

UNIONVILLE-CHADDS FORD SCHOOL DISTRICT RESPONSIBILITIES FOR HOMEBOUND SERVICES

Supervisor of Homebound Instruction

- Developing policies and procedures for providing homebound services
- Reviewing all requests for homebound instruction and approving or rejecting this application
- Providing services in a timely manner
- Reviewing homebound applications when requested by the principal
- Authorizing payment to homebound instructor upon submission of time sheets

Principal

- Sending completed application to the Supervisor of Homebound Instruction
- Communicating the status of a request to the parent/guardian and appropriate school personnel
- Maintaining roster of students approved for homebound
- Ensuring that classroom teacher provides materials to homebound instructor
- Resolving concerns regarding grading and assessment
- Signing time sheet form submitted by the homebound instructor

Human Resources Secretary

- Providing schools with time sheet for payment
- Notifying building administrators/attendance personnel when a parochial student has enrolled in public school for the purpose of receiving homebound services.

School Secretary

- Securing instructors for students
- Collecting materials and assignments from classroom teachers for the homebound instructor

Guidance Counselor

- Giving parent/guardian all necessary forms and copy of the guidelines
- Securing instructors for students
- Distributing monthly/bi-monthly progress report forms from the homebound instructors to the classroom teachers
- Contacting parent/guardian for periodic updates on student's condition and anticipated return to school
- Monitoring student progress
- Arranging testing schedules for final exams
- Advising student/parent of academic concerns
- Assisting in the development of transition plan for those students with social-emotional disorders
- Coordinating with local agencies which may be providing service to the student to develop a comprehensive plan for the student upon his/her return to school

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School Nurse

- Contacting parent and or recommending health practitioner for additional information when needed such as data on pain level, mobility, medications, frequency of visits to primary care provider, participation in activities of daily living, and accommodations
- Recommending possible accommodations to allow student to transition back to school
- Monitoring medical progress of student mid-way through the time frame approved for homebound services
- Assisting in the development of transition plan for those students with medical conditions
- Informing classroom teachers of any appropriate/pertinent health information regarding the student and his/her performance in the classroom

Social Worker

- Consulting with school personnel when appropriate regarding services available to student/family
- Coordinating services from outside agencies
- Working with counselors and nurses to review cases as needed

Homebound Instructor

- Contacting the student's home to make an appointment with the parent and student to review their responsibilities and to schedule homebound sessions
- Maintaining consistent and effective communication between the student and the school staff including classroom teacher, guidance counselor, and other appropriate school personnel
- Completing bi-weekly progress forms and returning them to the appropriate personnel at the building level
- Teaching the material provided by the regular teacher(s) and providing feedback regarding the student's progress
- Administering tests or quizzes provided by the regular teacher except for those that must be administered in the student's regular school
- Completing the forms verifying the number of hours of instruction provided and obtaining the signatures of the parent/guardian and building principal
- Notifying the parent/guardian and student in the case of illness or emergency that prevents the instructor from keeping the agreed upon schedule
- Assisting the parent/guardian and the student with the transition back to school at the conclusion of the homebound instruction

Regular classroom teacher responsibilities

- Providing relevant information and materials to the homebound instructor including, but not limited to, a course syllabus, textbooks, assignments, assessments, and handouts
- Meeting at least once every two weeks with the homebound instructor to review student progress
- Determining in collaboration with the homebound instructor who will evaluate student work and assess grades
- Recording assignments and grades in Power School
- Assigning the final grades in accordance with school policies

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Parent/guardian responsibilities

- Filing application to request homebound instruction including certification from a physician or licensed clinical psychologist
- Signing agreement regarding responsibilities
- Understanding that homebound instruction cannot occur until all required paperwork has been filed and approved
- Authorizing a release of information allowing communication between designated school personnel and the recommending physician or psychologist
- Providing adequate facilities for teaching including but not limited to a quiet room with table, chairs, and appropriate supplies
- Ensuring that the home environment is conducive to learning and free of any illegal or illicit behavior
- Agreeing on an alternate location in a public place such as the local library if homebound instruction cannot occur in the home and transporting the student to this location
- Being present in the home or alternate location during the entire homebound session
- Advising the homebound instructor and the appropriate school personnel of any changes in the student's status that would necessitate modification or termination of homebound services
- Notifying the homebound instructor prior to the scheduled session if the student cannot keep the appointment (Three missed appointments will result in the termination of services)
- Notifying the appropriate school personnel if homebound instructor misses, cancels, or consistently arrives late for sessions
- Insuring that the student completes all assignments in a timely fashion
- Arranging for high school age students to take final exams at designated time in the high school
- Signing time sheets from the homebound instructor
- Recognizing that a student is marked absent when a scheduled homebound session is missed without a legitimate reason and that state's compulsory attendance laws fully apply to homebound students
- Understanding that homebound students may not participate in school activities unless the student is on a partial homebound schedule and has the approval of the recommending physician, psychologist, or psychiatrist
- Obtaining and submitting required information to request an extension of homebound instruction at least two weeks prior to the scheduled termination date
- Assuring that the student complies with the treatment recommendations of the physician, psychologist, or psychiatrist. Failure to comply may result in termination of homebound services

Student responsibilities

- Being available for all scheduled sessions – failure to be available for scheduled sessions without a legitimate excuse is considered as an unexcused absence. Three unexcused absences will result in termination of services
- Having all necessary materials needed for instruction
- Completing all assignments in a timely fashion – meeting all deadlines

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Student responsibilities (continued)

- Taking all appropriate quizzes, tests, and assessments (Please note that all final assessments for high school courses must be taken at school and should be scheduled through the high school office)
- Realizing that all policies and procedures of the school and district are in effect
- Dressing appropriately
- Conducting himself/herself appropriately in the presence of the homebound instructor
- Recognizing that scheduled instruction time is not to be interrupted by phone calls, visits, or any other activity which impacts the time scheduled for the session
- Understanding that participation in school activities or working outside of the home while receiving homebound services is not permitted unless the recommending medical provider and the building administrator agree that such participation would be appropriate