

**ARC MEETING AGENDA – Homebound Placement Meeting**

**Confidentiality:** Do not allow a parent, teacher, etc. to discuss another student or issues that would identify another student. For further information concerning Confidentiality, review 707 KAR 1:360.

**Membership for this meeting must include:**

- District Representative
- Parent
- Special Education Teacher
- Regular Education Teacher
- Student (if appropriate)
- Evaluation Specialist(s)
- Others as Requested

**STEPS:**

<input type="checkbox"/>	1.	<b>Introductions</b> - (give Chairperson a copy of the ARC Notice; Chairperson ensures all on ARC notice are present. If actual membership is different, document who and why. May use ARC Member Excusal form)
<input type="checkbox"/>	2.	<b>Determine Appropriate Membership</b> - (as noted by those invited on ARC Notice)
<input type="checkbox"/>	3.	<b>Determine Educational Representative</b> - (Should be completed before scheduling meeting, but review Educational Representative Form and make revisions if any information has changed )
<input type="checkbox"/>	4.	<b>Procedural Safeguards</b> - (Parent cannot waive. Give verbal/auditory explanation at least once. The written Procedural Safeguards Notice must be provided once per school year. Offer to answer questions at each meeting.
<input type="checkbox"/>	5.	<b>GROUND RULES AND PARKING LOT</b>
<input type="checkbox"/>	6.	<b>ARC Members Signatures</b> - (type attendees names before printing for signatures)
<input type="checkbox"/>	7.	<b>Purpose of Meeting</b> - (per ARC invitation; parent must have received notice of topics to be discussed)
<input type="checkbox"/>	8.	<b>Parental Concerns &amp; Input</b> - (document in Conference Summary pg. 1)
<input type="checkbox"/>	9.	<b>Review Central Office Homebound Application and Doctor's Order-***ARC MUST have a copy of the homebound application!</b> (document Homebound Application information and dates in Conference Summary)
<input type="checkbox"/>	10.	<b>Document Medical reason for Homebound Placement and projected length of services on Conference Summary</b>
<input type="checkbox"/>	11.	<b>Review progress to date of current IEP Data Monitoring Results-</b> (provide data sheets, work samples, etc. to parent for review; explain the data to the parent and committee and <b>document</b> the data results in the Conference Summary)
<input type="checkbox"/>	12.	<b>Review Current IEP and determine the goals(s) and benchmark(s) that will be addressed during Homebound Services and document in Conference Summary.</b>
<input type="checkbox"/>	13.	<p><b>Revise Current IEP to document services to be provided while student is receiving Homebound.</b></p> <p>Copy the IEP in Infinite Campus pulling all services from the current IEP. -(___add the homebound service to the Special Education Services Editor and ___revise the start and end dates on the current services to reflect the homebound service period and the projected return to school; the homebound service period is determined by the Doctor's order</p> <p>Enrollment Status Editor – (___ Change Special Ed Setting to H: Home/Hospital)</p> <p><b>***New—If a student's placement is full day Homebound, the placement is considered to be full time special education and documented as such on the Conference Summary. The accept/reject fields must explain well why this decision was made. Also, document services, minutes, etc. in the notes section. Continue to list the service provider as "homebound teacher".</b></p>
<input type="checkbox"/>	14.	<b>Document Conference Summary Placement Options and Decisions-Fully explain the reason is placed on homebound. Support data can be found on the Application for Homebound Service</b>
<input type="checkbox"/>	15.	<b>Description of Evaluation Procedures, etc. used as a Basis to Make Decisions</b> -(ARC Summary pg. 1)
<input type="checkbox"/>	16.	<b>Read Conference Summary Minutes Aloud</b>
<input type="checkbox"/>	17.	<b>Lock IEP in Infinite Campus</b>
<input type="checkbox"/>	18.	<b>Lock Conference Summary in Infinite Campus</b>
<input type="checkbox"/>	19.	<b>Make 2 copies of all documents from today's meeting – 1 copy to parent, 1 copy to C.O., Originals in red folder.</b>