

1. There must be a referral to Central Office from a Physician, Building Principal or Director of Special Education or designee.
2. Homebound instruction will commence as soon as practicable. Every effort will be made to identify a homebound teacher(s) and communicate that information to the parent within forty-eight hours (two school days) of receipt of the referral at Central Office. Upon receipt of referral, Central Office staff makes arrangements with the Principal to:
 - a. contact the classroom teacher(s) for books and assignments; and
 - b. have the student's materials available for retrieval by the homebound teacher.
3. Upon notification that a student is on homebound instruction, the teacher of each individual subject shall make available all future assignments and tests, as administered, and changes in text materials, if any. Grading of assignments is done by the classroom teacher(s).
4. The homebound teacher is responsible for making scheduling arrangements with the parent. The homebound teacher retrieves and returns the work to the Building's Main Office or Guidance Office, as appropriate.
5. Homebound students will be notified of progress through five week progress notes and report cards each marking period. Students or parents, who are concerned about information on the progress notes and report cards, should speak to classroom teacher(s), to homebound teacher, and the Central Office Staff, as appropriate.
6. Periodically there may be an investigation by the Superintendent, his designee, or School Physician concerning the continued need for home tutoring for those students with medical or other reasons for such instruction.
7. When a student is to return to school, the Superintendent or his designee will notify the homebound teacher and the school by phone call to the Building's Main Office or Guidance Office.
8. A written medical diagnosis and anticipated date of return is required as documentation to initiate homebound instruction after three or more consecutive days of absence. Documentation for services to continue must be updated at least monthly or upon request.
9. *Elementary students* (K-5) are to receive one hour of instruction per day. *Secondary students* (6-12) are to receive two hours of instruction per day. Instruction is only permitted on days when school is in session. An adult (age 18 and over) must be physically present in the home or alternate location where student and homebound teacher meet for instruction.

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