



FOCUS ON

Students Who Need a Homebound Tutor

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This newsletter defines homebound status and outlines the procedures and responsibilities of the IEP team as well as the IEP case manager when a student is placed on homebound status.

The District is obligated to provide regular and special education services for K-12 students who are absent from, or predicted to be absent from, the normal school site, for 15 consecutive days or who are home due to accident, illness, or health impairment. The District must also make alternative education services available to students whose placement is changed to their home because of an IEP team decision, BPU decision, or disciplinary reasons. Education services must be provided beginning on the sixth consecutive day of a suspension and from the first day of expulsion or exclusion. The District frequently meets its obligation to provide education services by providing a homebound tutor.

A homebound student is defined as “a student being placed in the home setting because the IEP team has determined it is in the best interest of the child to receive their education in the home or a student who is unable to attend at the school site due to the illness, injury or placement.” In the case of illness or injury, the district must have written verification from a physician that the student is unable to attend. A minimum average of one hour of one-to-one homebound instruction must be provided for each membership day claimed through homebound instruction.

The IEP manager retains the responsibility of ensuring that the student’s instruction and services are appropriate when they are homebound, as well as facilitating successful reintegration back into the school setting. The following outlines the procedures to be used when students will be or are placed on homebound status due to illness, injury, an IEP decision or discipline.

1. Inform the special education supervisor that the student will be or is on homebound status.
2. In cases where the homebound tutoring may need to be expedited, the IEP manager may want to have an expected form of the IEP drafted, as it may be necessary to obtain parent signature at the time of the IEP meeting.
3. The IEP team will need to prioritize the child’s needs that can be addressed in the home setting, discuss staff and student expectations while the student is on homebound status, and recommend the most appropriate licensed teacher to provide homebound instruction. Licensure in the area of the child’s disability is preferred.
4. Draft a Transfer IEP, or complete a Significant Change IEP. Transfer IEPs would be recommended if the placement is expected to be less than 30 school days and the majority of the existing IEP will be accepted. The effective date for the IEP can be immediate - *it should be as close as possible to the date that homebound services start.*
 - a. A minimum of one hour of direct special education service is required for special education students. Services that will not be provided in the home setting, such as OT/PT/DAPE may be taken off of the IEP while others may be changed to indirect. An example of this would be if the IEP team decided that the student who was previously receiving direct SLD Writing and direct SP/L Language services would be receiving SLD writing service (direct)

and SP/L services in the area of Language were going to be integrated into the lesson plans (indirect) during the time he was homebound.

- b. Homebound status should be reflected in the LRE and federal setting (Setting 8).
5. Conduct the IEP meeting. If it is necessary to expedite the process, bring the pending IEP and the completed Notice of District's Proposed Action or Denial to the meeting. If the parent(s) agrees with the IEP, the parent(s) may sign the Notice of District's Proposed Action or Denial at the meeting. If changes are needed, send the IEP and the Notice of District's Proposed Action or Denial to the parent after the changes are made. Even in this case the effective date should be as close to the date homebound services start as possible.
6. Set up tutor services by working with the supervisor, building principal other building staff to complete the Homebound Tutor Request. This form is located on the District website in the StaffNET section under the Information Menu (Forms and Info). The District procedures for securing homebound tutors and the form are included in the final section of this document.
7. **The IEP manager continues to support the student and ensure appropriate instruction and service delivery by acting as a liaison between the homebound tutor and the school.**
 - a. Consult with the tutor in regard to IEP goals, instruction, and the provision of instructional materials.
 - b. Monitor progress to determine if the student is progressing at a level which would be expected, if homework is being completed, and what adjustments, if any, are needed.
 - c. Ensure that due process requirements are met (e.g., progress reports, timely evaluations, etc.).
8. Prior to the end of homebound services, convene the IEP team to develop a new IEP and a plan to facilitate a successful reentry into the educational setting.

District procedures to request a homebound tutor are as follows:

1. Complete the Homebound Tutor Request. The form is located on the District website in the StaffNET section under the Information Menu. The form is located in the Forms and Info section (<http://isd742.org/StaffNET/forms/>). Save the completed document in your home folder so that you can attach it to the email.
2. Submit the request to Nancy Gruber in the Student Services Department by attaching the completed form to an email. Nancy's email address is Nancy.Gruber@isd742.org. Her phone number is 253-9333 Ext 1280 and her fax is 529-4345.
She is the Coordinator for Homebound Tutoring and Title 1 Homeless Services
3. Nancy will arrange for a tutor for the student. When the arrangements have been finalized she will email the building principal, the building secretary, the person who completed the form, Karen Solarz and Julie Gillen.

HOMEBOUND TUTOR REQUEST

Student Name: _____ Date: _____
School: _____ ID: _____
Parent Name: _____ Grade: _____
Parent Address: _____ C/S/Z: _____

IEP Manager (if Special Ed): _____

- Reason for Homebound: Medical (Doctor statement required)
 IEP Team Decision
 Placement due to Suspension, Expulsion, BPU decision, Interim
Alternative Education Placement

Anticipated Start Date: _____ Anticipated End Date: _____

General Education: Requested hours of tutoring: _____

Classes/areas that student will need tutoring in (ex: Geometry, AP English): _____

Special Education: Requested hours of tutoring, and anticipated IEP services: _____

Form Completed By: _____
Contact Person for Questions: _____ Phone Ext: _____

Send form to Nancy.Gruher@isd742.org
Contact Information - Phone: 253-9333 Ext 1280

Fax: 529-4345

<http://isd742.org/StaffNET/forms/>