

**WEST BATON ROUGE PARISH SCHOOL BOARD**  
**HOMEBOUND SERVICES**  
General Procedures for HH Teachers

- I. All communication and visits between the homebound teacher and parent(s), school, etc. must be tracked on the Phone/Contact Log. (HH – 5) Use a separate sheet for each student.
- II. Parents must be contacted the day that you are asked to start homebound. If by the second day you have been unable to contact the parent, call or email Sandy Duhon.
- III. Homebound services **MUST** start by the third day after you are assigned a student.
- IV. If the student is not at the designated place at the agreed upon time for homebound instruction 2 times in a row, call or email Sandy Duhon immediately.
- V. All homebound visits must be recorded on HH-8. **A copy of this form must be sent/faxed to Sandy Duhon at the end of each week.** The original must be sent to Sandy at the end of each month.
- VI. The sending teacher is responsible for grading assignments, tests, etc.
- VII. Once you have received assignments from the sending school, you must notify the school (after submitting completed work) when additional work is needed. If it is not sent in a timely manner, email Dr. Strauss with the name of the student and specific information regarding the missing work.