The Jefferson County Schools calendar will be on review until the May 28, 2013 board meeting.

All comments are due in writing by 12:00 PM on May 21, 2013. Please send all comments/suggestions to Patrick Blanc, Assistant Superintendent of Curriculum and Instruction, Jefferson County Board of Education, 110 Mordington Avenue, Charles Town, WV 25414, by fax to 304-724-5311, or by e-mail to pblanc@access.k12.wv.us.

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Policies on Review

The listed Jefferson County Board of Education policies are out for review until the May 28, 2013 board meeting

- Jefferson County Board of Education policy, Chapter 6, Section 2.1.10 Instructors for the Homebound Program
- Chapter 7, Section 4.1 Selection (Instructional Materials)

All comments are due in writing by 12:00 PM on May 21, 2013 . Please send all comments and/or suggestions in writing to Jefferson County Board of Education, 110 Mordington Avenue, Charles Town, WV 25414, by fax at 304-724-5311, or by e-mail to

- C. Ann Ebersole, cebersole@access.k12.wv.us, for Chapter 6, Section 2.1.10 Instructors for the Homebound Program
- Susan Sowers, ssowers@access.k12.wv.us, for Chapter 7, Section 4.1 Selection (Instruction Materials)

Chapter 6 – Personnel

2.1.10 Instructors for the Homebound Program

Instructors for the Homebound Program are to be paid a flat rate of twenty-five dollars per hour for direct instruction to students. The homebound teacher will be paid the county adopted mileage rate of reimbursement for traveling from their designated school to the location of where homebound services are provided.

For Information Only

Homebound Instructional Services / Jefferson County School/ April 2013

Goal of Homebound Services:

To sustain continuity of instruction and to facilitate the student's return to school.

Who Qualifies?

- Students who, due to injury or for any other reason as certified in writing by a licensed physician or other licensed health care provider, are temporarily confined to home or hospital for a period that has lasted or will last more than three consecutive weeks.(126CSR42, 6.2.d.1)) Note: Students are also served in public places and in schools.
- Students whose acute illnesses prevent them from attending school for short period of times or intermittently such as students with chronic illnesses, cancer, or diabetics as deemed necessary by a physician.
- Students not meeting state immunization requirements.

Procedures for Approval:

Completion of a Homebound Form annually which contains the information that follows:

Student's personal information

Medical Certification of Need / Documentation of student's illness

Estimated length of recovery time

Treatment plan

Parental permission to contact the treating Physician or licensed clinical psychologist

Approval at the county level

A written statement by a licensed physician or other licensed health care provider must be resubmitted every six months if student's temporary home/hospital instruction is prolonged. (126CSR452) (6.2.d.2)

Homebound Coordinator:

- Receives approved HB form and coordinates the delivery of instruction to the student.
- Contacts parents, school personnel, and HB teachers to initiate a meeting.
- Helps decide appropriate subjects for HB students and scheduling of instructional time.
- Contacts attendance office of dates and duration of illness.
- Provides the organization of delivering WV State Assessments
- Completes an annual report.
- Oversees continued homebound services until student has successfully transitioned back to school.

School:

- Sets up SAT, IEP, or 504 meetings with necessary school based personnel and parent.
- Considers best alternative placement to minimizing the interruption of instruction.
Note: Instruction should take place in the school setting to the fullest extent possible.
- Coordinates with HB teachers and classroom teachers to provide appropriate materials, supplies, and books for instruction.
- Meets guidelines for homebound exceptional students (IEP) and changes placement to Out of School Environment (OSE) in accordance with requirements defined by WV 125CSR16, WVBE Policy 2419.

Homebound Teachers:

- Responsible for facilitating instruction on the core courses' content standards and objectives as guided by the student's classroom teacher(s). (126CSR42, 6.2.d.5)
- Collects, secures, and understands instructional plans to be delivered.
- Delivers assignments and instruction to the student, and monitors testing.
- Returns student work to classroom teacher for assessment.

Classroom Teachers:

- Decides education plan and makes necessary modifications to instructional objectives to meet student's needs.
- Provides homebound teacher with lesson plans, worksheets, and/ or assessment materials.
- Reviews and grades completed work.
- Meets with HB teacher to provide continuity of class assignments to home.

Chapter 7 – Instruction

4.0 Instructional Materials

4.1 Selection

4.1.1 Philosophy

A modern school system must provide for its students a wide variety of instructional materials that must be constantly evaluated, revised, and replaced. Materials used must be up-to-date, challenging, accurate, realistic and useful. Because new programs must be developed and used, teachers should be encouraged to utilize new and different materials. Students should have an opportunity to choose freely in their reading and not be sheltered from unpopular ideas and thought by censorship.

4.1.2 Responsibility

The Board is ultimately responsible for all matters relating to the operation of Jefferson County Schools including the selection of instructional materials.

The responsibility for the selection of instructional materials is the Board's; however, the Board delegates to the professionally trained personnel employed by the school system a big role in making a recommendation. The chairman and two members of each textbook selection committee shall appear before the Board to present materials and summarize reasons for selection of materials prior to its adoption.

4.1.3 Objectives

The primary objective of the school's instructional materials selection is to implement, enrich, and support the educational program of the school. It is the duty of the school system to provide a wide range of materials on all levels of difficulty, with diversity of appeal, cultural diversity, and the presentation of different points of view.

4.1.4 Challenged Materials

Occasional objections to a selection may be made, despite the care taken to select valuable materials for student and teacher use. It is the policy of the Board to have open and fair review of challenged materials.

See SOP 7.12, Instructional Materials Evaluation

4.1.5 Materials Review Committee (SOP 7.12)

The criteria for selection of Jefferson County Schools' instructional

materials are a review committee whose positions are posted by the Human Resources department. Members are selected from the qualified list of applicants by recommendation of the Curriculum and Instruction department with subsequent board approval. The following may be hired and/or serve on the selection committee:

- A. General and special education teachers representative of grade level or content areas
- B. Cultural Diversity Coordinator
- C. Curriculum and Instruction Coordinator

Schools may supplement the WVBOE adopted curriculum through a review committee.

The criteria for selection of supplemental instructional materials are a review committee from each school shall be appointed by the principal and may include:

- A. The head teacher or assistant principal
- B. Teacher representative from content area or grade level
- C. Guidance counselor, if available
- D. Librarian
- E. Parent representative (not a school employee)

4.1.6 Policy for the Use of Multimedia Materials Not Owned, Broadcast or Recommended by the Jefferson County Board of Education

Incorporating media in the classroom is an effective instructional practice. Teachers are expected to align the digital content with the appropriate, efficient and ethical use of internet in the school setting. Lesson plans should reflect the content standard's use of media. Teachers are expected to preview all content prior to classroom use. Teachers must also adhere to local and state acceptable use policies. (See JCBOE Policy Manual, Chapter 6, Personnel; WVBE Policy 2460)

Approved 4/14/97

The Jefferson County Board of Education shall provide students with appropriate instructional materials. Multimedia shown at a school or as a part of a school-sponsored function or event must be relevant to the curriculum being studied and appropriate for the age and maturity levels of students being taught.

References: SOP 7.9a, Guidelines for the Use of Multimedia Materials Not Owned, Broadcast, or Recommended by the Jefferson County Board of Education

Jefferson County Board of Education Policy Chapter 6, Copyright Policy