

# Homebound Instruction

Special School District will provide general education, special education and related services in a homebound setting, on the dates when the resident school is ordinarily in session, for students enrolled in school, whose needs cannot be appropriately met in the school setting. Upon approval of the application and determination by District personnel that the student can benefit from such a program, homebound instruction will be provided to students for the following reasons:

- Medical/Psychological
- Suspension/Expulsion/Incarceration
- IEP Placement (Programmatic)

Procedures and application forms required to access homebound services are available on two websites:

<http://www.ssdmo.org/homebound.html> or for

SSD staff <https://www.SSDLife.org/Homebound>.

Applications can be submitted by fax to **314-989-8410**

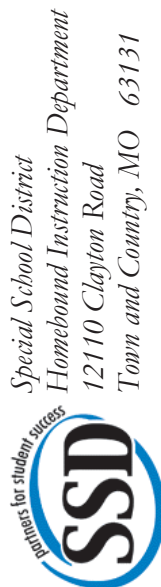
or by email to **Homebound@ssdmo.org**.

Additional assistance can be obtained from the homebound department directly, by contacting:

- Linda Hanneke, secretary at 314-989-8307  
lkhanneke@ssdmo.org
- Kim Stehle, secretary at 314-222-0212  
kstehle@ssdmo.org
- Cathy Ringer, secretary at 314-222-0680  
csringer@ssdmo.org
- Kari Rinkus, Coordinator at 314-989-8433  
krinkus@ssdmo.org
- Karen Whelan, Coordinator at 314-989-8383  
kswhelan@ssdmo.org

SSD provides the special education homebound services for all 22 districts in St. Louis County. For students who are non-disabled, SSD provides services based on contractual agreements with most of the individual districts in St. Louis County. Some of the component districts provide their own homebound general education services. Please consult the individual districts' policies to determine if homebound general education services are provided by SSD or the individual district.

The Homebound department provides direct instruction using the school's designated curriculum materials or through our on-line program "HOPE" (Homebound On-line Personalized Education) The decision regarding curriculum is made in consultation with the school and the school is responsible for issuing grades and credits.



## SPECIAL SCHOOL DISTRICT

12110 Clayton Road  
Town and Country, MO 63131



## HOMEBOUND INSTRUCTION DEPARTMENT

PHONE 314-989-8307 FAX 314-989-8410

Email [Homebound@ssdmo.org](mailto:Homebound@ssdmo.org)

Application: <http://www.ssdmo.org/homebound.html>

SSD staff: <https://www.ssdlife.org/Homebound>

## Parent's Role:

- Communicate with the school regarding the need for homebound instruction
- Complete the Parent Sign-off Form for homebound instruction
- Submit completed application to physician if needed for medical authorization and return signed form to the student's school
- Sign Release to Exchange Information for the physician who signed the application
- Work with homebound teacher to establish mutually agreeable times for homebound instruction
- Arrange a suitable place for homebound instruction in the home (if instruction is to take place there)
- Agree to an appropriate library or community location for homebound services and provide transportation for the student to that location (if applicable)
- Ensure the student is present and ready to work for all homebound sessions
- Contact homebound teacher directly if the student is unavailable for instruction
- Be present (or provide for a responsible adult to be present) in the home or community location during all periods of homebound instruction
- Inform school and prepare student for transition back to school as appropriate
- Provide the school and the homebound department with a new authorization from the physician if a service extension is required
- Contact homebound office if there are any concerns



## Counselor's Role:

- Confirm student's current enrollment in the district and school
- Inform parents of homebound service availability as an option
- Complete Sections 1, 2 and 4 of the homebound application
- Give parent the Information Letter, and the Parent Sign-off Form
- Ask the parent to sign and return the Parent Sign-off Form
- If the student is out for medical reasons, complete Section 8 and give the page to the parent
- Ask the parent to sign the Release of Information (9) and give the page to the physician to complete Section 10, Medical Authorization
- Gather completed application materials and fax or e-mail to homebound office
- Contact general education teachers and ask them to provide curriculum materials
- Act as a liaison between teachers and homebound instructor
- Establish drop off/pickup location for student's work and teacher's Progress Reports
- Follow up and monitor the exchange of work and Progress Reports
- Make a determination based on their individual school policy whether the students can continue to earn credit (and under what conditions) while the student is receiving homebound instruction
- Clearly communicate to students, parents and teachers the criteria of the school for grades and credits during homebound services



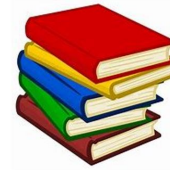
- Distribute Progress Reports to teachers
- Ensure grades and credits are granted for the period of homebound instruction
- Contact homebound office if monthly progress reports are not received

- Inform Homebound teachers if students require state or district testing to be administered in the homebound setting, and facilitate completion of this testing

**OUR MISSION: To collaborate with partner districts' general and special education staff and parents to provide and support highly qualified teachers (for students who are unable to access services in a school setting) by providing a system to gather data, provide training, offer support, and efficiently assign, deliver and report services in a professional and positive manner.**

## General Education Teacher's Role:

- Contact homebound office if there are any concerns
- Provide all needed curriculum materials to include: course expectations and syllabus, daily assignments, textbooks, worksheets, reference materials, assignments, tests, answer keys, etc.
- Collaborate with the homebound teacher regarding your preferences for grading and exchange of daily work.
- Gather completed student work and monthly Progress Reports from homebound teacher and determine quarter/semester grades for report card
- Contact homebound office if monthly progress reports are not received
- Contact homebound office if there are any concerns



## Special Education Case Manager's Role:

(for students with a disability)

- Maintain IEP case management responsibility for the student for the duration of the homebound instruction
  - Inform parents of homebound option
  - Complete Sections 1, 2 and 4 of the homebound application
  - Give parent the Information Letter, and the Parent Sign-off Form
  - Ask the parent to sign and return the Form
  - If the student is out for medical reasons, complete Section 8 and give the page to the parent
  - Ask the parent to sign the Release of Information (9) and give the page to the physician to complete



- Section 10, Medical Authorization
  - Gather completed application materials and submit to homebound office
  - Complete IEP for a change of placement to homebound
  - Provide all needed curriculum materials; to include course expectations and syllabus, daily assignments, textbooks, worksheets, reference materials, assignments, tests, answer keys, etc. or coordinate the exchange of work between the general and/or special ed teacher and the homebound teacher
  - Collaborate with the homebound teacher regarding your preferences for grading and exchange of daily work, timelines for quarter/semester grades, provisions for any standardized testing, etc.
  - Establish drop off/pickup procedures for student's work and teacher's Progress Reports
  - Follow up and monitor the exchange of work
  - Gather completed student work and monthly Progress Reports from homebound teacher and determine quarter/semester grades for report card
  - Use information provided by the homebound teacher via monthly Progress Reports, to input student progress on goals into EXCEED according to standard timelines
  - Monitor SSD e-mail for information regarding homebound services
  - Reconvene and update the IEP as needed for continued compliance
  - Contact homebound department and teacher if/when an amendment or a new IEP is completed
  - Coordinate with the school counselor to ensure that student receives grades /credits for the period of homebound instruction

- Contact homebound office if monthly progress reports are not received
- Contact homebound office if there are any concerns

## Area Coordinator's/Principal's Role:



- Provide input to teachers and IEP teams regarding the appropriateness of homebound services for individual students
- Assist counselor or case manager with completion of application and IEP as needed
- Monitor and assist with issues related to provision of work, grading and credits
- Contact homebound office if there are any concerns

## Homebound Teacher's Role:

- Contact parent to establish schedule and location for delivery of services



- Contact school counselor or special education case manager upon acceptance of case
- Discuss with the school based teacher(s) their preferences for grading and exchange of daily work, and provisions and timelines for any standardized testing, etc.
- Pick up curriculum materials from the school counselor or case manager

- Provide direct instruction to students according to established guidelines
- Provide make-up service to students if the homebound teacher was unavailable or as directed by area coordinator
- Collect and return student work to counselor or case manager as agreed
- Maintain accurate records on student attendance and submit to homebound department on time
- Accurately complete and distribute monthly Progress Reports
- Continually monitor progress toward IEP goals as appropriate and provide input to the case manager via monthly Progress Reports
- Distribute copies of Progress Reports to parent, school counselor or case manager, and homebound department
- Notify homebound department when homebound service ends
- Distribute Parent Survey when homebound service ends
- Contact homebound office if there are any concerns

## Homebound Department's Role:

- Process completed application and contact school if application is incomplete
- Review IEPs to ensure compliance for homebound placement
- Provide support and direction to school personnel as needed
- Assign homebound instructors according to identified need
- Communicate with parents and school when homebound teacher is assigned
- Collect and maintain copies of attendance records and monthly

**The provision of homebound services is a cooperative effort between the home and school and requires shared responsibilities.**

