

**Hinsdale Township High School District 86**  
**Homebound/Hospitalized Student**  
**Parent And Homebound Licensed Teacher Responsibilities**

Parent Responsibilities:

- An adult must be present at all times when the Homebound Licensed Teacher is in the home.
- It is the responsibility of the parent to make sure the home address is visible and entrance to the home is safely accessible (clear sidewalk of snow, ice, etc.)
- Have school books and supplies ready when the Homebound Licensed Teacher arrives.
- Secure any pets and provide a safe and quiet work area, in order to promote and environment free of distraction.
- Contact the Homebound Licensed Teacher in a timely manner if a scheduled meeting must be cancelled.
- Help student by assuring they do their assigned homework prior to meeting with the Homebound Licensed Teacher.

Homebound Licensed Teacher Responsibilities:

- Contact Guidance Counselor to notify them of the assignment and schedule a time to secure required assignments in the Guidance Office.
- Contact Parent/Guardian to set up time to meet with the student.
- Keep in weekly contact with Guidance Counselor regarding progress of student's work.
- Pick up student's assignments and return student's assignments to the Guidance Office.
- Advise Guidance Counselor of student's return date to school.
- Remind Parent /Guardian of the Homebound Services end date as it approaches. This will allow parent to obtain a new Hospital/Homebound Services Form if necessary and return it with physician's signature to the student's Guidance Counselor and to Tammy Prentiss for approval.
- Complete timesheets for submission to Student Services.