



GREENVILLE COUNTY
SCHOOLS
Where enlightening strikes.

DIVISION OF ACADEMICS

Homebound Instruction
Procedures 2018-2019
For Teachers

GREENVILLE COUNTY SCHOOLS 2018-2019

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Basis for Homebound Instruction

State Board Regulation No.: R 43-241

The State Department of Education shall fund a maximum of five periods per week of Homebound Instruction pursuant to the Education Finance Act (EFA). One (1) period of homebound instruction equates to one (1) day of school missed due to illness, accident, or pregnancy. If more instruction is needed, the school district or other interested persons must provide the additional funds. There is no limit to the amount of instruction that may be provided with funds other than State funds.

The teacher shall teach the homebound student or students in a room especially set aside for the period of instruction. Homebound teachers are required to keep a weekly record of teaching services provided for their own records.

Students who cannot attend school because of illness, accident, or pregnancy, even with the aid of transportation, are eligible for homebound instruction. A physician must certify that the student is unable to attend school but may profit from instruction given at home. Any student participating in a program of homebound instruction must be approved by the district superintendent or his/her designee on a ***Medical Homebound Instruction Form*** provided by the local school district. All approved forms must be maintained by the district for documentation. Once approved, the student is eligible for homebound instruction in accordance with the following:

A student is eligible for homebound instruction (1) on the day following his/her last day of school attendance or (2) on the first day of the regular nine-month academic year of the school in which he/she would otherwise be enrolled if he/she is unable to begin the school year. He/She remains eligible (1) until the day before he/she returns to school or (2) until the last day of the regular academic year in the school year he/she would normally be enrolled, whichever occurs first.

Should an approved student not receive the minimum of one (1) period per day of homebound instruction, during part or all of the student's eligibility for such instruction, then the student is eligible to have those periods of homebound instruction made up no later than the last day of the regular school year. This make up may occur during the student's remaining eligibility for homebound instruction, or may occur after the student returns to school provided the make up periods are not during the regular school day.

All teachers providing homebound instruction to students domiciled in South Carolina must hold a valid South Carolina teacher's certificate. A South Carolina school district may count in membership a pupil who is compelled to reside outside the State to receive medical services provided the teacher is certificated by the Department of Education in the State where services are rendered.

General Information

1. Homebound instruction is designed to provide continuity of educational services between the classroom and home setting for students whose medical needs, both physical and psychiatric, contraindicate school attendance.
2. The inability to attend school due to physical illness must be certified by a licensed physician.
3. Additionally, homebound instruction may be used to supplement the classroom program for health impaired children whose conditions may require intermittent absences (i.e. students receiving dialysis, or radiation/chemotherapy).
4. The goal of homebound instruction is to facilitate the student's return to the current classroom setting as soon as it is medically indicated.
5. Homebound instruction is temporary and designed for short-term absences from school exceeding 10 days. Most requests for homebound instruction will not be approved beyond four weeks. Students may request an extension of services; however, this need must be documented on an updated ***Medical Homebound Instruction Form*** from the student's attending physician, or psychiatrist.
6. When a parent requests homebound instruction for their child, the district will require that **SECTION III - RELEASE** of the Medical Homebound Instruction Form, has been signed allowing the release of confidential information, so that the district may contact the student's physician. If permission is not granted, the homebound may not be approved.
7. Students are expected to attend all tutorial sessions. If a student misses two sessions with out sufficient notice, homebound services may be terminated.

General Instructions

1. Teachers or persons presently holding a SC teaching certificate that are not regularly employed by the district may instruct a total of six (6) students. Full-time teachers or other school district personnel may only instruct two (2) students. You may not instruct students at the same time. All teachers will be carefully monitored by designated school personnel to ensure that all students receive appropriate instruction. All homebound teachers must be approved through Human Resources before being assigned a homebound case.
2. Homebound teachers are paid at the rate of \$25.66 per hour of instruction for instructional time only. Regularly employed teachers or other school district personnel will receive homebound pay in their paycheck. All others will receive checks by mail from the Payroll department.
3. In order to receive timely payment, homebound teachers must utilize the IVR System through TimeLink. It is the responsibility of the homebound teacher to consistently and accurately maintain their instructional time. Failure to do so may result in pay not being awarded to the employee.

4. Students should not be instructed on holidays, teacher workdays, snow days, or weekends. (Snow days are made up in the school-year calendar). **NOTE:** The exception to this rule would be a student owed services, addressed below, see number 5.
5. Students should receive a minimum of 60 minutes of instruction per day, five days per week. Alternative arrangements can be made provided the minimum of five hours per week is met.
 - a. Example: 2.5 twice a week or 2.0 hours on two days and 1.0 on a third day, as long as the total number does not exceed five hours.
6. Students who are owed services; i.e. actual instruction began after the first day of approval, may have this time made up.
7. Questions should be addressed to Rob Rhodes at rrhodes@greenville.k12.sc.us; 355-3391 or Laura Williams at lwilliam@greenville.k12.sc.us; 355-3188.

What are the medical homebound teacher's responsibilities in the instruction process?

The homebound teacher should:

- ✓ manage their time and clock in and out using the IVR System through TimeLink;
- ✓ keep a personal time sheet that logs the hours and days that he or she has worked with the student for their own records (it is the teachers responsibility to keep up with their hours);
- ✓ notify the family if he or she is unable to attend a regularly scheduled session due to illness or an emergency;
- ✓ maintain close contact with the student's regular teachers and counselors to ensure that the student is working on the appropriate assignments and is receiving the appropriate grades or credit that he or she has earned;
- ✓ keep documentation to ensure the student receives credit for the work that he or she accomplishes;
- ✓ notify the school principal and the school's homebound contact person if one of the student's school-based teachers is not cooperating in the homebound instruction process;
- ✓ consult periodically with the student's regular teachers regarding the long-term planning of the student's education program;
- ✓ meet on a regular basis with the student and the family;
- ✓ understand confidentiality requirements;
- ✓ notify the school's homebound contact person immediately if the student is absent from homebound more than twice at the scheduled instruction time and the session has not been cancelled by the family;
- ✓ notify the school principal and the school's homebound contact person immediately if there are concerns about the safety of the situation in the home;
- ✓ report to the Department of Social Services or to local 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;

**H O M E B O U N D I N S T R U C T I O N
G U I D E L I N E S 2 0 1 8 - 2 0 1 9**

- ✓ maintain written documentation of work assigned, student absences, and meetings with parents and school staff;
- ✓ call the district's homebound instruction coordinator if there are problems with school personnel, the family, or the student;
- ✓ remember that motivation can be a problem with a sick or injured student;
- ✓ notify the school's homebound contact person as soon as it is known when the student will return to school; and
- ✓ return assignments, books, and materials to the school when the student is authorized to return to classes.