

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Home Tutoring / Instruction Program

Section: Instruction

Code: IGBG-AR

The District may provide a home teacher to tutor and instruct students confined to their home because of illness, disability or action of school authorities. Upon approval of the superintendent or his/her designee, a tutor/teacher may be provided in cases where a student is to be absent for at least ten consecutive school days. The superintendent or his/her designee may confer with the student's physician, the building principal and other appropriate staff in determining the need for homebound instruction.

Although a student will be withdrawn from enrollment after 10 consecutive days of absence, home or hospital tutoring and/or instruction may be provided to any Bend-La Pine Schools student whose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.

For an individual to be employed as either a homebound or hospital tutor they must first be approved by the district. Tutors engaged in teaching or tutoring students must hold a current valid State of Oregon Teaching License and be registered as a substitute teacher with the High Desert Educational Service District or tutors should have expertise in the content area being taught. They must also pass all district background checks. If not licensed, they must work under the direction and supervision of a licensed teacher. Independent Contractors working with special needs students must be pre-approved by the Director of Human Resources and the Director of Special Programs prior to being hired.

An alternative to Home Tutoring services may be on-line programs. Such programs will require access to the Internet by the student. Students using an on-line option may receive a lesser degree of supervision than available through the traditional one-on-one tutoring format. This option is typically provided to students capable of working on assignments/courses in a more independent fashion who have sufficient familiarity with technology.

A parent may request home tutoring by contacting their child's school Counselor or Case Manager. A building administrator, counselor or Special Services staff member will be responsible for submitting the request form for tutoring services to the Home Tutoring Coordinator's office. Once the request has been reviewed and approved by the Home Tutoring Coordinator, the Home Tutoring Coordinator will be responsible for allocating time to tutoring. Salary for independent contractors or tutors will be set by District guidelines and any contractual agreements.

Student eligibility for homebound or hospital instruction/tutoring is determined 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. A student who has been found eligible for Section 504 and/or special education, has an active IEP or 504 plan, and requires an alternative educational plan on a temporary basis as determined by the IEP team due to extended illness or disciplinary action. Tutoring services must be pre-approved by the Director of Special Programs or the Director's designee.
3. A student who, due to pregnancy, is unable to attend school on a regular basis. Pregnant students will be encouraged to enroll in the District's Teen Pregnant Program.
4. A student who has chronic behavior problems that result in continued suspension or expulsion and is awaiting enrollment into one of the district's approved Alternative Education Programs may be eligible for home tutoring at the discretion of the district.

Requesting Staff Member's Responsibilities:

1. Complete a request for tutoring services (Home Tutor Referral Sheet).
2. Attach supporting documentation.
3. Send request to Home Tutoring Coordinator's office.

Home Tutoring Coordinator's Responsibilities:

1. The Home Tutoring Coordinator will contact the tutor and facilitate tutoring services with the requesting administrator/staff member.
2. The Home Tutoring Coordinator will check to verify instruction is taking place and affirm that the student is making progress.
3. The Home Tutoring Coordinator will verify the hours of instruction provided by each Tutor/Contractor and forward these to the Business Office for payment.

Tutor/Independent Contractor Responsibilities:

1. Maintain appropriate teaching certification through the state of Oregon (TSPC) and registration as a substitute teacher with the HDESD, or provide proof of highly competent teaching skills in a specific content area.
 2. Meet with Home Tutoring Coordinator as necessary.
 3. 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 the Home Tutoring Coordinator to establish an appropriate site.
 4. Contact requesting school/staff members for curriculum and instructional materials.
 5. Maintain accurate records in a form required by the Home Tutoring Coordinator. These records must be submitted to the coordinator on a monthly basis.
 6. Do not teach more than the weekly-allotted time.
 7. Communicate with the Home Tutoring Coordinator to resolve problems or to have questions answered.
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Legal Reference:

ORS 336.615-336.655, 339.020(4)

Reviewed: 12/12/11, 2/11/2013

Approved: 12/12/11, 2/11/2013