

## Instruction

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: HOME TUTORING (HOMEBOUND INSTRUCTION)****Guidelines**

- 1) Home or hospital instruction will be for those students who are physically unable to attend classes as well as all others who are provided for in Education Law.
- 2) The building administrator will make reasonable efforts to ensure that the provision of home tutoring services takes into consideration the impact of school absences on class attendance and grading (i.e., minimal attendance).
- 3) Teachers for home tutoring will be selected by the building administrator whenever needed.
- 4) Physician's certification, Committee on Special Education recommendation, or Superintendent's direction is necessary for home tutoring.
- 5) Home tutoring will terminate as soon as the individual student is able to attend regular classes.

**Responsibilities**

The parent/guardian makes a request in writing for home tutoring of a student after satisfying eligibility requirements. The request shall include the reasons why the student is unable to attend school, with supporting documentation, and approximately how long home tutoring will be needed.

The Superintendent/Committee on Special Education reviews the request and makes a decision. If decision is not to have home tutoring, the Superintendent notifies the parent/guardian of the student. If the decision is to have home tutoring, the Superintendent arranges the personnel and time schedule.