**HOMEBOUND PROCEDURES**

* 1. Homebound services are initiated by:
* case conference decision
  + suspension/expulsion
  + reduced day for other reasons
* physician's statement
* other
  1. Principal secures homebound instructor, fills out request for homebound instruction and forwards it to the special education office. In the case of a medical homebound student, the principal should also secure a release of information so that the school nurse can consult with the physician if need be. A statement from the physician is also needed regarding medical need for homebound instruction and/or amount of time the student will be absent from school.
  2. Special education office notifies the business office.
  3. Services consist of up to five hours per week. Any change of service must receive approval from the Special Education Office.
  4. Instructor and parent initial visitation form each time the instructor works with the student.
  5. In the event of the student not attending the instructional sessions two times in a row, the homebound instructor will notify the principal and the principal will investigate the situation to see if homebound services should continue. The instructor will be compensated for those two sessions.
  6. Instructor notifies special education coordinator/principal of progress monthly, and any need for change in status of homebound student.
  7. If the homebound instruction is the result of a case conference decision, the case conference MUST reconvene at least every 60 days to assess placement
  8. Homebound services continue until the case conference changes placement or the student returns to school, depending on the individual circumstances.

**COMPENSATION**

1. Homebound timesheet should be sent to the Special Education Office for approval.
2. Record instructional time for each student on a separate worksheet. Do not combine students’ names on the same worksheet.
3. Compensation is provided for services delivered.
4. If the homebound teacher reports to the instructional site at the appointed scheduled time and the student and/or designated adult is not available, the homebound teacher is only allowed to report 1/2 hour on the timesheet. “No-show” should be indicated on the signature line.
5. Homebound timesheet should be submitted every two weeks or for each pay period.