

HOME TEACHING

AR4327

When a student is to be absent for two or more weeks for physical reasons, home-bound or hospital instruction will be furnished upon request of the attending physician in a letter to the Superintendent or upon the authorization of the Superintendent or designee for legal or disciplinary reasons.

1. Requests for home-bound or hospital instruction are to be made to the District Office by the building principal or a designee, on Form A.
2. The building principal, or a designee, will be responsible for supplying all the information on Form A.
3. Tutoring is not to start until the letter from the physician is received and permission has been granted by the Office of the Assistant Superintendent of Schools.
4. The building principal, or designee, will be responsible for informing the Office of the Assistant Superintendent when the child returns to school.
5. Central Administration will be responsible for obtaining a suitable tutor. The Curriculum Office Secretary will obtain a tutor if requested to do so.
6. The principal, or designee, may arrange for an initial meeting of the home teacher and the classroom teacher for planning the student's program.
7. The tutor will be requested to submit an evaluation of the student's work before instruction is terminated. This is to be given to the classroom teacher to be placed in the pupil's cumulative folder.
8. The Curriculum Office Secretary will instruct the tutor to supply the following information:
 - (a) complete a W-4 form;
 - (b) Indicate the kind of certificate held;
 - (c) certificate number;
 - (d) retirement information.

The tutor must complete a vendor's claim on the last day of each month. Each date of tutoring, the hours tutored on each date, and the total number of hours must be listed on the claim form. This form is to be signed by the tutor and given to the Curriculum Office Secretary as soon as possible.

The Curriculum Office Secretary will inform the secretary keeping the attendance register of the exact dates of tutoring.

New York State Education Law states that there is a limit to the number of hours for which reimbursement may be claimed for children taught at home. This limit is fixed by grade and is as follows:

Grades 1-6..... One hour for each school day

Grades 7-12..... Two hours for each school day

A student may not be tutored on Saturday, Sunday, or any time school is not in session. No pay will be authorized for work on days when school is not in session.

Attachment

Revised February 2012

Renumbered from AR6560 – January 2017