

RESPONSIBILITIES FOR HOMEBOUND SERVICES

Successful homebound services depends on the cooperation of a number of individuals. The responsibilities of each of these individuals are summarized below:

School Homebound Coordinator:

Coordinates school efforts regarding homebound services.

Works to ensure there is appropriate collaboration between classroom teachers and the homebound services.

School Counselor:

Works with the Homebound Coordinator and the family to ensure academic and elective requirements are met as well as supporting mandated testing.

Classroom Teacher:

Collaborates with the homebound teacher to exchange information, strategies, materials, assignments, and assessment tools, etc. as needed to provide services.

Special Education Case Manager:

If the student receives special education services, ensures the student receives appropriate services and accommodations while receiving homebound services reflected in the IEP.

Homebound Teacher:

Contacts the family to schedule homebound services on regular school days.

Works with the classroom teacher as described above.

Using materials and assignments provided by the classroom teacher provides services to the student with the goal of keeping the student as current as possible with classroom instruction.

Returns all completed work to the classroom teacher in a timely manner.

Parent(s) or Guardian:

Provide the medical documentation needed to support the homebound referral.

Obtain assignments from the classroom teachers until homebound teachers are assigned.

Work with the school staff to obtain assignments for courses not supported by homebound services.

Once homebound teachers are assigned, schedule homebound services (note that not all scheduling requests can be accommodated).

Make sure the student is already awake and prepared for services.

Provide an area for working with the homebound teacher that is quiet and away from distractions.

Confine all pets prior to the arrival of the homebound teacher.

Ensure that an adult is present for the homebound services.

Keep all appointments with the homebound teacher. If there is a need to cancel, please give 24 hour notification so a make-up session can be scheduled.

Cancellations at the last minute will be counted as a school absence and will not be rescheduled.

Work to return the student to school-based services as soon as possible.

Student:

Be ready to meet with the homebound teacher at the scheduled times.

Participate actively in services.

Complete all assignments communicating with teachers via websites and Skyward.

Work to return to school-based services as soon as possible.

