

**West Baton Rouge Parish Schools  
HOMEBOUND SERVICES**

Student's Name \_\_\_\_\_ Date: \_\_\_\_\_

Please be advised that the above student has been placed on homebound. Services began/will begin \_\_\_\_\_ and are projected to end \_\_\_\_\_. This student is considered present for class, so please do not mark him/her absent.

Please fill out the student's class schedule. The Homebound teacher will contact the school-based teacher to determine what **essential** material is to be covered, what assessments are required, who will generate the assignments/tests, and who will grade the material.

*Send all **essential** assignment/assessments that have to this date been missed as well as weekly assignments which may include notes, worksheets, study guides, books, tests or and any other necessary materials to accomplish the classroom objectives to the designated location for the H/H teacher to pick-up or sent in the pony;*  
*Document the specific materials sent on the assignment log and initial; Include clear and understandable directions for students/parent/HH Teacher to follow; Provide an alternate assignment if the student is unable to complete the regular class work due to the nature of that assignment (i.e. a lab, performance-based classes); Make every effort to provide assessments that do not require proctoring. However, if this is not possible, the H/H Teacher will proctor tests and return them to the school-based teacher. It is mandatory for assessments to be provided to facilitate a successful return to regular school. It is the responsibility of the sending teacher to grade ALL assignments. If assignments are not returned to the sending teacher, s/he must contact the HH Teacher. It is not necessary to send more assignments/assessments until previously sent work is completed. Therefore, if the homebound student is unable to complete the regular class assignments/assessments by the date of their return, West Baton Rouge Parish School Board policy concerning excused absences will apply.*

The initial assignments will be picked up/sent on \_\_\_\_\_ at \_\_\_\_\_. Subsequent assignments/assessments should be submitted and ready for pick up/sending after \_\_\_\_\_ on \_\_\_\_\_. At this time each week all completed work will be returned and logged in by the principal or designee. It is the ultimate responsibility of the principal to make sure that assignments are being sent and received.

	SUBJECT	TEACHER SCHOOL-BASED
1		
2		
3		
4		
5		
6		
7		

Principal/Designee \_\_\_\_\_ Date \_\_\_\_\_

Please sign below to indicate your understanding of the above plan. Return this page to Dr. Strauss.

**HH-6**