Homebound and Hospitalized Educational Services for Michigan Public School Pupils

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Michigan Department of Education



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Michigan Department of Education (MDE) P.O. Box 30008 Lansing, MI 48909 MDE website (www.michigan.gov/mde)

Homebound and Hospitalized Educational Services for Michigan Public School Pupils

This document provides information regarding the responsibilities of school districts, parents, and other primary caregivers related to educational services for pupils who are homebound or hospitalized.

Section 109 of the State School Aid Act requires the Department of Education on a biannual basis to provide information regarding homebound and hospitalized services.

Notice of Use

This is a living document subject to changes based on revisions to current statutes, including the State School Aid Act and the Revised School Code; Attorney General opinions; and clarifications of current Department guidance and policy.

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Purpose of Homebound and Hospitalized Services

Homebound and hospitalized services provide continuity of educational services for pupils with medical conditions that prevent them from attending school during the school day.

Homebound and hospitalized services is a self-study program that allows pupils to maintain their coursework and studies while they are unable to attend school. In the delivery of homebound and hospitalized services, there is collaboration between classroom teachers and individuals employed to meet with pupils in their homes or in hospitals.

Legal Requirements

Section 109 of the State School Aid Act [MCL 388.1709] provides the legal requirements for homebound and hospitalized services for all pupils. Rule 340.2(11) and (12) of the Michigan Administrative Code provide the membership requirements for homebound and hospitalized services for all pupils. Specific requirements for homebound and hospitalized services for pupils with individualized education programs (IEPs) are found in Rule 340.1746 of the *Michigan Administrative Rules for Special Education* (MARSE).

Eligibility

The school district must, within three days after notification by a parent or legal guardian, plan to provide these services if the following conditions are met:

- 1. The pupil is enrolled in the school district and assigned to an appropriate general or special education program.
- 2. The pupil is unable to attend school because of medical condition. Pupils who can attend school part-time do not qualify for homebound or hospitalized services.
- 3. A physician who is either an M.D. or a D.O. or a licensed physician's assistant certifies a medical condition that requires that the pupil be confined to the home or hospitalized during regular school hours. This includes pupils in psychiatric hospitals, substance abuse centers, and pupils placed in other medical facilities by the parent or medical practitioners. Psychologists, chiropractors, or other professionals may not certify a person as eligible. See note below regarding the term "medical condition".
- 4. The pupil can participate in instructional activities while at home or in the hospital.
- 5. It is anticipated that the pupil will be homebound or hospitalized for at least five consecutive school days.

Note pertaining to the term medical condition:

The State School Aid Act, MCL 388.1601, et seq, does not define the term "medical condition," but based on federal law and regulations, that term in this context must be read to include pregnancy, childbirth, false pregnancy. The term "medical condition" also includes pupils in psychiatric hospitals, substance abuse centers, or pupils placed in other medical facilities by the parent, a government agency, or medical practitioners. Title IX, 20 USC § 1681(a), requires that no student be denied participation, based on gender, in any education program or activity receiving federal financial assistance.

Parent Responsibilities

Michigan law requires a parent, legal guardian, or other person having control or charge of a child aged six to sixteen, to send the child to school during the entire school year, except under certain limited circumstances provided in MCL 380.1561.

A parent should do all the following:

- 1. Notify the school district as soon as possible after learning that the pupil will need to be confined to home or hospitalized during regular school hours due to a medical condition and that the confinement or hospitalization is expected to last more than 5 school days.
- 2. Obtain a certification from the pupil's attending physician that the pupil has a medical condition that requires the pupil to be confined to home or hospitalized during regular school hours for more than 5 school days.
- 3. Provide the attending physician's certification to the school district.
- 4. Provide written authorization to the school district administrator for the release of information to the school district about the pupil's medical condition to allow the school district to determine continuing eligibility for homebound or hospitalized services.
- 5. Discuss concerns about assignments with the classroom and homebound/hospitalized teachers.

If the pupil is hospitalized, the parent should perform the above steps and the following:

- 1. Work with facility staff to schedule teacher visits that do not interfere with medical care.
- 2. As able, provide necessary supervision for the pupil to complete assignments.
- 3. Ensure that appropriate instructional materials are available to the pupil.
- 4. Support the pupil with learning activities to the extent possible in consultation with classroom and homebound/hospitalized teachers and medical and other facility staff.

School District Responsibility

Each school district or intermediate school district shall provide appropriate instructional services, as determined by the school district or intermediate school district, to an enrolled pupil who is certified by a physician who is either an M.D. or a D.O. or a licensed physician's assistant as having a medical condition that requires the pupil to be hospitalized or confined to his or her home during regular school hours and that is expected to require the hospitalization or confinement for a period longer than five school days.

The school district or intermediate school district may provide the services itself or may contract with an intermediate school district, a hospital, a treatment center, or another school district to provide the services. In choosing a provider for the instructional services, the school district or intermediate school district shall consider which of those potential providers is best able to deliver the appropriate instructional services. The school district or intermediate school district shall pay reasonable costs as agreed upon between the school district or intermediate school district and the provider for services provided to a pupil.

The school district or intermediate school district is responsible for the delivery of instructional content, textbooks and related course materials, and assignments. The assignment of grades is also a responsibility of the district or intermediate school district.

The school district is required to provide a minimum of two 45-minute instructional periods per week for general education pupils, A minimum of two nonconsecutive hours instructional per week is required for pupils with an IEP.

The sessions can be conducted on the same day, however, there must be an adequate break based on individual pupil's needs.

These periods of instruction are the minimum requirements. When a school district is determining the amount of time for homebound or hospitalized services for a pupil with an IEP, the school district shall consider the pupil's right to a free appropriate public education under federal regulations implementing the Individuals with Disabilities Education Act (IDEA) at 34 CFR § 300.17.

Pupil Responsibilities

To ensure successful completion of courses and assignments, the pupil should:

- 1. Ask for assistance and clarification as needed to complete assignments.
- 2. Attend to the class activities to the extent that they are capable.

3. Return materials and supplies to the homebound and hospitalized services teacher after completing assignments.

Classroom Teacher Responsibilities

The classroom teacher remains the official teacher of record while a pupil is receiving homebound or hospitalized services. The minimum responsibilities of this role are:

- 1. to identify the specific subject areas and content the pupil will study while homebound or hospitalized.
- 2. to determine the priority of each subject matter, considering the pupil's present level of achievement and instructional needs.
- 3. to provide all relevant course material to the homebound and hospitalized services teacher while the pupil is away from school.
- 4. to maintains the grade book, assignments, quizzes, and assessments.

All the above remain true even if there is a separate homebound and hospitalized services teacher providing services.

Homebound and Hospitalized Services Teacher Responsibilities

The homebound and hospitalized services teacher works with the pupil, parent or legal guardian, or a physician who is either an M.D. or a D.O. or a licensed physician's assistant, on the following items:

- 1. Identify any physical limitations or learning impairments that will affect the pupil's ability to study, including those imposed by the treatment program.
- 2. Identify factors imposed by the treatment program that could limit or impede instruction.
- 3. Identify ways to maximize the instructional experience.
- 4. Determine precautions needed to protect the pupil and teacher from communicable disease. The local community health department can provide consultation.
- 5. Maintain contact with the pupil's classroom teacher to receive direction on instructional services provided.
- 6. Deliver coursework to and from the pupil's classroom teacher.

The homebound and hospitalized services teacher provides a minimum of two periods of instruction per week through the duration of the absence. The homebound and hospitalized services teacher takes assignments to the pupil, provides support to the parents or other caregivers so they can help guide the pupil's instruction, provides tutorial services to help the pupil gain the information necessary to complete assignments, and provides other support that might be useful in helping the pupil maintain as much academic progress as possible while being homebound or hospitalized.

Delivery of Services

Homebound or hospitalized services are designed to assist the classroom teachers in communicating with the pupil during the pupil's absence from the classroom. The enrolling school district is responsible for determining the content of the instruction, providing the textbooks and other materials related to the instruction, providing assignments, and grading the pupil's performance. To provide these services, a school district may:

- 1. Assign the pupil's teachers or other teachers employed by the local school district to provide the services.
- 2. Employ a substitute teacher to provide the services.
- 3. The district or intermediate district may provide the services itself or may contract with an intermediate district, a hospital, a treatment center, or another district to provide the services. In choosing a provider for the instructional services, the district or intermediate district shall consider which of those potential providers is best able to deliver the appropriate instructional services. The district or intermediate district shall pay reasonable costs as agreed upon between the district or intermediate district and the provider for services provided to a pupil under this section.
- 4. Provide services in person or through a synchronous platform such as Zoom.
- 5. Use electronic equipment such as video recording equipment, talking books and equipment from the Library of Michigan, or voice activated tape recorders.

Timelines

When a school district receives notification of a pupil with a medical condition that could result in more than five consecutive days of absence, the school district must first determine if the pupil is eligible for homebound or hospitalized services, and if eligible, arrange to provide services within three school days. If a school district learns of a pupil who may require services in the future, it is the school district's responsibility to plan for providing those services.

The enrolling school district is responsible to initiate services. When it is anticipated the pupil will be out of school for more than five consecutive school days, the school district will have the services begin as soon as possible but not later than three school days after being notified. The three school day timeline for implementation of service applies to both pupils in general education and pupils with IEPs.

Reminder: For students with IEPs, within three school days the district must:

- Provide the parent with notice in accordance 34 CFR §300.503
- Conduct an IEP meeting or amendment to determine placement in accordance with 34 CFR §300.116, which states a placement decision is made by a group of persons, including the parents and other persons knowledgeable about the pupil, the meaning of the evaluation data, and the placement options; and is made in conformance with the least restrictive environment provisions.

Failure to Provide Services

The school district educating the pupil is required to provide homebound and hospitalized services to resident pupils as a condition for receiving state aid. Failure to provide services may result in withholding funding due the school district under the State School Aid Act until such time the school district comes into compliance. Willful failure to implement this act is also subject to a penalty for school officials or board members under the provisions of section 161 of the State School Aid Act, MCL 388.1761 and sections 1804, 1806, and 1813 of the Revised School Code, MCL 380.1804, 380.1806, and 380.1813. Failure to provide the services does not relieve the school district of the liability to pay for services if initiated by a third-party, however, the services must still be coordinated with the school district and a thirdparty would not have access to membership in the absence of an agreement with the school district permitting. Failure to meet program or pupil accounting requirements may also result in the loss of foundation allowance for the pupil in question.

Requirements for Counting Membership

A local or intermediate school district may count a pupil who is homebound or hospitalized in membership and report the pupil as a full FTE (1.0) if all the following are met:

- The pupil must meet pupil membership eligibility requirements pursuant to Section 6(4) or 6(6) of the State School Aid Act (MCL 388.1606(4) or MCL 388.1606(6)) and any other applicable statute.
- The pupil shall be registered, enrolled, and participating in the courses pursuant to Section 6(4), Section 6(8) and Section 6a of the State School Aid Act (MCL 388.1606(4), MCL 388.1606(8), and MCL 388.1606a).
- 3) An appropriate physician, hospital, or licensed treatment facility certified the pupil as homebound/hospitalized. Evidence must consist of one of the following:
 - a. Written certification from the pupil's attending physician verifying that the pupil has a medical condition that requires the pupil to be hospitalized or to be confined to the home during regular school hours

for a period of longer than five (5) consecutive school days. The certification must be by a physician who is either an M.D. or a D.O. or a licensed physician's assistant; psychologists, chiropractors, or other professionals may not certify a person as eligible.

Example: A pupil's attending physician may certify that the pupil's pregnancy or recovery from childbirth will require that the pupil be homebound for more than five (5) consecutive school days.

- b. Written certification from a hospital or a licensed treatment facility verifying that the pupil has a medical condition that requires the pupil to be hospitalized in the facility during regular school hours for a period of longer than five (5) consecutive school days.
- 4) An eligible educator provided instructional services as follows:
 - a. For a general education pupil, a minimum of two 45-minute periods of instructional services per week.
 - b. For a special education pupil, a minimum of two one-hour, nonconsecutive periods of instructional services per week. A certified special education teacher must provide instructional services if the pupil's Individualized Education Program (IEP) specifically mentions homebound or hospitalized services with a certified special education teacher.

Pupil instruction is required each week of the count period if the pupil is being counted for membership unless the pupil is a general education pupil and the school district has a documented excused absence that prevented the pupil from receiving services during a week, or if instruction has been canceled district-wide for three or more days during a week of the count period. If a pupil is temporarily unable to receive homebound or hospitalized services, the teacher must document the reason for the interruption in services and have the parent initial the documentation for the school district's records. If a pupil is unable to participate in homebound or hospitalized services during the count period, no FTE shall be claimed.

If a pupil with an IEP does not receive at least a minimum of two nonconsecutive hours of instructional services per week during the count period, the school district may apply to the Office of Special Education for a deviation, whereas the school district may be given an opportunity to "make up" for the lost instructional time during the upcoming weeks. Upon submission of documentation to the Office of Special Education that the absence was due to an occurrence beyond the provider's control, the Office of Special Education would allow the provider to "make up" the time missed during the official count period, and still follow the rule and maintain the ability to claim the full membership. If the school district fails to provide the missed instructional time, no membership may be claimed. Prorated membership will be considered on a case by case basis through a deviation process.

If a pupil returns from this placement to the traditional school environment during the count period and meets the attendance requirement for each course on the pupil's schedule, the membership for the pupil may be claimed. If the pupil returns from this placement and attends school via a virtual program under Section 5-O-D of this manual, and the pupil completes the attendance requirement as stated in that section for the remaining weeks of the count period, the membership may be claimed.

Note: A Michigan pupil who is hospitalized outside of the State of Michigan is eligible to be counted for membership purposes provided the pupil is seen by a teacher who is certified in the jurisdiction where the hospital is located.

- 5) The pupil received instructional services during the count period, and there must be appropriate attendance records showing the dates and the amount of time the pupil received homebound or hospitalized services. The eligible educator providing the services must sign attendance records.
- 6) The teachers of record must:
 - a. Record the pupil as having an excused absence on the count day. It is also helpful if the teachers of record make a note in the attendance book that the pupil was receiving homebound/hospitalized instructional services.
 - b. Provide the instructional content to the pupil through the homebound/hospitalized teacher.
 - c. Provide all necessary instructional materials such as textbooks and work pages.
 - d. Give the grade or credit for the class or subject.

The teacher of record is the school district program or classroom teachers to whom the pupil was originally assigned within the school district.

State Special Education Categorical Aid

The State School Aid Act outlines the requirements for school districts to collect categorical aid for special education services provided to pupils with a disability. School districts that employ special education personnel to provide homebound and hospitalized services to pupils may only charge special education for the time spent collaborating with pupils with a disability, MCL 388.1651a(7)(a) and Opinion of Attorney General, No. 5870 (April 6, 1981).

Recordkeeping requirements for split-funded special education personnel can be found in the special education Interpretation II-013 entitled, "Accounting for the Time of Special Education Personnel Who Are Assigned Part Time to Regular Education Programs." Copies are available upon request from the Michigan Department of Education Office of Special Education.

Special Equipment for Pupils with a Disability

School districts are required under the provisions of the IDEA and Section 504 of the Rehabilitation Act of 1973 to provide reasonable accommodations for pupils

with a disability. Where special equipment is needed to accommodate learning for pupils with a disability, it may be reimbursable with state or federal special education funds. This applies to pupils learning at a school district site as well as those learning off-site under homebound or hospitalized services.

Program Suggestions

School districts are encouraged to make special accommodations for pupils whose medical condition requires that they be homebound or hospitalized for an extended period. The following is a list of accommodations that can be made for a pupil who is homebound or hospitalized.

- The school district can provide or contract for more than the minimum two contact periods per week. This option is especially recommended when pupils are hospitalized in facilities that provide full time instructional staff and classroom space to accommodate their clientele. The hospitals usually charge a minimal daily fee, which allows the pupil staff accessibility up to five days a week, depending on the child's treatment schedule and ability to attend school.
- 2. Provide services in person or through a synchronous platform such as Zoom. Pupils who can benefit from instruction for a portion of the school day can have access to the classroom through the synchronous platform. This method is especially useful for elementary pupils who would spend the day in the same classroom.
- 3. Teachers can send emails quickly to communicate with the "home" school district. Assignments and other information can be transferred to the classroom teacher for review and correction. Email can be especially helpful for pupils who are hospitalized outside of their geographic area where a time delay in the transmission of information may have a negative impact on the pupil's instructional program.
- 4. Many families have technology, such as a laptop or tablet, for their pupil who is homebound or hospitalized, and often school districts can arrange to have supplemental materials provided in recorded form, either from school instructional materials centers or other sources, allowing the pupil to learn at their own time and pace. In cases where it is difficult for pupils to do independent reading, their teachers might create assignments that would require book reports on movies or other materials that are available through video.
- 5. Pupils on long-term convalescence who are not able to read, either because of vision problems or inability to turn pages, can be certified for free talking books and equipment through the Department of Labor and Economic Opportunity. The toll-free telephone number is 1-800-992-9012.
- 6. In cases where a medical condition makes it impossible for the pupil to write, arrangements can be made for the use of a note taker or voice-activated recorder for the pupil to communicate ideas to the classroom teacher.

7. School districts have had success with lending pupils, who are homebound or hospitalized, computers or using the pupil's home computer with programmed instructional materials to reinforce classroom assignments.

School administrators are encouraged to collaborate with parents or primary caregivers to pursue other technological innovations that might help pupils who are homebound or hospitalized maximize achievement while away from school. Technology, such as laptops and tablets, may be readily available to the school district, parent, or caregiver. If the school district, the parent, or the primary caregiver cannot provide such equipment, the school district is encouraged to work with fraternal groups, libraries, and other private organizations to see if such equipment could be made available either on a donation or loan basis.

Teacher Qualifications

Classroom teacher remains the official teacher of record while a pupil is receiving homebound or hospitalized services and must be a teacher who is certified for the grade level <u>and subject area</u> being taught, or an individual working under a valid substitute permit, authorization, or approval issued by the Department.

All pupils may be provided homebound and hospitalized services by a teacher who is certified for the grade level being taught, or an individual working under a valid substitute permit, authorization, or approval issued by the Department.

If the pupil is a Michigan resident and is hospitalized out of state or in Canada, a teacher who is properly certified in the jurisdiction where the hospital is located may be contracted by the school district to provide homebound and hospitalized services.

Hours and Duration of Instruction

General education pupils must receive a minimum of two 45-minute periods of instructional services per week, R 340.2(11). Pupils with an IEP must receive a minimum of two nonconsecutive hours of instructional services per week, R 340.1746.

The sessions can be conducted on the same day, however, there must be an adequate break based on individual pupil's needs.

School districts must provide homebound and hospitalized services during regular school hours unless otherwise scheduled by the school district. The school district is responsible for making homebound and hospitalized services available when a pupil's classes are in session. For most pupils, the program will begin in September

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and end in June with winter and spring breaks. Pupils attending school year-round or on a <u>balanced calendar</u>, otherwise known as a "bona fide year-round school or program established for educational reasons," receives services based on the school schedule/calendar.

Appendix A: Summary of Homebound and Hospitalized Services Requirements

What is it?

Homebound and hospitalized services is provided to pupils unable to attend school because of a medical condition. The provider brings the curriculum from the teacher of record to pupils in the home or in the hospital to help the pupils keep up with their studies.

Who is eligible?

Public school pupils certified by a physician who is either an M.D. or a D.O. or a licensed physician's assistant or a hospital as having a medical condition that requires the pupil to be homebound or hospitalized for a period longer than five consecutive school days are eligible.

A pupil from a nonpublic school or homeschool that is enrolled part-time in a public school may receive homebound and hospitalized services only for those nonessential elective courses that the nonpublic or homeschooled pupil is enrolled in at the public school at the time.

Where do parents apply?

Parents notify the school district their child attends when the pupil is homebound or hospitalized where will result is that more than five consecutive school days will be lost.

When do services begin?

The educating school district must plan for the services to begin as soon as possible but no later than three school days from the date of being notified or the date when the pupil can benefit from instruction.

What is provided through these services?

General education pupils will receive a minimum of two 45-minute periods per week. Pupils receiving the services under the special education rules receive a minimum of two nonconsecutive hours of instruction per week.

The sessions can be conducted on the same day, however, there must be an adequate break between the two sessions based on individual pupil's needs.

Pupils will be provided with instructional materials and assignments that would ordinarily be received in class.

Who can provide the services?

The school district may use any certified teacher to provide the services for general education pupils. When a pupil is hospitalized outside the state, the school district may contract with a certified teacher in another state or Canada.

A certified special education teacher must provide the services for a pupil with a disability where specified by the IEP.

Appendix B: Homebound and Hospitalized Services Legal Authority

MICHIGAN COMPILED LAWS

THE STATE SCHOOL AID ACT OF 1979 (EXCERPT)

Act 94 of 1979

388.1709 Providing appropriate instructional services to pupil requiring hospitalization or confinement at home.

Sec. 109.

- (1)Subject to subsection (2), in order to receive funds under this article, each district or intermediate school district shall provide appropriate instructional services, as determined by the district or intermediate school district, to an enrolled pupil who is certified by the pupil's attending physician as having a medical condition that requires the pupil to be hospitalized or confined to his or her home during regular school hours and that is expected to require the hospitalization or confinement for a period longer than five school days. The district or intermediate school district may provide the services itself or may contract with an intermediate school district, a hospital, a treatment center, or another district to provide the services. In choosing a provider for the instructional services, the district or intermediate school district shall consider which of those potential providers is best able to deliver the appropriate instructional services. The district or intermediate school district shall pay reasonable costs as agreed upon between the district or intermediate school district and the provider for services provided to a pupil under this section.
- (2)A district or intermediate school district is required to provide instructional services under subsection (1) to a pupil placed in a hospital, treatment center, or other treatment facility without the district's or intermediate school district's prior knowledge only if the district or intermediate school district is

notified of the pupil's placement by the hospital, treatment center, facility, or the pupil's parent or legal guardian. Upon being notified, the district or intermediate school district shall plan to provide instructional services under subsection (1) within three school days after being notified.

(3)Not later than October 15 of each odd-numbered year, the department shall prepare and distribute electronically to each district and intermediate school district and make available on its website an explanation of the operation of this section and the respective duties of all affected parties. The department shall provide a copy of the explanation electronically to any other person upon request.

Michigan Administrative Code

School District Pupil Accounting for Distribution of State Aid

R 340.2 Pupils to be counted in membership.

Rule 2

"... (11) A homebound or hospitalized pupil receiving instruction as a result of a medical condition under section 109 of 1979 PA 94, MCL 388.1709, from either the district the pupil is enrolled in or the intermediate school district in a non-special education homebound program may be counted in membership if both of the following provisions are satisfied:

- (a) A minimum of two 45-minute periods of individualized instruction per week is given.
- (b)A certified teacher provides instruction.

(12) An eligible special education pupil who is receiving homebound or hospitalized instruction from either the district in which the pupil is enrolled or the intermediate school district pursuant to R 340.1746 may be counted in membership..."

Michigan Administrative Rules for Special Education

R 340.1746 Homebound and hospitalized services.

Rule 46. (1) A district or intermediate school district shall provide homebound and hospitalized services to a s pupil with a disability in accordance with section 109 of the state school aid act of 1979, 1979 PA 94, MCL 388.1709, and the individuals with disabilities education act, 20 USC 1400 to 1482.

(2) A district or intermediate school district shall not assign more than 12 students at any 1 time to a special education teacher employed for homebound or hospitalized services, or for a combination of these services.

(3) A student with a disability receiving homebound or hospitalized services shall receive a minimum of 2 nonconsecutive hours of instruction per week. Related services may supplement, but not substitute for, the teacher's instruction.

(4) Homebound and hospitalized services are not a substitute for special education programs and services. The provider of homebound and hospitalized services shall, to the extent appropriate, provide curricular experiences that the district or intermediate school district provides in the program where the student is enrolled.

(5) For purposes of this rule, "district" and "intermediate school district" mean those terms as defined in sections 3 and 5 of the State School Aid Act of 1979, 1979 PA 94, MCL 388.1603 and 388.1605.