



TUTORING IN RUSH-HENRIETTA

Purpose/Criteria

In almost all cases, students learn best when they are instructed in their home school, in the appropriate classroom setting, and with their peers. On occasion, it may be necessary for a particular student's instruction to take place outside of the school setting. Home instruction is intended to be a temporary placement in which a student is expected to transition back to their home school as soon as possible. Tutoring will be provided to any student enrolled in the Rush-Henrietta Central School District who is capable of benefiting from instruction but is unable to attend class in the general school environment. Reasons for home tutoring include:

Medical/Disability: The student has a temporary physical disability or illness certified in writing by a physician, who provides a diagnosis, prognosis, and recommendation that instruction is provided outside the traditional school setting. Parents requesting home instruction due to medical reasons must provide the school nurse-teacher (SNT) or nurse with the physician's formal written request.

Psychological: The student has a psychological or emotional condition, which is certified in writing by a psychologist or psychiatrist, who provides a diagnosis, prognosis and recommendation that instruction be provided outside the traditional school setting. Parents requesting home instruction due to psychological reasons must provide the school nurse-teacher (SNT) or nurse with the physician's formal written request.

Long-Term Suspension: When a long-term suspension is imposed by the superintendent, depending upon the circumstance, the student may receive instruction at home rather than at the Academic Support Center (Webster Learning Center building).

HOMEBOUND TUTORING REQUIREMENTS

A mutually convenient time must be set and a responsible adult must be present in the home during each tutorial session. Should there be a change in the schedule; the tutor must be notified immediately. If a tutor does not show for a scheduled tutoring session, the student's building principal (K-3) assistant principal (4-6) or counselor (7-12) should be contacted. At times, it may be recommended that the tutoring take place in a public setting (i.e. public library, school library, etc.). In this circumstance, it is not necessary for the parent to be present; however, the physician, school personnel, parent, and the Office of Student & Family Services will collaborate to determine the location of the instruction. Instruction must take place within the Rush-Henrietta School Central District boundaries. No exceptions.

The length of service on the *Tutor Request Form* (TRF) is an estimate. Instruction for no more than one week beyond the estimated date is allowed. If an extension is necessary, it must be verified in writing by the certified professional, and kept on file with the original documentation.

All tutoring in effect at the close of the school year expires at that time and, if required in the following school year, must be renewed following the same procedures as outlined.

Responsibilities

Suspended/In-hospital, Homebound students

The District will:

- a) Provide tutoring services for in-hospital/homebound students, and occasionally for long-term suspended students in grades K-12.
- b) Provide tutoring only on days when school is in session. Tutoring does not occur during school holidays, snow days, or school recesses. Day or evening hours are acceptable for tutoring.

The Student will:

- a) Be present and punctual for all sessions.
- b) Be prepared with books, **electronic (learning) device**, supplies, and completed assignments.
- c) Be attentive, cooperative, and respectful throughout tutoring session.

The Parent will:

- a) Be supportive of tutoring efforts, including ensuring consistent availability of student.
- b) Notify the building principal (K-6) or counselor (7-12) of concerns regarding the tutoring services.
- c) Ensure that an adult is present during tutoring sessions.
- d) **Notify the tutor directly if the need should arise to cancel a tutoring session. If possible, this notification must be done 24 hours before the tutoring session is to take place.**

The Office of Student and Family Services will:

- a) Acknowledge receipt of the tutoring referral by confirming with the person in the building making the referral.
- b) Approve home instruction requests and process the Tutoring Request Form.
- c) Coordinate and assign tutors.
- d) Complete change of status (COS) form.
- e) Notify the counselor and principal of the name of the tutor(s) assigned.
- f) Notify parent(s) of the child of the name of the tutor(s) assigned along with phone number.
- g) Supervise all tutors and problem-solve issues that cannot be resolved by the school.
- h) Review tutoring guidelines/expectations with tutors yearly.
- i) Process pay sheets for tutors.

The Building Counselor/Principal/Teachers will:

- a) Complete the tutor request form and forward it to the Office of Student and Family Services. If medical, SNT will forward a copy of the request to the student's counselor and/or principal and the Office of Student & Family Services for approval.
- b) Provide coursework for the student (including any past work that has been missed), a specific list of what is to be covered, and a suggested length of time to concentrate on each area. Coursework should be provided in one-week increments as soon as tutoring is approved and scheduled.
- c) Provide textbooks, workbooks, manuals/answer keys, and rubrics, as well as any tests, outlines, story guides, worksheets, etc., used by the teacher for the student's assigned classes.
- d) Inform the tutor where assignments/materials should be picked up and dropped off.
- e) Counselors will solve issues between teachers/parents/tutors and will notify tutors when student returns to school.

- f) Principals or designee will collect, record, and distribute work for teachers and tutors, and will problem-solve any issue that cannot be resolved by other staff members.
- g) The counselor/principal will complete change of status (COS) form and notify the Office of Student and Family Services when the student is ready to return to regular instruction.

The In-hospital/Homebound Tutor will:

- a) Maintain contact information with the Office of Student and Family Services.
- b) Call the school contact to determine when and where assignments and materials should be picked up and dropped off.
- c) Set up a schedule with the parent and student for instructional time.
- d) Submit a weekly tutoring report with attendance and parent's signature to the Office of Student and Family Services.
- e) Keep logs of all phone calls and any problems or concerns regarding assignments.
- f) Provide instruction to students at times and days that have been scheduled.
- g) Notify the office of Student and Family Services when the hospital/homebound tutoring assignment has been completed or dropped.
- h) Let the Office of Student and Family Services know of anything that keeps the tutor from completing a hospital/homebound tutoring assignment.
- i) Attend CSE reviews (if needed) and develop short written summaries of the student's progress.
- j) Give hospital/homebound tutoring students their final exams. Times and dates of these exams will be provided to the tutor by the school. These are the only times the exams are to be given. If you have a conflict, please notify the Office of Student and Family Services as soon as possible so arrangements can be made for another tutor to administer the exams. All students who are identified through CSE must have their testing modification adhered to.
- k) Return on a weekly basis all completed work to the building.

Necessary Information

- All requests for tutorial services should be sent to the Office of Student & Family Services for review.
- Elementary students receive five hours of home instruction weekly.
- Secondary students may receive up to 10 hours of home instruction weekly. Generally, two hours per week for each core subject (ELA, math, science, and social studies) is provided. We will make every attempt to secure LOTE tutors. Tutoring for elective subjects is not provided but classroom teachers may provide packets, if available, for students to complete on their own.
- The Office of Student & Family Services and/or the district nurse practitioner will conduct investigations as necessary to confirm the continuation of home instruction.
- When students are hospitalized, the hospital usually contacts the Office of Student and Family Services directly. Upon receipt of that call, a Student and Family Services representative will notify the counselor/principal to request a Tutoring Request Form and will complete the change of status (COS) form.