

Bessemer City Schools
1621-5th Avenue North
Bessemer, AL 35020

SECTION 504 Of The Rehabilitation Act of 1973
Homebound Services Manual (2018)

SUPERINTENDENT

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HOMEBOUND SPECIAL SERVICES

Section 504 of The Rehabilitation Act of 1973

Preface:

Homebound service request will be processed in a way that accounts for the student's disability status. If a student is currently eligible for 504 services or exceptional education services, the student's 504 or IEP team will review the student's homebound request information and will review and revise the student's 504 plan or IEP as deemed necessary. Any homebound services provided to those students will be made based upon an individualized determination of the student's needs in accordance with applicable state and federal law. If a student that is not currently eligible for 504 or exceptional education services is suspected of having a disability based upon a request for homebound services, the request will be submitted to the local school 504 team for processing.

Requests for homebound services should be processed as follows:

1. Homebound requests for students who are suspected of having a disability and who are not currently receiving 504 services or exceptional education services will be submitted to the local school 504 team. The team will evaluate the process and make a determination regarding 504 eligibilities.
 - If a student is found eligible for 504 services, the 504 team will review the submitted homebound request and develop a plan based on the individual needs of the student in accordance to federal law.
 - If a student is found ineligible for 504 services, the team will follow the procedures outlined in the homebound policy and procedure manual to make determinations regarding homebound services.
2. Homebound request for students with disabilities who are receiving 504 services will be submitted to local school 504 team. The team will review homebound request and will make any revisions to the student's 504 plan as appropriate based on the individual needs of the student.
3. Homebound request for students with disabilities who are receiving exceptional education services will be submitted to the student's case manager/IEP team. The team will review and make revisions to the student's IEP as appropriate based on the individual needs of the student.

Homebound Instructional Services Policy and Procedures

Overview

The Bessemer City School System provides homebound as a service to students who are not able to attend school for medical and/or mental health reasons. Homebound services are designed to provide continuity of educational services between the classroom and home or hospital for students currently enrolled in Bessemer City Schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. If a student's anticipated duration of absence from school exceeds 10 consecutive days, the student will be eligible for services under the provisions of this policy.

*****Note: Homebound services are to be initiated at the time it is determined that a student will miss 10 or more consecutive days of school ---not after the student has already missed 10 or more school days.**

Homebound service serves as a liaison between the classroom and home through the transporting assignments, test, and materials. It is not intended to supplant regular school services and are temporary. The primary purpose of the program is to provide transitory support while a student is confined to the home due to a medically diagnosed physical or mental condition. Also, homebound services are to help students keep up with their work. In order for services to be implemented for students who are not receiving services through an IEP or 504 plan, the expected duration of the medical condition that prohibits school attendance must be documented by a licensed physician to be a minimum of 10 consecutive days (2 weeks), not to extend beyond the last day of the school year.

To be considered for homebound services, a student's parent/guardian must present written documentation from a licensed physician or psychiatrist who is currently treating the student for the diagnosis presented prior to consideration for services. In addition, a student may become eligible for homebound services based upon a finding by the student's Individualized Education Program (IEP) or 504 Team that homebound services are necessary and appropriate for the students. In all cases where a student is placed on homebound instruction, the appropriate Committee/Team shall provide a copy of IDEA

8. A student with paranoid delusions may not request homebound services with a medical statement from a psychologist or pediatrician. The medical request must be from the licensed psychiatrist currently treating the student.
9. Students who have any form of influenza or other airborne contagious diseases will not be provided services until the licensed physician certifies that the student is no longer infectious.
10. To extend homebound services beyond the initially requested duration date, the referring physician/psychiatrist must provide an updated medical Physician's Statement form.

Eligibility for Students Receiving Services with an IEP or 504 Plan:

1. Students with, or anticipated to possibly have, a disability as a result of a medical condition will have their information reviewed by a school level IEP/504 team.
2. In the case of a child receiving special education and related services under Section 504, the IEP Team/504 Team shall, where necessary, modify the individualized education program and its instructional goals and objectives as necessary and in accordance with all state and federal provisions to reflect the need for provision of homebound services.

*****Note: Homebound services will not be initiated during the last two weeks of the school year, unless otherwise noted.**

Parent/Student Responsibilities

To ensure the safety and welfare of Bessemer City School System's homebound teacher and guarantee a productive working relationship, services will not be provided unless the following conditions are met:

1. The student will be available and ready for services when the homebound teacher arrives.
2. The parent/guardian will be present in the home during the entire visit while providing a safe and secure setting.

5. The school counselor will schedule initial meeting with parent, classroom teacher and homebound teacher unless the student has a 504 plan or an IEP.

Attendance and Scheduling:

1. A minimum of three (3) hours of services may be provided per week in order to initially evaluate the needs, instruction and workload that can be tolerated by each student. In addition, some instances where the 504/IEP team deems more than three hours a week needed for a student with a disability, initial provisions of homebound services may be provided.
2. Students in grades K-6 will receive no less than 3 hours per week for the duration of the plan. Students in grades 7-12 will receive no less than 5 hours per week for the duration of the plan.
3. If a student is unable to receive homebound services during the school week due to his or her medical condition, the school may, at the administration discretion make-up sessions will be scheduled.
4. The time of the scheduled services shall be arranged by the homebound teacher in cooperation with the parent or guardian. The time of service will during the school day (8:30 a.m. – 3:30 p.m.) Any services needed after the school day Board approval is required.

Classroom Teacher Responsibilities:

1. Provide instructional materials and information to the homebound teacher on the subject matter, skills and units to be covered during the time period in which the student is receiving services.
2. Share resource materials and handouts with homebound teacher
3. Collaborate with the homebound teacher on the grading process and progress reports to be discussed with the student and parents. (ex. weekly progress reports, grades bi-weekly).
4. Collaborate with the homebound teacher about the curriculum and appropriate instructional strategies.
5. The classroom teacher and homebound teacher will mutually agree on days and times students work will be picked and returned for grading purposes.

Termination of Services:

Refer to Parent/Student Responsibilities #8 (a thru i)