

KIPP Delta Public Schools
Shortened School Day or Homebound Services Procedures

In accordance with the Arkansas Department of Education (ADE), the Division of Elementary and Secondary Education (DESE), and the Special Education Unit (SEU), KIPP Delta Public Schools has identified the need for guidance related to shortened school day and homebound placements for students with disabilities.

One of the cornerstones of special education is providing education in the least restrictive environment (LRE). A shortened school day or homebound placement undeniably moves a student from the most restrictive option since the student is removed from all opportunities to participate in an environment with his or her peers.

This guidance document outlines the considerations necessary for making decisions regarding a shortened school day or homebound services. It helps to reinforce the basic legal requirement that every child is entitled to a free appropriate public education in the least restrictive environment, and sports school teams in their efforts to implement that requirement. These procedures are in accordance with the Arkansas Department of Elementary and Secondary Education Special Education Unit. Shortened School Day-Homebound Guidance.

https://dese.ade.arkansas.gov/admin/Files/Shortened-School-Day-Homebound-Guidance_20210907132912.pdf

If you have questions regarding shortened school days or homebound services, please contact KIPP Delta's Special Education Director at charlet.jones@kipdelta.org.

Parent Procedures

The KIPP Delta parent/guardian will:

1. Communicate with the school regarding the need for a shortened school day or homebound instruction.
2. Complete the following documents:
 - a. Parent Request for Shortened school Day or Homebound Services form
 - b. Homebound Instruction Medical Certification of Need form (completed by a licensed physician)
3. Return all completed forms to the school to be reviewed by the students IEP team.

School Procedures

The KIPP Delta school administrator will:

1. Complete the School Recommendation for Shortened School Day or Homebound Services form Within two business days of the meeting.
2. Meet with the homebound teacher and classroom teacher to complete the Homebound agreement if the student is eligible. Within three business days of the meeting
3. Submit documents to the Special Education Director. Within five business days of the meeting

The Special Education teacher will:

1. Schedule an IEP meeting to review the parents request, and complete documents within five business days
2. Amend the students IEP with an explanation of why the student 's disability related needs require a shortened school day or homebound services, within two business days of the meeting.
3. Create a plan for the student's return to a full day, including a plan to meet every 90 days to determine whether the student can return to school full-time.

The IEP team will meet every ninety days to review the homebound services. If a student has to remain on homebound services longer than ninety days, an extension or reauthorization must be requested by submitting a new application form that includes:

- Treatment Plan
- Progress towards treatment goals
- Specific plans to transition the student back to the school setting

The Homebound Instructor will:

- Submit a weekly activity log to the school administrator and Special Education teacher for the students' records.