EXPECTATIONS FOR MEDICAL HOMEBOUND INSTRUCTORS

II. TEACHER-RELATED SERVICE PROVIDER EXPECTATIONS: Please read carefully and complete with signature and date.

Personnel selected as instructors or related service providers for students receiving medical homebound services are expected to comply with all district policies, rules and regulations. In addition, homebound instructors are responsible for completing the following duties:

- Scheduling, delivering and documenting services in collaboration with the school, parent and student;
- Instructing the student on the scheduled date and time, tracking daily attendance for the student, and notifying the school's Homebound Coordinator if the student is not participating in homebound instruction.
- If the student has an IEP, any request for additional hours must come through the IEP team and be communicated directly to the Homebound Coordinator at the school level.
- If the assigned teacher is not the teacher of record, the homebound teacher is to consult with the student's teacher(s) of record to obtain all appropriate instructional materials and course/subject requirements. Instruction will be provided for assignments occurring during dates approved by the Superintendent's designee at the district office. Any additional information or assignments prior to homebound approval are the responsibility of the parent and must be obtained from the school.
- Maintaining on-going communication and collaboration with the teacher(s) of record regarding all of the student's assignments, projects, tests and grades and notifying the school's Homebound Coordinator if the student is not turning in assignments or projects as instructed.
- Each teacher must provide a weekly update to the parent/guardian. All communications, written or verbal, must be documented in PowerSchool Log Entries.
- Entering all services information, including student absences, into the designated system within the required timeframe; **not to exceed 7 calendar days from the time of service.**
- Notifying the school's Homebound Coordinator if services are unable to be provided as scheduled.
- **Any services not submitted within the appropriate time frame will be subject to review by the District Coordinator.**
- **A teacher must abide by the Personnel Policies of HCS while providing homebound services.**
- **If a teacher is on medical leave, they can NOT provide homebound services.**
- **Long Term Substitutes may NOT provide homebound instruction.**

I have read the expectations set forth above. I will obtain a copy of the 504 Plan or IEP for all applicable assigned HOBO students and I understand my responsibilities as assigned.

_____ _____

Employee's Name (Print) Employee Signature

School:_____ Date: ___/____/_____

*An electronic signature or confirmation of receipt of the form via email is acceptable if a physical signature cannot be obtained.

cc: Teacher, HB Coordinator