

### **HOME INSTRUCTION PROGRAM**

- A. Children who, because of illness or temporary disability, will be unable to attend school for twenty (20) days or less, should notify the building principal, so that provisions for keeping abreast of classroom activities can be made. Assignments and make-up activities shall be provided on a periodic basis so that re-entry will be routine.
1. Parents Responsibility
    - a. Notify school of reason and probable period of absence.
    - b. Pick up work assignments and return when completed.
  2. School's Responsibility
    - a. Provide assignments necessary to maintain classroom progress.
    - b. Grade, evaluate and advise of progress being made.
- B. Children who, because of an illness or temporary disability, will be unable to attend school or their special education program, even with transportation, are eligible for home instruction.
1. Parent's Responsibility
    - a. Notify school of reason and probable period of absence.
    - b. Provide school with documentation by doctor that probable handicapping period will be in excess of twenty (20) consecutive school days. (Forms available from school)
  2. School Responsibility
    - a. Complete documentation including MFE results.
    - b. Develop IEP appropriate for meeting child's needs.
    - c. Provide one (1) hour of home instruction for each day child is unable to attend school as a minimum by a teacher holding an Ohio teacher's license/certificate.

- C. Other home instruction tutoring shall be in compliance with State Standards. In assigning home instruction tutors, first priority will be to select a Board approved tutor with subject specific licensure/certification in the areas of student need; at a minimum, if such a tutor is not available, a tutor who has licensure/certification in at least one area of the student's needs may be assigned upon the approval of the Superintendent.