



HOMEBOUND INSTRUCTIONAL SERVICES PROCEDURES

The Tuscaloosa County School System provides homebound instructional services for eligible students. For students with a disability, or who are suspected of having a disability, the eligibility requirements for homebound services, and the services to be provided during the homebound placement, will be made exclusively by the IEP team or Section 504 team and will be based upon the individual needs of each student. For any non-disabled student, eligibility will be considered upon the written documentation provided by a physician, psychiatrist, or psychologist. For non-disabled students, the written documentation provided must justify an expected absence from school of at least four weeks.

Special Education

1. An Individual Education Program (IEP) meeting will be conducted with appropriate team membership to determine if homebound instructional services are appropriate based on the student's needs.
2. If homebound services are needed, the IEP team will develop a plan for the appropriate services to be provided. The profile page, service page, and Least Restrictive Environment (LRE) must be changed.
3. Provide a copy of the amended IEP to the Special Education Department.
4. Schedule an IEP Team meeting to review the LRE within 45 days.
5. Assure that the homebound teacher is notified of any changes to homebound services after any subsequent IEP Team meeting.

Section 504

1. A 504 team meeting will be conducted with appropriate team membership to determine if homebound instructional services are appropriate based on the student's needs.
2. If homebound services are needed, the 504 team will develop a plan for the appropriate services to be provided.
3. Provide a copy of the amended 504 plan to the Director of Student Services.
4. Schedule a 504 Team meeting to review the LRE within 30-45 days.
5. Assure that the homebound teacher is notified of any changes to homebound services after any subsequent 504 Team meeting.

Non-Disabled

Eligibility for homebound instructional services for students without a disability (students who do not qualify for special education or Section 504) will be considered based upon the written documentation provided by a physician, psychiatrist, or psychologist. For non-disabled students, the written documentation provided must justify an expected absence from school of at least four weeks.

1. The parent or guardian must submit a Homebound Instructional Services Referral Form to the school.
2. The parent or guardian must provide the school with an update from the attending physician every four weeks.

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3. The principal and /or principal's designee, in consultation with their region's Director of Curriculum and Instruction, will evaluate the request for services and determine eligibility.
4. The Homebound Instructional Services Student Referral form is to be completed and submitted to the central office in a timely manner.
5. A student will be counted absent from school prior to the date services have been approved. After approval for services, a student must be counted present when calculating attendance.
6. The services to be provided will be developed through a collaborative effort of the school principal, classroom teacher(s), parents, and may include any others who have knowledge of the student's individual needs.
7. The student's classroom teachers will work collaboratively with the homebound teacher to provide course content standards, class assignments, and other projects as dictated by the homebound instructional plan.
8. At the conclusion of the student's homebound placement, a transition plan for the student to return to school will include a referral to the local school's 504 team to assure all needs are met.
9. Maintaining good communication throughout the homebound placement is essential, and is a responsibility shared by the parent, school, and homebound teacher.

TUSCALOOSA COUNTY SCHOOLS BOARD POLICY

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

HOMEBOUND INSTRUCTION

4.891

The Superintendent is responsible for appointing a qualified person(s) to provide homebound instruction for eligible students.

Procedures, forms, and regulations for implementing the homebound instruction program of the Tuscaloosa County School System shall be developed at the direction of the Superintendent by designated personnel and shall be disseminated to appropriate employees, parents, students, and agencies as needed.

REFERENCE(S):

CODE OF ALABAMA
16-8-8
AAC §290-060-010 (15) (k)

HISTORY:

ADOPTED: MAY 11, 1992
REVISED: JULY 14, 1997; APRIL 8, 2013
FORMERLY: IDDC