

Department: Programs and Services
Section: Special Education

Scope	This administrative procedure applies to all students, legal guardian(s), medical staff and board staff involved in providing homebound services for students.
Responsibility	It is the responsibility of the Director of Programs and Services to ensure that this administrative procedure is implemented.
Implementation	This administrative procedure will be implemented by school principals, assisted as needed by appropriate school staff, legal guardian(s) and by the Coordinator of Student Services, assisted as needed by regional Student Services staff.
Procedure	<ol style="list-style-type: none"><ol style="list-style-type: none">Upon the identification of the need for this program option by the student's Program Planning Team, <i>Form AP403.s-1 - Homebound Tutor Service Request</i> is to be submitted to the Coordinator of Student Services for approval prior to initiating service.It is the responsibility of the principal to ensure that <i>Form AP403.s-2 Homebound Tutor Service Application (Medical)</i> is filled out and returned by the student's physician, and then forwarded to the Coordinator of Student Services to complete the application process.Upon receipt of <i>Form AP403.s-3 – Homebound Tutor Service Approval</i> from the Coordinator of Student Services, the principal shall hire a qualified teacher to provide the tutorial service.It is the responsibility of the principal to inform the legal guardian(s) that the Homebound Tutor Service is limited in the number of hours to be provided and is not designed to replace a full school program.<ol style="list-style-type: none">Tutors are to provide service at a time mutually agreed upon with the legal guardian(s).The tutor may be approved to provide up to four hours of instruction time and up to one hour of preparation time per week. This may vary due to health reasons. The specific number of hours will be determined by the Coordinator of Student Services in accordance with allocated resources.<ol style="list-style-type: none">Initial and periodic conferences between the classroom teacher(s) and the tutor are required and shall be arranged by the classroom teacher(s). Classroom teacher(s) will ensure that assignments and materials are ready for the tutor to collect, and assist in provision of appropriate teaching materials where possible.

- (b) It is the responsibility of the tutor to maintain accurate records of assignments and student progress. The tutor must submit *Form AP403.s-4 – Homebound Tutor Service Report*, at the end of each approved service period, to appropriate teacher(s) to form part of the student's evaluation information and to file in the student's Cumulative Record Card.
 - (c) All work completed while on Homebound Tutor Service will count toward a final grade.
6. It is the responsibility of the principal to re-apply for service if service is required beyond the originally approved period. A new application shall be submitted in a timely manner so as not to disrupt the continuation of service.
 7. It is the responsibility of the classroom teacher to record on the Cumulative Record Card when a credit or grade is completed through Homebound Tutor Service.
 8. It is the responsibility of the principal to submit the tutor's weekly payroll forms and mileage claims to the Coordinator of Student Services (mileage may be claimed when the distance from the tutor's home to the student's home, round trip, is in excess of 40 kilometers).

Associated Forms *Form AP403.s-1 - Homebound Tutor Service Request*
 Form AP403.s-2 - Homebound Tutor Service Application (Medical)
 Form AP403.s-3 – Homebound Tutor Service Approval
 Form AP403.s-4 - Homebound Tutor Service Report

Monitoring Procedure

It is the responsibility of the Director of Programs and Services (or his/her designate) to have this administrative procedure reviewed on an annual basis.

The AVRSB Education Committee, Board Members, principals, classroom and resource teachers, parental organizations and other appropriate groups/individual(s) will be consulted when revisions of major significance are made to this policy and administrative procedure.

Sufficient time will be provided to ensure that persons, as above, have appropriate opportunity to react to such recommended revisions.

The Director of Programs and Services shall ensure the results of the monitoring of the policy and administrative procedures are recorded, in writing, and forwarded to the Superintendent of Schools for review.

It is the responsibility of the Superintendent of Schools to report results of the monitoring process to the Board.

This Administrative Procedure will be monitored on an annually.

Superintendent Approved: March 28/02

Ref: BP 403.15, Appendices Form: AP403.s-1, AP403.s-2, AP403s-3, AP403.s-4

Monitoring Date: **Annually**

Revised: