

SJPS Homebound Procedures

Protocol to follow:

- Parent contacts school about homebound
- Give parent the Request for Hospital/Homebound Referral for Temporary Placement Form
- The parent takes that form to his/her doctor and have it completed in its entirety. Every question must be answered and the form signed by the doctor.
- The form is returned to the school by the parent/student. The parent is told he or she will be contacted when Mrs. Steib reviews it and a teacher is secured.
- The school faxes Mrs. Steib a copy for review @ 225-258-4538.
- Mrs. Steib's office contacts the school and lets them know it's OK to secure a HQ Teacher and to begin services. The teacher gives the begin date to the parent.
- The school notifies Mrs. Steib's office of the begin date and end date which is contingent on the doctor's orders.

If you have any questions, please call 225-258-4507.

Vondra Steib, SJPS Director of Special Education

Note: It is the responsibility of the **Principal or designee to secure or assign homebound teachers.**

When a teacher resigns or terminates services, it is the responsibility of the school Principal or designee to **secure a replacement**

Teacher rate of pay \$30.00 /Per hr.

Time sheets should be turned in by the **1st of the month to Carol Webre for payment.**

Regular education and homebound teachers must collaborate weekly to provide lessons and homework assignments.

It is the responsibility of the homebound teacher to return assignments and homework to the regular education teacher for grades to be posted in a timely manner.

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