

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:

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| ☐ District Representative
☐ Parent
☐ Special Education Teacher
☐ Regular Education Teacher | ☐ Student (if appropriate)
☐ Evaluation Specialist(s)
☐ Others as Requested |
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STEPS:

☐	1.	Introductions - (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)
☐	2.	Determine Appropriate Membership - (as noted by those invited on ARC Notice)
☐	3.	Determine Educational Representative - (Should be completed before scheduling meeting, but review Educational Representative Form and make revisions if any information has changed)
☐	4.	Procedural Safeguards - (Parent <u>cannot</u> 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.
☐	5.	GROUND RULES AND PARKING LOT
☐	6.	ARC Members Signatures - (type attendees names before printing for signatures)
☐	7.	Purpose of Meeting - (per ARC invitation; parent must have received notice of topics to be discussed)
☐	8.	Parental Concerns & Input - (document in Conference Summary pg. 1)
☐	9.	Review Central Office Homebound Application and Doctor's Order. ***ARC MUST have a copy of the homebound application! (document Homebound Application information and dates in Conference Summary)
☐	10.	Document <u>Medical</u> reason for Homebound Placement and projected length of services on Conference Summary
☐	11.	Review progress to date of current IEP Data Monitoring Results -(provide data sheets, work samples, etc. to parent for review; explain the data to the parent and committee and document the data results in the Conference Summary)
☐	12.	Review Current IEP and determine the goals(s) and benchmark(s) that will be addressed during Homebound Services and document in Conference Summary.
☐	13.	Revise Current IEP to document services to be provided while student is receiving Homebound. 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 Enrollment Status Editor – (____ Change Special Ed Setting to H: Home/Hospital) ***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".
☐	14.	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
☐	15.	Description of Evaluation Procedures, etc. used as a Basis to Make Decisions -(ARC Summary pg. 1)
☐	16.	Read Conference Summary Minutes Aloud
☐	17.	Lock IEP in Infinite Campus
☐	18.	Lock Conference Summary in Infinite Campus
☐	19.	Make 2 copies of all documents from today's meeting – 1 copy to parent, 1 copy to C.O., Originals in red folder.

► **All decisions made during an ARC meeting are made by the ARC committee and no single individual.**

***Document Issues Discussed on Conference Minutes Page**

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