

AUBURN CITY SCHOOLS

Serving Students with Disabilities under SECTION 504 (Homebound Services Section)

**Adapted from the Alabama Association of Section
504 Coordinators Reference Manual, 2016-17**

Updated January, 2016

Auburn City Schools

SUPERINTENDENT

Dr. Karen T. Delano

BOARD MEMBERS

Tracie West, President
Charles Smith, Vice President
Melanie D. Chambless
Dr. William T. Hutto, Jr.
Dr. J. Terry Jenkins

Discrimination on the basis of sex, race, age, religious belief, disability, national origin, or ethnic group is prohibited in all educational programs and activities of Auburn City Schools. For purposes of addressing complaints regarding disability discrimination against a student, the District's 504 Compliance Coordinator is Dr. Tim Havard. His office is located at 855 East Samford Avenue. Telephone: 334-887-1921.

PART V

Homebound and Hospital Instruction

Homebound and Hospital Instruction Procedures

General Procedures

In accordance with School Board Policy, Auburn City Schools (ACS) provides homebound instruction as a service to students who are not able to attend school for medical and/or mental health reasons. If a student's anticipated duration of absence from school exceeds 3 weeks, the student will be eligible to request services under the provisions of these procedures.

To be considered for homebound services, a student's parent/guardian must present written documentation from a licensed physician, psychiatrist or psychologist 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 student. In all cases, the appropriate Committee/Team shall provide a copy of IDEA procedural safeguards to students with IEPs and a 504 Form C to parents of all other students.

The purpose of homebound instruction is to help students keep up with their work even though they are unable to attend school or have been excluded from school for disciplinary reasons. IEP/504 teams may, in accordance with state and federal guidelines, remove a student from regular attendance and place them on homebound services.

Auburn City Schools (ACS) shall provide homebound instruction to students with and without disabilities. In accordance with appropriate state and federal provisions, ACS will provide homebound services based upon the following guidelines:

1. In the case of a student not otherwise in need of special education and related services or services under Section 504, homebound or hospitalized instruction shall maintain the continuity of the student's regular program. The requirements of IEP development or 504 Plan development shall not apply and a school committee consisting of an administrator and pertinent teachers of the student shall coordinate services for the student based on his/her individual needs.
2. In the case of a student not previously receiving special education and related services or services under Section 504, an individualized plan may apply if there is reason to believe that the student needs or may continue to need special education or Section 504 services.
3. In the case of a child receiving special education and related services or 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 and provision of homebound services. Nothing in this procedure may limit the ability of the IEP team to determine the specifics of a "free appropriate public education."

Homebound Services Plan

1. Students without an IEP or 504 Plan.
 - a) When it is anticipated that a student will be absent in excess of three weeks due to an illness or other temporary medical condition, the principal, school counselor, nurse or parent shall contact the Director of Student Services.
 - b) A **Homebound Services Referral Form** shall be forwarded to the parent and/or physician. A completed referral, including a parent signature and appropriate physician documentation is required prior to any homebound services beginning.
 - c) Once the referral is completed, a School 504 Committee shall meet and review the referral. The committee shall consist of the pertinent members as described in Section C of the ACS Section 504 Manual.
 - d) If the committee approves the referral, the Principal, or his/her administrative designee, shall complete, in consultation with the parent of the student, a **Homebound Services Plan**
 - e) A member of the committee will meet with the parent to provide copies of the **Homebound Services Plan** and will also provide a copy of the district's **Section 504 Parental Rights**. The **Homebound Services Plan** will fall under the procedural requirements of the district's Section 504 policy.
 - f) The principal, or his/her designee, shall make arrangements with a teacher from the school who can deliver homebound services to the student. If no teacher from the student's school is available to serve as the homebound instructor, the Director of Student Services shall assist in locating a homebound instructor. The homebound instructor will complete a **Contract for Provision of Homebound Services** with the Special Education Services Department prior to delivery of any instructional services.
2. Students with an IEP or 504 Plan and/or those for whom it is anticipated that eligibility may occur due to the nature of the condition or illness.
 - a) 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.
 - b) All deliberations regarding students who are eligible, or anticipated to need evaluation to determine if they are eligible, under IDEA or Section 504 will follow district policies and procedures as well as all state and federal statutes.
 - c) Change of placement requirements will apply to any student with disabilities who is placed on hospitalized or homebound instruction.

Location and Amount of Time

1. Homebound or hospitalized instruction shall take place under the following guidelines:
 - a) A minimum of three (3) hours of instruction may be provided for an initial period of time, not to exceed two weeks, in order to initially evaluate the level of need, ability to tolerate the workload and the appropriate type of instruction for each student. In addition, in limited instances where the IEP/504 Team deems more than three hours as the appropriate amount for a student with a disability, that amount may be provided from the initial provision of homebound services.
 - b) For students in grades K-6, barring other unforeseen circumstances to be evaluated by the district committee, no less than 3 hours per week shall be provided for the duration of the plan.
 - c) For students in grades 7-12, barring other unforeseen circumstances, no less than 5 hours per week shall be provided for the duration of the plan.
 - d) When a student on homebound is able to participate in virtual instruction through ACCESS (or other similar programs), the direct homebound instruction requirement may be waived and a homebound teacher serving in the role or facilitator may contact the student from 1-3 hours per week, as determined by the parent and the school committee.

**Auburn City Schools
855 East Samford Avenue
P.O. Box 3270
Auburn, AL 36831-3270**

Homebound Services Referral Form

Student's Name: _____ Date of Request: _____

School the Child Attends: _____ Current Grade Level: _____

Student's Address: _____

Student's Date of Birth: _____ Last Day Attended: _____

Parent/Guardian Name: _____

Anticipated Date of Return to School: _____

For Use by Physician

1. Diagnosis:

2. Estimated Duration: _____

3. Degree of Restriction:
- a. _____ Part-time attendance
 - b. _____ Homebound Tutoring
 - c. _____ Hospital Placement

4. Other Recommendations or Comments:

Date: _____ Physician Signature: _____

Printed Name: _____

Address: _____

***Please attach additional documentation as appropriate.**

**Auburn City Schools
855 East Samford Avenue
P.O. Box 3270
Auburn, AL 36831-3270**

Homebound Services Plan

Student's Name: _____ Date: _____

School the Child Attends: _____ Current Grade Level: _____

Student's Address: _____

Homebound Instructor: _____

Beginning Date for Homebound Instruction: _____

Anticipated Length of Homebound Instruction: _____

Location of Homebound Instruction: _____

Student's Current Academic Information

Current Course	Regular Teacher	Minutes of Instruction Weekly	Homebound Instruction Needed (Time per week)

Number of Hours of Homebound Instruction per week: _____

Signature: _____
Principal/Assistant Principal

Date Approved

**Auburn City Schools
Section 504 of the Rehabilitation Act**

**PARENT/GUARDIAN/STUDENT PROCEDURAL SAFEGUARDS AND RIGHTS
UNDER SECTION 504 OF THE REHABILITATION ACT
Form C**

Under Section 504 of the Rehabilitation Act of 1973, students with qualifying disabilities have the right to receive a free appropriate public education, which includes the right to an education with students without disabilities to the maximum extent appropriate.

In particular, the enabling regulations for Section 504, as set out in 34 CFR Part 104, provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education in the least restrictive environment that is designed to meet his/her individual educational needs as adequately as the needs of nondisabled students are met.
2. Your child has the right to free educational services, except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
3. Your child has a right to non-discrimination and to facilities, services, and activities that are comparable to those provided for non-disabled students.
4. Your child has a right to an evaluation prior to an initial Section 504 determination and placement and any subsequent significant change of placement.
5. Placement decisions must be made by a group of persons (i.e., the Section 504 Team), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
6. You have the right to examine relevant records prior to any action by the District in regard to the identification, evaluation, or placement of your child or upon request.
7. You have the right to an impartial hearing with respect to the District's actions regarding your child's identification, evaluation, or educational placement. You have the right to participate and to be represented by an attorney at your expense.
8. You have the right to obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records.
9. You have the right to receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.

10. You have the right to request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child.
11. You may challenge the actions of the District's Section 504 Team in regard to your child's identification, evaluation, or educational placement, by requesting a due process hearing with the District's Section 504 Coordinator, **Dr. Tim Havard**, within 30 calendar days from the time you received written notice of the Section 504 Team's action(s). A due process hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing. You have the right to participate in the hearing and to be represented by counsel if you choose. If you disagree with the decision of the impartial hearing officer, you have a right to request a review of the decision in a court of competent jurisdiction.
12. On Section 504 matters other than your child's identification, evaluation, and/or placement, you have a right to file a grievance with the District's Section 504 Coordinator, who will investigate the allegations to the extent warranted by the nature of the grievance in an effort to reach a prompt and equitable resolution.
13. You also have a right to file a complaint with the Office of Civil Rights if you believe that you or your child has been subjected to discrimination on the basis of disability. The contact information is as follows: Office for Civil Rights U.S. Department of Education, 61 Forsyth Street S.W., Suite 19T70, Atlanta, GA 30303-3104. Telephone: (404)562-6350 Fax: (404) 562-6455. Email: OCR.Atlanta@ed.gov.