

Gadsden Independent School District
SPECIAL EDUCATION DEPARTMENT

Homebound Services

- Procedures
- Forms

April 2014

5.15 Homebound Services

I. Description/Purpose

Homebound services are part of the overall continuum of programs/services available in the district to meet the needs of students with disabilities under the Individuals with Disability Education Act (IDEA). Because homebound students do not have the opportunity to interact with peers, whether disabled or non-disabled, homebound is considered the most restrictive of instructional arrangements. Homebound services should be considered only for those students with medical or psychological conditions that preclude attendance in less restrictive instructional environments. Homebound may also be considered as an Interim Alternative Educational Setting (IAES) for properly expelled students with disabilities or for students removed for up to 45 calendar days for violations of the Safe School Act (formerly known as the Gun Free School Act). All placements into the homebound program must be time-limited with the IEP committee specifying criteria to be met for the student's return to a less restrictive environment. For students on homebound for medical or psychological reasons, the criteria must include a release from the medical doctor or psychologist approving the return to the home school.

II. Service Delivery Models

Homebound services are generally provided for five (5) hours per week in no more than three (3) content areas. Students are expected to need the service for a minimum of four (4) consecutive weeks. For students needing the service for less than four weeks, home-based services may be more appropriate. However, the IEP committee has the ultimate responsibility for determining the type and amount of services that will meet each individual student's educational needs. For properly expelled students on homebound as an IAES, or for students who have violated the Safe Schools Act for whom homebound services are provided as an IAES, the number of content areas/classes in which the student may be enrolled should be no more than two (2).

Homebound services will be provided by a district teacher after the regular school day (e.g., 4:00 – 6:30 p.m., twice a week).

III. Home School Responsibilities

- The *Homebound Teacher Assignment and Student Release Form* should be completed by the student's caseload teacher and signed by the campus administrator immediately following the IEP.
- The student's caseload teacher may or may not be the actual provider of homebound services but will remain the caseload teacher responsible for scheduling IEP meetings, collecting student data, writing the IEP, staying in contact with the homebound teacher and parent/guardian, etc.

A. When a Homebound Teacher is Available at the Campus

When there is a homebound teacher available at the student's home campus to provide homebound services, the assigned teacher should be given the completed Homebound Teacher Assignment and Student Release Form immediately after the IEP meeting. After the campus administrator has signed this form, it is to be taken by the assigned homebound teacher to the budget specialist at Special Education Administrative Complex where an Employee Contracted Services Agreement (ECSA) will be issued.

B. When a Homebound Teacher is Not Available at the Campus

When there is no homebound teacher available at the campus, the campus administrator should send a request for a homebound teacher by e-mail to the Special Education Department secretary. The Special Education Department secretary will assist the campus in finding a homebound teacher from another campus in the district. Once a potential homebound teacher is found, they will report to the campus administrator and be provided with a Homebound Teacher Assignment and Student Release Form.

- It is the responsibility of the student's home school to provide the assigned homebound teacher with any information, supplies, and/or materials needed to implement the homebound instruction/services identified in the IEP.
- The home school data entry clerk should withdraw the student receiving homebound service and "push" the student into school 300. The home school data entry clerk must notify the SPED data entry clerk once the student is withdrawn by e-mail and the SPED data entry clerk will enroll the student into school 300 for the purpose of child counts.

IV. Homebound Teacher Responsibilities

Prior to beginning any homebound services, a teacher must obtain a completed Homebound Teacher Assignment and Student Release Form signed by the campus administrator. The teacher will take the signed form to the Special Education Budget Specialist at the Special Education Administrative Complex where an Employee Contracted Services Agreement (ECSA) will be completed for the teacher. After beginning instruction, the homebound teacher must document each homebound instructional session using the Homebound Instruction Log. **The parent is required to sign the log immediately after each session.**

The duties of the homebound teacher also include the following:

1. Making initial contact with the parent to arrange a mutually agreeable schedule for the delivery of homebound services.

2. Contacting the home school staff prior to initiating services in order that class/course content taught on homebound is as similar to that taught at school as possible.
3. Obtaining all books and materials required for homebound instruction.
4. Returning all books and materials to the home school upon the student's dismissal from homebound.
5. Submit record of student grades earned on homebound at the end of each 9-week grading period and upon a student's dismissal from homebound instruction to the SPED Department by completing the Record of Homebound Student Grades after having it signed by the Special Education Director.
6. After the student is dismissed from homebound, a copy of the Record of Homebound Student Grades form must be returned to the home school administrator.

V. Requirements for Homebound Teacher to Receive Payment for Services

1. The completed Homebound Instruction Log (with parent and administrator signature) and student work samples must be submitted to the Special Education Director for approval and signature prior to the end of each pay period.
2. The homebound teacher must submit the signed Homebound Instruction Log and a completed Mileage Reimbursement Request form along with a copy of the ECSA to the budget specialist at Special Education office before payment for services can be authorized. The budget specialist will advise the homebound teacher on deadlines to be met in order for reimbursement to be reflected in the next regular paycheck. (The homebound teacher is advised to keep copies of *all* documents submitted).

VI. Responsibilities of Parent/Student

It is the responsibility of the parent/guardian to provide a safe and clean environment conducive to learning. A responsible adult must be present in the home at all times during the homebound instructional period. When the student is an adult student (i.e, age 18 or over), a responsible non-student adult must be present in the home at all times during the homebound instructional period. The parent/guardian must notify the homebound teacher, prior to the instructional day and time, anytime the student will not be present and/or ready for instruction. Upon observing a continuing pattern of absences or other behaviors detrimental to learning, the homebound teacher will notify the administrator at the home school to schedule a meeting to review the continued provision of homebound services.

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Homebound Teacher Assignment and Student Release Form
Submit with IEP/504 to Special Education Department

Student Name _____	DOB _____	School _____	Gr _____
Teacher _____	Check One: <input type="checkbox"/> Special Education <input type="checkbox"/> Section 504		
Parent Name _____	Telephone _____		
Home Address _____			

1. Reason for Homebound Services
- Medical/Psychological
 - Student has been properly expelled
 - Violation of Safe Schools Act

2. Anticipated Duration of Homebound Services
Beginning Date _____ Estimated Ending Date _____

3. Description of Classes/Courses/Services to be provided on Homebound

Course Code	Course Name

4. Description of Related Services to be provided on Homebound (if any)

5. Other Factors Relevant to Homebound Services (if any)

Signature Campus Administrator _____
Date

For Special Education Office Use Only

Teacher Assigned _____ Date of Assignment _____
Date Campus Administrator Notified of Assignment _____

Signature Special Education Department Secretary _____
Date

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Homebound Instruction Log

Student _____ DOB _____ Gr _____ Home School _____
 Parent(s) Name _____
 Home Address _____ Home Telephone _____
 Assigned Homebound Teacher _____

Date	Start Time	End Time	Total Time	Subject Area Covered	*Parent Signature
Total Instruction Time				*Parent signature is <u>required</u> after EACH homebound Instructional Session.	
+ Total Preparation Time (Instruction Time x 20%)					
= Total Hours Submitted for Reimbursement					

Homebound Teacher Signature _____

Date _____

For Office Use Only

Total Hours Approved for Payment _____	Amount: \$ _____
Funding Account Code _____	
Principal Signature _____	Date _____
APPROVED BY _____ Date _____	
Director of Special Education	

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Record of Homebound Student Grades

School _____ Current Classroom Teacher _____

Student _____ DOB _____ Grade _____

Homebound Teacher Assigned: _____

Current Teaching Assignment: _____ School _____

Check One: Special Education (IDEA) Section 504

Class Code/Name Taken on Homebound Program	To Be Completed Every 9-Weeks AND <u>After</u> Student's Dismissal from Homebound Program	
	Grade Earned	Credit (HS Only)
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
X _____ Signature of Homebound Teacher Verifying Attendance and Grades		

Special Education Director

Date

This form is to be taken by the assigned homebound teacher to the Budget Specialist at SPED at the end of every 9-week grading period and when the student is released from homebound services. After the student is released from Homebound, a copy of this form (with homebound grades, attendance, and credit status) will be sent to the home school administrator.