

## Policy Information

### Series 8000 - INSTRUCTION

#### INSTRUCTIONAL ARRANGEMENTS

##### Home Tutoring (Homebound Instruction)

Policy # 8450

### SUBJECT: HOME TUTORING (HOMEBOUND INSTRUCTION)

Tutoring is provided to pupils who are unable to attend school due to medical or disciplinary reasons. Pupils may receive the equivalent of two (2) hours per day (grades 7-12) and one (1) hour per day (grades K-6) on full days of school delivered by a tutor assigned by the School District.

#### Tutoring for Medical Purposes

- Tutoring is made available to students currently attending a school in the Oswego City School District.
- Tutoring will be provided when it is anticipated that the student will be absent from school a minimum of two weeks and once appropriate documentation is received from the student's physician. After a request is made, the District will make the appropriate arrangements for tutoring.
- The documentation from a physician must specify:
  - a. the medical diagnosis or condition being treated,
  - b. the specific reason the student cannot attend school,
  - c. the anticipated length of time (i.e. starting and ending dates) for tutoring
  - d. limitations concerning the kind of instruction,
  - e. possible precautions the tutor should take during the period of instruction, and
    - f. the date the student will be re-evaluated by the physician (no more than 5 weeks from the initiation of tutoring).
- Requests for tutoring due to mental health/psychological reasons must include the same documentation as above as well as a treatment plan from the student's physician, and/or therapist addressing the student's reintegration into school.
- Generally, part-time attendance (e.g. half-days or 3 days a week) does not qualify for this service; however shall be considered on a case by case basis.

- Tutoring will only be provided within the boundaries of the Oswego City School District.
  
- Generally, students who are tutored are not permitted to attend school or school functions; however, consideration is made on a case by case basis.
  
- The location of the tutoring will be determined on a case by case basis.
  
- If the tutoring occurs in the home, an adult designee over the age of 18 must be present.
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- Communication between the regular classroom teachers and the student's tutor is critical; therefore:
  - a. The regular classroom teacher shall provide materials, feedback on written assignments, and related tests and grades to the student via the tutor, during the period of convalescence.
  - b. All tutors have a duty to insure that all records are accurate, up- to-date, and confidential in those areas relevant to students within their charge.
  - c. Tutors will submit progress to the student's teacher(s).on a weekly basis. The communication will detail daily work the student completed or attempted.
  - d. All assignments (including but not limited to tests, quizzes, projects, papers, and homework) must be returned on time for credit within a given marking period.
  - e. New assignments will be provided by the classroom teacher only upon receipt of previously completed assignments.
  
- Students will be returned to regular instruction with written release of the student's physician. If the documentation from the physician is not updated after a period of five weeks on tutoring the student will return to regular instruction. This will be determined on a case by case basis.

### **Tutoring for Disciplinary Purposes**

- Tutoring is made available to students currently attending a school in the Oswego City School District.
  
- Tutoring will be provided when a student will be absent from school due to a disciplinary action. The tutoring will be arranged as soon as possible, but within two days of the disciplinary action/suspension.
  
- Tutoring will only be provided within the boundaries of the Oswego City School District.

- Students who are suspended are not permitted on school grounds or at any school functions, with the exception of attending tutoring at one of the District's facilities and then only during the time of their tutoring.
  
- The location of the tutoring will be determined on a case by case basis.
  
- If the tutoring occurs in the home, an adult designee over the age of 18 must be present.
  
  
- Communication between the regular classroom teachers and the student's tutor is critical:
  - a. The regular classroom teacher shall provide materials, feedback on written assignments, and related tests and grades to the student via the tutor, during the period of suspension.
  - b. All tutors have a duty to insure that all records are accurate, up- to-date, and confidential in those areas relevant to students within their charge.
  - c. Tutors will submit progress to the student's teacher(s) on a weekly basis. The communication will detail daily work the student completed or attempted.
  - d. All assignments (including but not limited to tests, quizzes, projects, papers, and homework) must be returned on time for credit within a given marking period.
  - e. New assignments will be provided by the classroom teacher only upon receipt of previously completed assignments.
  
- Students will be returned to regular instruction after the suspension period and after a reentry meeting with a District administrator.

Adoption Date: 12/20/2011 Revised Date: 5/6/2014, 11/1/2016

**Policy References:**

Education Law Sections 1604(20), 1709(24), 3202 and 4401  
8 NYCRR Section 175.21

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