

## **SPECIAL SERVICES HOMEBOUND HANDBOOK**

### **PREFACE:**

Requests for homebound services will be processed in a manner 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 and will review and revise the student's 504 plan or IEP as appropriate. 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 Section 504 team. The Section 504 evaluation process will be initiated so that a determination can be made regarding Section 504 eligibility.
  - If a student is found **eligible** for 504 services, the 504 team will use the Section 504 process to review the submitted homebound request and will develop a 504 plan appropriate based on the individual needs of the student in accordance with applicable federal law.
  - If a student is found **ineligible** for 504 services, the team will follow the procedures outlined in this handbook to make a determination regarding homebound services.
2. Homebound requests for **students with disabilities who are receiving Section 504 services** will be submitted to the local school 504 team. The team will review the submitted homebound request and will review and revise the student's 504 plan as appropriate based on the individual needs of the student in accordance with applicable federal law.
3. Homebound requests for **students with disabilities who are receiving exceptional education services** will be submitted to the student's IEP team. The team will review the submitted homebound request and will review and revise the student's IEP as appropriate based on the individual needs of the student in accordance with applicable state and federal law.
4. Homebound requests for **students who are not receiving Section 504 or exceptional education services and who are not suspected of having a disability** will be processed in accordance with the procedures outlined in this manual.

**Applications for homebound services for students who are not eligible for Section 504 services or Exceptional Education services will be processed in accordance with this handbook.**

## I. HOMEBOUND DEFINITION

A homebound student is a student who has a medically diagnosed physical or mental condition which confines the student to the home or hospital who does not qualify for Section 504 or IDEA services. Homebound is a part-time, temporary program and does not replace full-time classroom instruction. The Homebound Program serves as a liaison between the classroom and the home through the transporting of assignments, tests, and materials. 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. 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 15 consecutive school days (3 weeks), not to extend beyond the last day of the school year.

## II. QUALIFYING CRITERIA FOR STUDENTS NOT RECEIVING SERVICES THROUGH AN IEP OR 504 PLAN

1. The student must be enrolled in Alabaster City School's prior to the referral for homebound services.
2. To request homebound services for a medical / physical condition, a licensed physician must certify in writing on the approved Physician's Statement form that the medical / mental health condition is severe enough to justify confinement to the home or hospital for at least 15 consecutive school days (3 weeks), specifying the diagnosis, nature of the condition, treatment plan, prognosis, and the time frame during which the student is expected to be absent from school.
3. To request homebound services for a psychiatric / mental health condition, a licensed psychiatrist must certify in writing on the approved Physician's Statement form that the nature and severity of the emotional / mental health problem is severe enough to justify confinement to the home for a minimum of 15 consecutive school days (3 weeks). Documentation of on-going therapy and treatment schedule must be provided for homebound services to continue, including the identity of any therapist serving the student.
4. The qualifying criteria for a pregnant student will be the same as for a non-pregnant student. Pregnancy in and of itself does not qualify a student for homebound services. A licensed physician must certify in writing that the student's medical condition is severe enough to justify confinement to the home or hospital for at least 15 consecutive school days. After delivery, the homebound student will be expected to return to school as soon as possible. If additional recovery time is needed due to medical complications of the mother, a doctor's letter stating the specific medical reason and anticipated duration will be required.
5. A student placed on homebound services must comply with procedural guidelines outlined in this handbook.
6. The student must be capable of participating in and benefiting from homebound instruction / services.
7. The student must be able to receive homebound services without endangering the health of the homebound instructor or other students with whom the instructor may come in contact.
8. To extend homebound services beyond the initially requested duration date, the referring physician / psychiatrist must provide an updated medical Physician's Statement form.
9. With appropriate medical documentation, a homebound student who is able to return to school on a part-time basis during a recuperative period may be considered for intermittent homebound support services until recuperation is complete.

### III. HOMEBOUND APPLICATION PROCESS FOR STUDENTS NOT RECEIVING SERVICES THROUGH AN IEP OR 504 PLAN

1. The parent / legal custodian will be provided a copy of the *Application for Homebound Services* and *Physician's Statement* forms. A completed application packet, including parent signature and signed Physician Statement is required prior to any homebound services beginning.
2. The referring physician must make the request for homebound services on the required form. An original signature by the referring physician is required; a signature stamp is not acceptable.
3. Once the completed application packet is submitted, the Homebound Services Committee shall meet and review the referral. The committee shall include but not be limited to the Local Education Agency Representative, general education teacher, guidance counselor, assistant principal, principal, and/or special education teacher.
4. If the Committee approves the referral, a school representative shall complete notify the principal of the child's school and any other individuals involved.
5. A member of the Committee and other appropriate personnel will meet with the parent to develop the *Management Plan for Homebound Student*.
6. The principal shall make arrangements with a teacher from the school who can deliver homebound services to the student. The teacher will complete a *Contract for Provision of Homebound Services* prior to delivery of any instructional services.

### IV. PARENT / STUDENT RESPONSIBILITIES

To protect the health and safety of Alabaster City School System's homebound teachers and ensure a productive working relationship, services will not be provided unless the following conditions are met:

1. The student will be available and prepared for instruction when the homebound teacher arrives.
2. A responsible adult will be present in the home during the entire period of instruction and will provide a safe and secure environment.
3. The student and others present in the home will maintain orderly and appropriate social interaction with the homebound teacher.
4. The student will complete assignments as requested by the homebound teacher.
5. The student's attendance, discipline, and records will be maintained at the home school.
6. Instruction time for all excused absences (medical, emergency, or death in the family, etc.) will be rescheduled at an agreed upon time within a 10day period.
7. It is the parent's responsibility to call the homebound teacher to notify him/her if the student cannot meet as scheduled.
8. Homebound services may be suspended or withdrawn for the following reasons:
  - Failure to comply with any item numbered 1-7 above.
  - Parent / legal custodian refusal to provide updated written medical information in a timely manner from the licensed physician, when requested.
  - Student is unable to participate in or benefit from instruction as determined by the homebound teacher.
  - Inability to provide services without endangering the health or safety of instructor or other homebound students.
  - The conditions of the location where services are provided are not conducive for instruction.
  - The student is employed in any capacity, goes on vacation, regularly participates in extracurricular

activities, or is no longer confined at home.

- The parent, guardian or adult parent designee cancels or fails to meet two sessions without reasonable notice.
- The physician recommends termination or suspension of homebound services.

## **V. HOMEBOUND TEACHER RESPONSIBILITIES**

1. The homebound teacher will submit a Homebound Progress Report to the home school documenting the time spent on instruction and progress of the student weekly or as otherwise required. This form is also to be signed by the parent and returned to the school designee for signature and distribution.
2. The homebound teacher will submit the student's grades to the home school.
3. A timesheet or other appropriate statement of hours worked should be completed by the homebound teacher in the format required by the school system and submitted to appropriate personnel for payment.

## **VI. SCHOOL NURSE RESPONSIBILITIES**

Upon notification that a homebound application has begun, the school nurse will work with the local school designee to obtain and review the necessary medical information to determine eligibility. The school nurse will be a member of the Homebound Services Committee when determining eligibility for homebound services.