

### **Homebound/Hospital Instruction - Tutoring**

Home or hospital instruction will be provided to any FRSD student whose health or impairment will, as substantiated by a licensed physician's statement, cause him/her to be absent from school for at least 10 consecutive days and the student can benefit educationally from such instruction.

The amount of instructional service provided will be in relation to each child's educational and physical needs and physical and mental health.

The superintendent's office will develop and maintain a list of pre-approved tutors that is refreshed at the start of the academic year or more often as necessary. For an individual to be employed as either a homebound or hospital tutor they must first be approved by the superintendent's office and then by a Stipend or Independent Contractor Contract signed by the superintendent or the superintendent's designee.

Tutors engaged in teaching or tutoring students must hold a current valid State of Oregon Teaching License. A copy of said license is to be on file with the Fern Ridge School District superintendent's office. The Tutor/Independent Contractor is to also provide the FRSD with a copy of their Lane Education Service District Substitute Teacher Registration Card.

Independent Contractors who provide pre-approved individual medical or psychological or special education services should hold appropriate license(s) with the State of Oregon and/or TSPC. Independent Contractors working with special needs students are to be pre-approved by the superintendent's office prior to being engaged and should not be hired prior to being approved by the superintendent's office.

A building principal, building assistant principal or Director of Special Education will be responsible for processing the Tutor Request Form to the superintendent's office. Once the Tutor/Independent Contractor has been approved by the District's Tutor Administrator the administrator making the request will be responsible for validating time allotted to tutoring. Salary for independent consultants or tutors is set by the current master agreement or contract with a given agency or person.

In instances where driving of a personal vehicle is necessary to the tutoring site, mileage will be reimbursed at the current mileage reimbursement rate.

Student eligibility for homebound or hospital instruction/tutoring is as follows:

1. A student who has sustained an illness or injury for a lengthy period of time and has obtained a physician's statement verifying condition and fact that they cannot attend school and would benefit from home instruction.

2. Any student who has been found eligible for special education, has an active IEP, and requires an alternative educational plan on a temporary basis due to extended illness or disciplinary action. Tutoring services must be pre-approved by the superintendent.
3. Any student who, due to pregnancy is unable to attend school on a regular basis. Pregnant students will be encouraged to enroll in the Bethel School District Pregnant Teen Program.
4. Any student who has chronic behavior problems which result in continued suspension or expulsion and is awaiting enrollment into one of the district's approved Alternative Education Programs. The district reserves the right to not sponsor a student who has been placed into two Alternative Education Programs and continues to be persistently defiant.

#### Requesting Administrator's Tasks:

1. Complete a Tutor Request Form.
2. Attach supporting documentation.
3. Send request to superintendent's office. If you have a preference as to which tutor you would like to see working with the student, include their name.
4. The administrator will verify the Student Attendance Sheets and Tutoring Log Forms and turn them in to the superintendent's office immediately upon receipt from Tutor/Independent Contractor.

#### District Tutor Administrator's Tasks:

1. The District Tutor Administrator will contact the tutor and facilitate tutoring with the requesting administrator.
2. The District Tutor Administrator will check-in with parent(s) to verify instruction is taking place and affirm with student(s) teachers that student is making progress.

#### Tutor/Independent Contractor Tasks:

1. Be cleared by superintendent's office to serve as a Tutor/Independent Contractor.
2. Maintain his/her name on file with the superintendent's office.
3. Meet with District Tutor Administrator.
4. Complete a Tutor/Independent Contractor Contract with the District's Tutor Administrator.
5. Contact the parent(s) and/or counselor to schedule a time and place for tutoring. In most cases, instruction is offered in the student's home. If this is not feasible, contact District Tutor Administrator for an appropriate site. Contact Administrator requesting tutor for curriculum instructional materials.
6. Maintain accurate records. These records must be submitted to the administrator by the 5th and/or the 25th of each month for timely payment.
  - a. Do not teach more than the weekly allotted time;
  - b. Tutored Student Attendance Sheet completed by tutor.
  - c. Tutoring Log Form required for each session and completed by tutor.
7. Communicate with District Tutor Administrator to resolve problems or to have questions answered.

## TUTOR REQUEST FORM

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Instruction to begin: \_\_\_\_\_ Estimated term: \_\_\_\_\_

Reason for request (please check appropriate area):

\_\_\_\_\_ Illness, injury (attach doctor's statement)

\_\_\_\_\_ Pregnancy

\_\_\_\_\_ Special Education Student

\_\_\_\_\_ Chronic Behavior

Classroom teacher: \_\_\_\_\_ (If FRSM or EHS student, attach copy of current schedule.)

Signature of Administrator: \_\_\_\_\_

Note: Attach to this request one of the following, as applicable:

1. Physician's statement substantiating illness and verifying the student will be absent more than 10 days.
2. Statement from Director of Special Education if this student is on an IEP and request is due to disciplinary action.
3. Paperwork documenting continued suspension or expulsion while student is awaiting enrollment into a district approved Alternative Education Program.

***Return this completed form to the superintendent's office.***