

**Homebound Procedures
For
Teachers, Parent/Guardian and Student**



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2013-14

**SPARTANBURG SCHOOL DISTRICT SEVEN
Spartanburg, South Carolina**



Homebound Procedures for Teachers

- All teachers providing homebound instruction to students domiciled in South Carolina must hold a valid South Carolina teacher's certificate.
- Each school is responsible for getting a homebound teacher for homebound students.
- If the homebound teacher is not a district employee, notify Personnel before working with a student.
- Please note that homebound instruction may be initiated on the date the homebound instruction form is signed by the superintendent or designee. Please adhere to the last day a student is eligible for homebound. Services provided beyond the date on the homebound form are not reimbursable.
- The homebound teacher is responsible for providing appropriate instruction to the student for the amount of time specified. Unless teacher is given specific instruction otherwise, **five (5) hours per week is the expected time for the student.**
- The homebound teacher cannot claim any hours that he/she does not actually teach the student. Therefore, it is essential that the parent/guardian realize how important it is to notify teacher if the student is unable for homebound instruction.
- The site for medical homebound instruction is usually the student's home or a hospital; however an alternate location can be chosen if deemed necessary. Adult supervision in the home may be required in order to ensure a healthy and safe environment for the teacher and the student. The parent/guardian and the homebound teacher will agree upon the location and time for homebound instruction.
- The homebound teacher will be reimbursed an hourly wage of \$25.00.
- In the event a homebound teacher is working with more than one student at the same time, the teacher will be paid \$25.00/hour for the first student and \$12.50/hour for the other student(s). The maximum amount a homebound teacher may be paid while working with three students at the same time is \$50.00/hour.
- The homebound teacher is requested to provide instruction for no more than **three students** at the same time.
- If a homebound teacher is working with more than one homebound student at the same time, **the teacher should not group the students together to provide instruction.** Each homebound student deserves all the hours which are due him or her on an individualized basis. It is very important that each homebound student receive the teacher's individual attention for each hour that he or she must "attend".
- It is the responsibility of the parent/guardian to notify the homebound teacher if an emergency should arise and the student is unavailable to be served according to the schedule. It is the responsibility of the homebound teacher to notify the parent/guardian if he or she cannot meet at the scheduled time.
- If a student does not receive the required instructional time because the parent/guardian and student do not adhere to the approved schedule and completion of course work with passing grades, credit for the courses will be denied.
- Attendance laws apply to homebound instruction also. Absences from homebound scheduled sessions will be reported unless prior notice has been given to the homebound teacher, and approval obtained for a change in the schedule.

- **At the end of each month, the homebound teacher must complete a “Report of Homebound Instruction” (see form attached) and turn it in, on the first of the month, to the Office of Student Services. The form must be initialed and signed by the parent/guardian.**
- Please complete all the information on the time sheet. It is mandatory that the Social Security number is included on the time sheet. The Payroll Office cannot process your request for payments without it. Failure to do so will cause a delay in pay.
- **When a homebound student is accepted, the homebound teacher will receive the following items from the school; copy of homebound instruction form, copy of parent/teacher homebound procedures, time sheet, name, phone number and address of student/parent, student assignments, instruction for turning in assignments and grades, directions for reporting attendance to whom, when, and how; a copy of the IEP if the student is a special education student, and the name of the homebound instruction contact person in the school.**
- The homebound teacher should provide instruction during the normal school year. In special or emergency situations, instruction may be permitted on school holidays, if prior approval is given by Director of Student and Administrative Services (864-594-4400).
- The homebound teacher is requested to communicate with the student’s regular teachers if necessary.
- Please schedule a conference with the parent/guardian and student to discuss your plans and expectations.
- Students must complete their homework assignments and adhere to the deadlines set forth by the regular teacher so that the work can be graded.
- Teachers providing medical homebound instruction are encouraged to use audiotapes, videotapes, computer software, Internet resources, and other alternative methods of instructional delivery when appropriate.
- The homebound teacher should call the school homebound contact if there are problems with school personnel, the family, or the student.
- The homebound teacher should keep documentation to ensure the student receive credit for the work that he or she accomplishes; and also maintain written documentation of work assigned, student absences, and meetings with parents and school staff.
- The homebound teacher should report (or cause a report to be written) to the Department of Social Services or to law enforcement if he or she believes that the student’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect.
- The homebound teacher should notify the school principal and Director of Student and Administrative Services if one of the student’s school-based teachers is not cooperating in the homebound instruction process.
- The homebound teacher should notify the Office of Student Services if a student is admitted into the hospital or any other facility outside of the district.
- Return assignments, books and materials to the school when the student is authorized to return to classes.

Thanks for your willingness to serve our homebound students. If you should have questions concerning this, please call Dr. Shawn Foster Director of Student and Administrative Services at 864-594-4400.



Homebound Procedures for Parent/Guardian and Student

- A homebound teacher will be assigned by the school after all necessary paperwork is completed.
- The student should be instructed five (5) hours per week.
- The parent/guardian and the homebound teacher will agree upon the location and time for homebound instruction. Adult supervision in the home may be required in order to ensure a healthy and safe environment for the teacher and the student.
- Please give the homebound teacher your telephone number (a working telephone number).
- The parent/guardian should provide an area in the home that is conducive to learning and suitable for instruction.
- The parent/guardian should ensure that the child is prepared for the arrival of the homebound teacher and is available for scheduled instruction.
- It is the responsibility of the parent/guardian to notify the homebound teacher if an emergency should arise and the student is unavailable to be served according to the schedule. The homebound teacher will notify parent/guardian if he/she is unavailable for the scheduled session.
- In the event that a makeup lesson is necessary, the parent/guardian and the homebound teacher will agree upon a mutually acceptable time.
- Attendance laws apply to homebound instruction also. Absences from homebound scheduled sessions will be reported unless prior notice has been given to the homebound teacher, and approval obtained for a change in the schedule.
- If a student does not receive the required instructional time because the parent/guardian and student do not adhere to the approved schedule and completion of course work with passing grades, credit for the courses will be denied.
- The “Report of Homebound Instruction” should be initialed and signed by the parent/guardian. Please do not sign the form until you examine it to make certain the hours are correct.
- Students must be prepared, available for scheduled instruction, dressed appropriately, have all books and materials needed for instruction, remain courteous, comply with homebound teacher requests, use appropriate language, dedicate instruction time to instruction only (no phone calls, visiting, radio, television, etc.), complete all homework assignments by the regular teacher so that the work can be graded.

We do appreciate your support. If you have any questions concerning this, please call the Office of Student and Administrative Services at 864-594-4400.



SPARTANBURG SCHOOL DISTRICT SEVEN

REPORT OF HOMEBOUND INSTRUCTION

(To be completed by the homebound teacher)

20__ - 20__

Record instructional date and teaching hours in the appropriate space provided. The parent or legal guardian must initial each instructional session and sign the verification of instruction prior to submission to the appropriate district official. All "Report of Homebound Instruction" forms should be turned in to the Office of Student Services (Attention: Lisa Means) at the end of each Month.

STUDENT INFORMATION:

NAME: _____ SEX: M / F BIRTHDAY: ___/___/___
Last First Middle Mo. Day Yr.

DATE ENTERED ON HOMEBOUND: ___/___/___
Mo. Day Yr.

DATE REMOVED FROM HOMEBOUND: ___/___/___
Mo. Day Yr.

SCHOOL ATTENDING: _____ GRADE: _____

Table with 4 columns: DATE WORKED, INSTRUCTIONAL HOURS (i.e., 2:30-4:30), TOTAL (2), PARENT/GUARDIAN INITIAL

Month: _____ No. of Instruction Hours _____ X \$25.00 = Total Cost \$ _____

HOMEBOUND TEACHER (PLEASE PRINT) _____

HOMEBOUND TEACHER'S SIGNATURE: _____

SOCIAL SECURITY NUMBER: ___/___/___

INSTRUCTION VERIFICATION SIGNATURE: _____
PARENT/GUARDIAN

SUBMIT FORM AT THE END OF MONTH TO:
LISA MEANS - OFFICE OF STUDENT SERVICES
FAX NUMBER: 594-4406
PLEASE DUPLICATE AS NEEDED

(Administrative Use Only)

{ }Approved { }Not Approved

DIRECTOR OF STUDENT SERVICES: _____ Date _____