

Procedures for Policy 443: HOMEBOUND INSTRUCTION

- I. The tutor will be paid an hourly rate for instruction as indicated in the Northfield Education Association Agreement. Preparation and consultation with teachers may be included in the hours of compensation, but will not exceed $\frac{1}{2}$ hour per hour of instruction. The district's mileage reimbursement will apply to homebound tutors.
- II. The homebound tutor will complete a payroll claim form. The building principal will verify preparation and contact hours, sign the payroll claim form and forward it to the superintendent or their designee.

Procedure 443 Procedures Homebound Instruction
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota

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