



ARLINGTON CENTRAL SCHOOL DISTRICT

GUIDELINES FOR PARENTS AND STUDENTS HOME TUTORING (HOMEBOUND INSTRUCTION) 2023-2024

The Arlington Central School District considers Home Tutoring (Homebound Instruction) for:

1. A student who is absent for **ten or more consecutive school days** due to a substantiated physical, mental or emotional illness or injury; or
2. A student who is suspended from school for two or more days.

Approval for Homebound Tutoring (Homebound Instruction) by the Office of Pupil Personnel Services is required. Review by the District's Medical Director may be required. Those students who are enrolled in full-time home tutoring (10 hours per week for elementary and 15 hours per week for secondary) are NOT eligible to attend any extracurricular school functions, including after-school clubs, class parties, dances, field trips, etc. If they are well enough to attend these functions, they should be evaluated for a partial-day school schedule. Home Tutoring (Homebound Instruction) is intended to provide continuity for the student while absent from school, but it is not intended to fully duplicate the education the student would receive while attending school. Home Tutoring (Homebound Instruction) sessions focus *solely* on *current* classroom work. It is the student's responsibility to make up any previously missed work. Home Tutoring (Homebound Instruction) sessions are not "retroactive".

SPECIFIC GUIDELINES:

- ❖ Fifteen (15) hours of tutoring per week for students in Grades 6 through 12 with full course loads.
- ❖ Ten (10) hours of instruction per week for students in Grades K through 5.
- ❖ Home Tutoring (Homebound Instruction) may take place virtually, in the student's home or arrangements for tutoring in such places as a public library can be made *with prior approval only*.
- ❖ A parent or guardian over the age of 21 must be present for the duration of the Home Tutoring (Homebound Instruction) session if the session is in person or virtual.
- ❖ Tutoring for hospitalized students, even if out of the area, can be considered as part of the approval process.
- ❖ Home Tutoring (Homebound Instruction) takes place only on days that Arlington Schools are in session for students. Tutoring does not take place on snow days, holidays, vacations, and Regents Exam Weeks.
- ❖ Rules and procedures of the student's classroom teacher(s) are in effect during Home Tutoring (Homebound Instruction). This includes homework procedures, grading rules, etc.
- ❖ Students receiving full-time home tutoring are not eligible to attend extracurricular activities such as clubs, dances, class parties, concerts and field trips.

PARENT RESPONSIBILITIES:

- ❖ Parent or guardian **MUST** be present for the duration of all in person sessions. Another responsible adult over the age of 21 may be permitted to be present in lieu of parent or guardian *with prior approval*.
- ❖ Provide a smoke-free, quiet place for instructional lessons.
- ❖ Ensure that your child is completing all assignments and putting forth appropriate effort.
- ❖ Notify student's home tutor in advance if student is unavailable for tutoring session.
- ❖ Notify child's principal (grades K-5 or school counselor (grades 6-12) as to when student is expected to return to school.

STUDENT RESPONSIBILITIES:

- ❖ Be ready to learn when home tutoring session is scheduled to begin.
- ❖ Complete all assignments on time, including homework.
- ❖ On your own time, practice and/or review topics covered during sessions.