

Homebound Services - Overview for Assigned Teacher



Thank you for accepting the assignment for a student in need of Homebound Services! This service enables students to keep up with as much school work as they are able to handle while homebound under a physician's care.

The following is an overview to what is expected of a Homebound Teacher:

- 1) Contact the parent(s)/guardian(s) to discuss dates and times for the homebound visits. The student is to be provided two (2) visits per week for 1 hour per visit.

- 2) Obtain a copy of the student's schedule from the student's school.

- 3) Meet with the classroom teacher(s) to establish a routine for getting and returning school assignments. The student's classroom teacher(s) is/are responsible for grading the school work returned, as well as determining the grade for the term/semester/school year.

- 4) Act as a liaison between the teacher(s) and the student and parents. Bring to the parent's attention any concerns from the classroom teacher(s) and bring any concerns from the student and/or parent to the attention of the student's classroom teacher(s).

- 5) Provide the homebound services for the duration of the physician's prescribed time of incapacity, or sooner if the student is able to return to school at an earlier date. The duration may only be extended by a physician's statement which must be delivered to the Director of Community Services before the ending date of an earlier statement.

- 6) Complete a timesheet at least every two weeks. Mark the visit with a "P" for present, the dates, hours, and what was done at the visits. If a scheduled visit is cancelled by the parent/student, timesheet should be marked with an "A" and initialed by the parent upon the next visit. Include one (1) hour per week for preparation time for a total of three (3) hours per week. This timesheet should be submitted to the Community Education department in the Board office.

If you have any questions, concerns, or suggestions, please direct them to Steve Elliott, Director of Community Services. My office is located in the Board of Education office and I can be contacted at 399-8029 or at saelliot@stcs.org