

**SOUTH BEND COMMUNITY SCHOOL CORPORATION
SPECIAL EDUCATION SERVICES**

Homebound Protocol for Students

The following steps have been developed to clarify the roles and responsibilities of Homebound Instructors and Teachers of Record (TOR), if applicable. Questions regarding a homebound issue, should be directed to Pauline Busby at 283-8209.

Homebound services can be provided to general or special education students who have an illness or injury that will require absence from school for a minimum of twenty (20) consecutive instructional days, or a chronic illness with aggregate of twenty (20) instructional days over the period of the school year.

A student receiving special education services may receive Homebound Services for other reasons if the case conference committee determines it is the least restrictive environment.

It is important to note that although it is called homebound services, rarely are the services actually provided in the home. Services are generally provided at a school, public library or another community site.

General Education

If the request for homebound services is being made for medical reasons only, the Medical Referral for Homebound Instruction Due to Medical Reasons form must be completed and signed by a physician.

- If the student is not identified as a student with an IEP, the school social worker, counselor or school nurse is responsible for contacting Pauline.
 - The social worker/guidance counselor should try to determine if a staff member at the school is interested in providing the homebound services.

Special Education

If the request for Homebound Services is being made for a student with an IEP, a case conference should be convened, which includes all appropriate members. A Special Education Support Team member **must** be in attendance at the case conference.

Medical Homebound

***If the request for homebound services is being made for medical reasons only, the Medical Referral for Homebound Instruction Due to Medical Reasons form must be completed and signed by a physician.

- The parent must sign the Implementation Page giving permission for homebound services before services can be initiated (or after 10 days following the parent receipt of the final IEP).
- There should be a documented plan in the IEP which outlines when/under what circumstances/criteria for the student to be transitioned back to school.
- TOR will check within the building for a potential Homebound Instructor.
 - TOR faxes finalized IEP to Pauline (283-8105).
 - Pauline assigns the Homebound Instructor.
 - Homebound Instructor contacts parent and sets up location, time, and days.
 - Homebound Instructor relays this information to the TOR.
 - If needed the TOR must submit the request for transportation.

- It may take up to five (5) school days for transportation to begin.
- TOR trains the Homebound Instructor in the Behavioral Intervention Plan, Safety Plan and/or Health Plan, and documents this on the Training Verification Form.
- TOR is responsible for providing the Homebound Instructor with the student's work.
- Homebound Instructor should communicate with the TOR on a weekly basis to assure the student is completing work/assignments the student would be working on in if he/she was attending school.
- Homebound Instructor should email weekly feedback form (attached) to the TOR.
- TOR is responsible for any IEP changes made while the student is on homebound.
- TOR should schedule a review date every 4-6 weeks (but no later than 60 instructional days) to discuss a transition back to the school setting.

Behavioral Homebound

- The parent must sign the Implementation Page giving permission for homebound services before services can be initiated (or after 10 days following the parent receipt of the final IEP).
- There should be a documented plan in the IEP which outlines when/under what circumstances/criteria for the student to be transitioned back to school.
- TOR will check within the building for a potential Homebound Instructor.
 - TOR faxes finalized IEP to Pauline (283-8105).
 - Pauline assigns the Homebound Instructor.
 - Homebound Instructor contacts parent and sets up location, time, and days.
 - Homebound Instructor relays this information to the TOR.
 - If needed the TOR must submit the request for transportation.
 - It may take up to five (5) school days for transportation to begin.
 - TOR trains the Homebound Instructor in the Behavioral Intervention Plan, Safety Plan and/or Health Plan, and documents this on the Training Verification Form.
 - TOR is responsible for providing the Homebound Instructor with the student's work.
 - Homebound Instructor should communicate with the TOR on a weekly basis to assure the student is completing work/assignments the student would be working on in if he/she was attending school.
 - Homebound Instructor should email weekly feedback form (attached) to the TOR.
 - TOR is responsible for any IEP changes made while the student is on homebound.
 - TOR should schedule a review date every 4-6 weeks (but no later than 60 instructional days) to discuss a transition back to the school setting.