



Book	Administrative Guideline Manual
Section	2000 Program
Title	HOMEBOUND INSTRUCTION
Code	ag2412
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#### 2412 - HOMEBOUND INSTRUCTION

##### Planning and Implementing Homebound Instruction for Non-Disabled Students

- A. Whenever a Principal is notified that a student will be absent from school for health reasons, the Principal should contact the student's teacher(s) and counselor(s) so that plans for individual instruction can be developed. (See Form 2412 F1)
- B. The school counselor(s) (1) will collect the plans from the student's teacher(s) and secure the textbooks and any supplies necessary for the plans to be implemented; (2) forward the plans, textbooks, and supplies to the instructor who will provide the home tutoring; (3) serve as a liaison between the instructor and the student's regular classroom teacher(s); and (4) coordinate with the student's teacher(s) and parent(s) for the successful return of the student to the school setting.
- C. The student will receive instruction only on days that school is in session.
- D. The instructor assigned to provide the home tutoring shall forward grades to the Principal of the school the student attends by the end of each marking period.

##### Planning and Implementing Homebound Instruction for Students with Disabilities

- A. Whenever a Principal is notified that an identified student with disabilities will be absent from school for health reasons, the Principal should contact the school counselor to arrange for that student's IEP Team to meet to temporarily amend the student's IEP, as appropriate.
- B. The school counselor or intervention specialist will (1) secure the textbooks and any supplies necessary for the IEP to be implemented; (2) forward the IEP, textbooks, and supplies to the instructor who will provide the home tutoring; (3) serve as a liaison between the instructor and the student's classroom teacher(s); and (4) coordinate with the student's teacher(s) and parent(s) for the successful return of the student to the school setting.
- C. The student will receive instruction only on days that school is in session. The number of hours of instruction that the student will receive per week will be in accordance with the temporarily amended IEP.
- D. The instructor assigned to provide the home tutoring shall forward grades to the Principal of the school the student attends by the end of the marking period.

##### Assignment and Compensation of Instructors for Home Tutoring

- A. Licensed personnel providing homebound instruction shall be paid as approved by the Board.
- B. All assignments to provide homebound instruction are made through the school of attendance and Department of Academics and Student Learning.
- C. Accurate home instruction tutor reports must be kept of all cases. The home instruction tutor report is to be signed by the parent.
- D. Home instruction tutor reports are to be submitted by the end of the pay period to the Department of Academics and Student Learning.
- E. If there are any questions pertaining to payment for homebound instruction, the Department of Academics and Student Learning should be contacted.

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