

**GENERAL PROCEDURES (Grades Pre-K – 12)**  
**for**  
**HOMEBOUND SERVICES (HB)**

1. Parent /Guardian will secure Parent Request/Physicians Statement from the school designee.
2. When the application has been completed, the school sends the application to the District Homebound Coordinator at the AB Gibson Center. The Homebound Coordinator will send a letter to the parents of the student confirming when the Homebound services will begin and end.
3. After the application has been approved or denied, the Homebound Coordinator will send the notification to the HB teacher and the HB teacher will contact the following persons:
  - a. Principal
  - b. Assistant Principal
  - c. School Counselor
  - d. Secretary
  - e. PowerSchool Coordinator
  - f. Nurse
  - g. Social Worker
  - h. All the students teachers

**RESPONSIBILITY OF THE SCHOOL**

1. The school homebound coordinator will make sure the application is completed correctly and accurately. The written directions to the home, telephone contact, numbers, the teacher's first and last name, room number and email address should be completed on the Homebound Application. (If the student has an IEP or 504 Plan, this information should also be included on the application.)
2. Monitor whether or not the teachers in your school are providing work as requested. Also, make the homebound teacher aware of work that teachers say should have been returned to them. Assignment logs will be completed and shared with the homebound teacher through Canvas or other digital medium.
3. Notify the District Homebound Coordinator of any problems/concerns related to the HB services being provided at your school.

Special Note: If a student's schedule contains a class which (IN THE OPINION OF SCHOOL PERSONNEL) the student cannot complete through HB services, it would be wise for that student's schedule to be adjusted.

## **RESPONSIBILITY OF THE DISTRICT HOMEBOUND COORDINATOR**

1. Oversee the operation of system-wide homebound services according to the homebound guidelines.
2. Supervise and monitor the homebound teacher(s).
3. When the application has been processed, send the parent / guardian a letter indicating the approval for homebound services beginning date and ending date and the name and telephone number of the homebound teacher.

## **RESPONSIBILITY OF THE SCHOOL HOMEBOUND COORDINATOR** **(as assigned by the principal)**

1. Identify any student that could benefit from homebound services while out of school due to illness or other health impaired issue.
2. Contact parent and discuss the possibilities of homebound services. Ask the parent to come to the school for the homebound parent request/physician's statement and explain the procedures for obtaining the referral (the reasons and circumstances) from the attending doctor.
3. When the parent/guardian has completed the parent request/physicians statement, the parent is to return the completed application to the school homebound coordinator. The homebound coordinator then sends the signed statement to the district homebound coordinator at the AB Gibson Center for approval by the Assistant Superintendent for Curriculum and Instruction. (The application will be returned to the school homebound coordinator if it is incomplete.)
4. Complete the homebound application found on Scotland County Schools' home page.

## **RESPONSIBILITY OF THE HOMEBOUND TEACHER**

1. A telephone call is made to the parent / guardian to set up an appointment for orientation, discuss expectations, and explanations for clarity.
2. Homebound teacher is to deliver work from the teachers to the student.
3. Provide homebound instruction as indicated.
4. Notify the school when homebound services have been terminated.
5. Notify the district and school homebound coordinator of any particular problems/ concerns relative to homebound services in the school(s) and in the home setting.
6. Locations for homebound services will be determined by the homebound teacher. (student's home, library, community center, AB Gibson Center)

## **RESPONSIBILITY OF THE CLASSROOM TEACHER**

1. Provide class assignments in a timely manner. Keep all assignments current.
2. Coordinate the homebound student's instruction through communication with the HB teacher.

3. Notify the homebound teacher if there is a problem which deals with instruction or the timely completion of the class work.
4. Understand that the homebound status of the student may necessitate some adjustments in the class assignments.
5. Work cooperatively with the homebound teacher to facilitate student success.
6. Ensure the homebound teacher has books, papers, access to electronic assignments, etc. needed for instruction and assistance to the student.