

## HOMEBOUND TEACHER PROCEDURES

- When a request to serve as homebound teacher is received, the homebound teacher must respond with an accept/reject decision within one business day to the Student Services office. If the homebound teacher does not respond within one business day, another homebound teacher will be requested.
- The homebound teacher shall contact the family within one business day of accepting the assignment to arrange a mutually agreed upon weekly schedule.
- The homebound teacher shall contact the school coordinator prior to the initial meeting with the student for the purpose of discussing classes to be taught and obtaining the student's textbooks and other learning material.
- Once all parties agree to their respective roles and responsibilities, the homebound teacher will submit the signed agreement to the Student Services office.
- The classroom teacher and the homebound teacher shall mutually agree as to who will grade assignments and when they shall be returned to the school. All work and/or grades will be submitted to the school coordinator.
- Grades shall be submitted a week prior to the end of a grading period. The homebound teacher should collaborate with school staff in reviewing/grading student work and assigning grades.
- Provide the minimum hours of instruction per week.
- Homebound teachers should maintain a log of the hours, contacts, activities and grades during each session. The weekly schedule should also be documented on the log. A copy of the log must be attached to the timesheet.
- Timesheets shall be submitted at the end of every month. Late paperwork will be processed during the next payment period.
- In the event that the homebound teacher is out sick or has an emergency, they shall notify the Student Services office and the parent/guardian. Any instruction missed due to these types of interruptions shall be made up within a reasonable time period.
- If a homebound teacher stops servicing a student, a termination statement should be forwarded to the Student Services office within 5 business days.
- Homebound teachers will discontinue services on the expiration date provided by the Student Services office and adhere to this date. There is no guarantee of compensation if services are provided past the expiration date.
- Teachers should turn in all borrowed books and materials to the school within 48 hours of completion of the homebound assignment.
- Notify Student Services when:
  - Any problems, concerns or changes arise during the time homebound service is being provided.
  - A student misses three pre-scheduled appointments, or is unavailable for services for three consecutive days.
  - Students return to school before homebound has expired.
  - Parents offer an expiration date for services that differs from Student Services

## **Expectations of the Student Services Coordinator of Homebound Instruction**

- Document the receipt of requests for homebound instruction once it is received by the Student Services office
- Determine if requests are valid and ready for approval
- Notify parents and school regarding the status of the request (Approved/Not Approved)
- Secure a homebound teacher in a timely manner
- Verify ongoing treatment or termination of services
- Notify schools, parents and homebound teacher in writing when homebound instruction has been terminated, and when the student should return to school for classroom instruction
- Ensure that students participate in the Virginia State Assessment program

## **Expectations of the Building Principal or Designated School Coordinator**

- Serves as the contact person for the homebound teacher, classroom teacher and the parent
- Provides homebound forms to parents, upon request
- Documents the receipt of requests for homebound instruction
- Coordinates the overall provision of services by meeting with teachers, the counselor and homebound teacher for the purpose of reviewing the written agreement and obtaining teacher signatures
- Provide the homebound teacher with appropriate instructional materials and information
- Resolve any problems related to homebound cases
- Receive grades from the homebound teacher

\*\*\*Appointed designees by schools will be identified in August with the names sent to the Supervisor of Student Intervention Services\*\*\*

## **Expectations of the Classroom Teacher**

- Provide instructional materials and information to the school coordinator on the subject matter, skills and units to be covered during the time period in which the student is receiving services.
- Understand the roles and responsibilities outlined in the agreement and sign the agreement
- Share resource materials and handouts with homebound teacher
- Return graded work to the student in a timely manner
- Collaborate with the homebound teacher to determine roles and responsibilities with respect to grading assignments
- Collaborate with the homebound teacher about the curriculum and appropriate instructional strategies

## **Students/Parents/Guardians**

- Complete the request for homebound services form and submit to the student's school
- A responsible adult needs to be available in the home when the homebound teacher arrives to provide instruction
- Provide adequate facilities for teaching (quiet room without interruption, with a table, chairs and appropriate supplies).
- Have the student ready for instruction at the time designated by the homebound teacher
- Notify the homebound teacher, prior to the scheduled visit, if there is a contagious illness in the home, if there is an emergency, or if the student cannot be available for homebound services
- When instruction occurs outside the home, ensure the student keeps all appointments with the homebound teacher as scheduled. Broken appointments can result in termination of homebound services.
- Make every effort to see that the student keeps up with assigned work and completes homework
- Advise the homebound teacher of any changes in the student's status
- Notify the Student Services office of excessively missed appointments or tardiness by the homebound teacher