

MSD of Martinsville  
Special Education Services  
North School  
60 East Cunningham Street  
Martinsville, IN 46151  
Telephone (765)342-4376 FAX (765) 349-5262

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Memo: Principals; Counselors; Nurses  
From: Director  
Date: December 5, 2007; May 4, 2009; Sep 3, 2009  
Re:

### **Homebound Instruction for General Education Students 511 IAC 7**

Homebound instruction means instruction provided to students, *including students without disabilities*, who are unable to attend school. Homebound instruction may be provided at: (1) a student's home; (2) a hospital; or (3) another site; and may be provided in person or by any other technology systems.

*Before* instruction for a student unable to attend school can begin, the parent must provide the school with a written *statement from a physician*\* with an unlimited license to practice medicine that states one (1) of the following:

1. The student has a temporary illness or injury that will require the student's absence from school for a minimum of twenty (20) consecutive instructional days. If the illness or injury occurs less than twenty (20) instructional days prior to the end of the school year and the student needs instruction to meet promotion or graduation requirements, the physician's statement must indicate that the student will be unable to attend school through the end of the current school year.
2. The student has a chronic illness or other medical condition that will require the student's absence for an aggregate of at least twenty (20) instructional days over the period of the school year.

Instruction may continue through the summer to enable a student to complete a semester to meet promotion requirements.

*Instruction must be provided by teachers licensed to teach the grade level of the student.*

The due process procedures provided in 511 IAC 7-30 do not apply to non-disabled students who receive instruction under this rule.

\* Use *Childs Incapacity Form* page 3 of 3 to document requirements. Form can be found at: <http://www.doe.state.in.us/sservices/pdf/ChildsIncapacityForm.pdf>

## **Application Process**

1. The School receives a request from the parent or guardian for homebound services
2. The School provides the parent or guardian with the *Childs Incapacity Form* found at: <http://www.doe.state.in.us/sservices/pdf/ChildsIncapacityForm.pdf>
3. The Student's physician completes Part(s) 1 and 2 of the Childs Incapacity Form page 3 of 3
4. Parent or physician returns the completed Childs Incapacity Form page 3 of 3 to Director of Special Education at North Family Center
5. The Director of Special Education posts the "Homebound" position within the District
6. A student's classroom teacher(s) will be offered the homebound teaching opportunity first. If the teacher(s) is not interested, other teachers with the required licensing will be offered the opportunity to provide services.
7. Direct student instruction begins as soon as the position is filled; *during the interim schools should document the provision of appropriate assignments and/or other instructional opportunities*. Schools may want to consider using technology systems to deliver instructional opportunities.
8. As appropriate, the Director of Special Education may refer "Homebound" students for ADA Section 504 and/or Special Education eligibility determination.

## **Guide for Homebound Teachers**

1. Maximum instruction for students is limited to one (1) hour per day, five (5) days per scheduled instructional week.
2. Homebound instruction may be given only on the days that school is in session - no weekends, holidays, or canceled school days (i.e., days that schools are closed due to inclement weather).
3. Only courses that are appropriate for homebound instruction will be offered. Classes such as music, art, industrial arts, physical education, vocational education, lab science, and others that require special facilities will not be considered.
4. All homebound instruction is to be completed by the last day of school of the second semester unless prior approval has been given.

5. The homebound teacher is responsible for obtaining and returning school assignments and tests to the classroom teacher(s) unless different arrangements are made and agreed upon between the classroom teacher(s) and homebound teacher.
6. The classroom teacher(s) is responsible for all assignments and grading of assignments unless different arrangements are made between the classroom teacher(s) and homebound teacher.
7. The homebound teacher is responsible for contacting the Director of Special Education if assignments are not being completed.
8. Homebound service providers will submit approved reimbursement claim forms to the Director of Special Education at North Family Center for submission to Central Administration Office for processing and disbursement of pay.
9. No homebound instruction will be approved until the Director of Special Education receives the necessary documentation.

#### **Parent's Responsibility**

1. Request the Homebound services
2. Provide the Childs Incapacity Form to their physician for completion.
3. Return the completed Childs Incapacity Form to the Director of Special Education
4. Provide an area for instruction that has a quiet atmosphere conducive for studying.
5. Provide such items as paper and pencils. In addition, the student will need an area to write assignments (desk, table, etc).
6. Monitor assignment completion.
7. Be present in the home during the scheduled homebound instruction time period.
8. Notify the homebound instructor if the student is unable to receive instruction at the specified time.

If the home environment is not conducive for the educational program, the homebound instruction may be modified or withdrawn.