Homebound Process

- **When to initiate homebound**
    - If the length of school missed is likely to exceed 20 days
    - If the student's absence is due to a medically diagnosed condition

- **Documentation needed before initial meeting**
    - Parent request for Homebound (in writing) to the building administrator
    - Physician's letter (Exhibit 1 in District Policy 342.2)

- **After documentation is received, hold initial meeting**
    - Called by administration (Principal or AP)
    - Attendees: Administrator (Principal or AP), case manager, nurse, Homebound Coordinator, parents, general education teacher, counselor (if not case manager)
    - Determine what subject needs to be taught
    - Determine if PLATO or a single course that can be purchased from the WI Virtual School would be appropriate
    - Determine whether or not to go to a SPED referral
        - Is it something that merits specialized instruction?
        - Will it be long-term?
        - Is it life-changing?
        - Will it affect learning?
        - If it crosses your mind that it might be a disability it's our obligation to refer
    - Write educational plan (see Exhibit 2 in District Policy 342.2)
        - Determine method of grading
            - Non-SPED
                - Just grade what they do in the subject chosen and exempt the rest
                - Make sure to include grading in the educational plan
            - SPED
                - Add "Modified Grades" to IEP and put Homebound in the comments

- **Homebound instruction meeting**
    - Prior to the meeting the Homebound Coordinator (District) will post for the position and communicate that the student needs homebound instruction and the subject.
    - Meeting will be set up by case manager
    - Attendees: Parent, case manager (counselor if non-IEP, case manager if IEP), homebound teacher
        - Admin not necessary unless needed
    - Go over the educational plan and have parents sign it
    - Let the parents share more detailed information with the homebound teacher
    - Determine place homebound will occur
    - Determine schedule (days and times) homebound will occur
    - Determine time, place and date for meeting the next month
    - Determine how and when the homebound instructor will get assignments and bring them back to the teacher for grading

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