

GLOVERSVILLE ENLARGED SCHOOL DISTRICT HOMEBOUND INSTRUCTION/
HOME TUTORING PROCEDURES

1. Students must be enrolled in the Gloversville Enlarged School District in order to receive homebound instruction/ home tutoring.
2. Parents shall request homebound instruction/ home tutoring, in writing, providing current contact information, the reason for the request and identifying the anticipated duration of the homebound instruction/ home tutoring. Such requests shall be forwarded to the building administrator or Director of Student Support Services for review upon receipt.
3. The request for homebound instruction/ home tutoring must be accompanied by appropriate documentation, such as medical reports or letters from the treating health care provider.
4. Upon receipt of a request for homebound instruction/ home tutoring, the District shall request consent from the Parent(s)/Guardian(s) to communicate with the health care provider regarding the accompanying documentation, anticipated duration of the student's incapacity and projected date of return.
5. The building administrator, his/her designee, or Director of Student Support Services will investigate the request for homebound instruction/ home tutoring to determine whether other appropriate alternatives exist.
6. When an absence is foreseeable (e.g., medically scheduled surgery), homebound instruction/ home tutoring shall be in place as of the date the student is able to receive instruction, in accordance with medical documentation.
7. Parents must arrange for a legally responsible adult to be present in the home/hospital during hours of homebound instruction/ home tutoring.
8. Parents shall collaborate with the school and tutor to provide an environment conducive to learning and shall make every effort to keep homebound instruction/ home tutoring appointments as scheduled.
9. On a case-by-case basis, homebound instruction/ home tutoring may be extended beyond the mutually agreed upon timeframe. In such circumstances, the basis for continuing homebound instruction/ home tutoring must be substantiated by an updated report from the student's healthcare providers in consultation with the parent(s)/guardian(s) and District staff. If homebound instruction/ home tutoring is extended, a transition plan shall be generated identifying the revised return date based on current information.

Instruction Provided

Homebound instruction/ home tutoring may be provided in the setting of the child's home or hospital to which the student is confined, provided that an adult is present during instruction at all times and it is determined that the student is unable to leave the home or hospital to receive tutoring at an alternate site. Otherwise, a public site such as District Tutoring/Learning Center, the Public Library, YWCA, local churches, etc. can be used for tutoring.

Homebound instruction/home tutoring will be provided on regular school days following the school year and summer school calendars. Any exceptions will have to be approved by the Director of Student Support Services.

Coordination of Instruction

1. After approval of homebound instruction/ home tutoring, the Director of Student Support Services or his/her designee will make immediate arrangements for a tutor.
2. The Student Support Services Office will recruit and maintain employment files on Board of Education approved tutors. All tutors are required to have a Bachelor's degree. New tutors will be fingerprinted and have a background check. All information will be kept in their personnel file.
3. For students who are to be tutored due to suspension or expulsion, the requirements for tutoring will be initiated by the building principal or designee. The building principal or designee will complete the application and return it to the Student Support Services Office.
4. Once the tutor has been arranged, the building administrator or Director of Student Support Services shall notify the guidance counselor and direct the student's teacher(s) to provide all appropriate materials and resources to the tutor to enable the student to keep up with classmates.
5. The tutor shall be responsible for maintaining documentation of instructional sessions, submitting completed student work to the school and consulting with the student's teachers at regular intervals regarding the student's home program. At the termination of the home instruction program, the tutor shall return all books and materials to the school and submit a final summary report.
6. The student's teachers shall review and grade all completed work submitted by the tutor and shall generate grades and progress reports accordingly at standard intervals, consistent with District policy.
7. Tutors will provide services as assigned and return the biweekly attendance report/time sheet to the Director of Student Support Services office.
8. Parents or Site Staff must verify each tutoring visit by the tutor by signing the timesheet provided.

Procedure Adopted : July 2009