

Policies

This policy relates to continuing educational services for students who are homebound or hospitalized and who may or may not be IDEA or Section 504 eligible.

Procedures for Home Tutoring

1. Tutoring may be appropriate for students with a documented medical issue that results in the child not being able to attend school for two weeks or more. Tutoring hours will begin after the first ten (10) consecutive days. (Excused absences that are shorter than two weeks will be addressed by teachers sending work home.)
2. Tutoring is intended to be short in duration, and shall not exceed six weeks in length.
3. Secondary students receive six hours of tutoring per week for up to six weeks. Elementary students receive five hours per week for up to six weeks.
4. Tutoring hours are divided among the content areas by priority, with English and Math first, followed by other core content courses in which the student is already enrolled, with the principal's input.
5. In each content area, the Teacher of Record who has been teaching the student and is listed on the student's schedule will be asked first to act as the Home Tutor.
6. If the Teacher of Record is not interested in home teaching, s/he shall sign off to provide, coordinate, and assess the student's work. In this situation, another home tutor will be assigned.
7. When a student has been absent for an extended period of time and no Teacher of Record is noted, then a certified and highly qualified teacher will be selected from the list of teachers who have sent letters of intent, in order of seniority.
8. Home Tutors will submit hourly biweekly timesheets to the Office of Pupil Personnel.
9. The duration of home tutoring may be extended for up to an additional six weeks with updated documentation of medical need, plan for reentry and the approval of the building principal and Director of Pupil Personnel Services.

Determining Need for Home Tutoring for Students at the School Level

Within three school days of any request for home tutoring, the Principal or designee will:

- Obtain current written medical documentation of need and Release of Information for medical provider.
- Review the student's attendance and progress.
- Determine if there is a medical need for home tutoring, or if accommodations for the student's continued school attendance can be made. (Continued school attendance is preferred, whenever feasible, for the school and the student).
- If Principal notes need for additional information or long term, personalized supports, s/he will convene a Section 504/ADA Evaluation Team meeting to consider the student's need for school-based accommodations.
- Provide medical documentation and approval of home tutoring in writing to the Director of Pupil Personnel.

Policies

- Ask four core Teachers of Record if they would like to serve as Home Tutor within their content area and forward responses to Director of Pupil Personnel.
- Forward sign-off sheets for each Teacher of Record who is not interested in serving as the student's tutor to Director of Pupil Personnel.

Assigning Tutors for Students

Within seven school days of any request for home tutoring, the Director of Pupil Personnel or designee will:

- Receive Principal's written approval for Home Tutoring along with required documentation of medical need provided by treating physician and a list of which Teachers of Record choose to tutor. For six week extensions, a plan of re-entry will also be included.
- Review documentation and list of teachers who are highly qualified in each subject and letters of intent to tutor on file, as needed.
- Approve and complete *Homebound Instruction Assignment Form* based on student's current schedule and Teachers of Record interest in tutoring.
- Email each assigned tutor, with copies to Principal and Director, with student information and start date for homebound tutoring.
- Contact parent to review details of homebound instruction.

Adopted: May 17, 2006
Revised: January 3, 2007
Revised: May 19, 2010
Revised: December 8, 2021