



EXPECTATIONS FOR HOMEBOUND/HOMEBASED 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/homebased services are expected to comply with all district policies, rules and regulations. In addition, homebound/homebased 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/Homebased Coordinator if the student is not participating in homebound/homebased 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/homebased 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 the approved dates of medical homebound or assigned dates of homebased services indicated by the physician on the homebound request. Any additional information or assignments prior to homebound approval or the assignment of homebased 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/Homebased 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/Homebased Coordinator if services are unable to be provided as scheduled; and
- Submitting service logs within the required timeframe to the school’s Homebound/Homebased Coordinator for verification and processing; **not to exceed 30 calendar days from the time of service. Any logs received after 30 days 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.**

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.