Cherokee County School District No. 1 **MASTER PROCEDURE**  Procedure # 13 Date: 1/27/2020

Office of Student Services HOMEBOUND Cancels: 9/14/05, 9/11/12 9/11/13

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| Responsible Person(s)  Principal/School Designee  Parent/Guardian  Principal/School Designee  Director of Student Services as Superintendent Designee  Principal/Hospital/  School Designee  Principal/School Designee  Director of Student Services/Designee | Responsibility/Assignment Discuss eligibility requirements with parents  Review and provide parents with a copy of the Homebound Instruction Guidelines (Attachment A).  Provide parents with Medical Homebound Instruction Form. Complete Section I – Student Information, and have the parent/guardian sign Section III – Release  (Attachment B)  Obtain certification by physician who must complete Section II – Medical Information, on the Medical Homebound Instruction Form. For pregnant students, the form should be filled out by a prenatal physician. For other students, the primary care physician must fill out the form. For students requesting homebound for mental illness, evidence of the diagnosis and treatment by a mental health specialist is required. The student must be in a treatment program.  Return Medical Homebound Instruction Form to School.  Forward Homebound Instruction Guidelines (Attachment A) and the Medical Homebound Instruction Form (Attachment B) to the Office of Student Services  Review/Approve request. Authorizes Homebound Instruction by completing Section IV – Authorization (Attachment B)  If approved, forward the school the Homebound Packet which includes the Instructions to Homebound Coordinator after approval, the approved copy of the Medical Homebound Instruction Form (Attachment B), Student Information Form For Medical Homebound Instruction (Attachment C), Master Procedures – Homebound, Procedures for Homebound and Homebased Teachers, and the Homebound/Homebased Instruction Time Report. If not approved, a letter will be sent to the parent and the school.  Arranges for a certified homebound instructor  Complete Sections I, II, and III of the Student Information Form For Medical Homebound Instruction (Attachment C) and forward a copy to the Office of Student Services. Forward the homebound instructor a copy everything in the homebound packet.  Monitors Instruction  Maintains necessary and appropriate records of student progress and attendance  Verifies appropriate certification of teachers  Insures PowerSchool is coded correctly  Completes the bottom section on the 2nd page of Attachment C and notifies the homebound teacher and school by email of the beginning and ending dates and the total number of required homebound hours.  Reviews time sheets/requests for payment  Forwards time sheets to payroll clerk  Arranges for payment to hospitals which provide instruction outside of the District  Maintains documentation of approval for homebound instruction | Timeline  Upon request for homebound instruction  As soon as possible  Upon completion by physician  Upon receipt from parent  Upon receipt of request  Upon receipt of approved form but no later than 5 days after receipt  Ongoing  Ongoing  Upon receipt  Ongoing  Upon receipt of necessary information from school  Upon receipt  Ongoing |