



TUTORING SERVICES HANDBOOK

Revised November 2013 (HHS jat)

This handbook is intended to provide assistance to parents, students, teachers, tutors, and physicians regarding procedures for accessing services for students who can not attend school and require tutoring services.

All tutors will be approved by the Board of Education and will be required to be fingerprinted (at their own expense).

Students who have a serious illness/injury which may lead to a prolonged absence from school may request tutoring services through the building principal at the elementary or intermediate levels, or school guidance counselor at the middle and high school levels. A prolonged illness is defined as 10 consecutive days in grades K-8 and 5 consecutive days for grades 9-10 due to intensive scheduling. **It is necessary that the Medical Report for Homebound Instruction form be completed by the parent and doctor.** This form should be filled out completely, including the specific dates that the student can not attend school. Incomplete forms may result in a delay of services. Tutoring services will commence *after* the student has been absent 10 consecutive days (5 days for grades 9-10) *and* the appropriate administrator has received the completed Medical Report for Homebound Instruction form.

For students who are suspended from school, a building administrator will offer tutoring services for the duration of the suspension.

Students receiving tutoring services provided by a public school district may be included in the average daily attendance of the school district's regular school day for the purposes of calculating State Aid provided that each such student shall receive instruction as follows:

1. At the elementary school level, each student shall receive at least 5 hours of instruction per week. To the extent possible, at least one hour of instruction shall be provided each day.
2. At the secondary school level, each student shall receive at least 10 hours of instruction per week. To the extent possible, at least two hours of instruction shall be provided each day.

GENERAL GUIDELINES

For Students/Parents:

- Students should report to the tutoring center at their scheduled time.
- Students are expected to be on time for all tutoring sessions.
- Students should not arrive more than 5 minutes before their scheduled time and should leave promptly at the end of their session.
- Students are expected to fully cooperate with the tutor.
- If a student becomes ill or is unable to attend a tutoring session, it is their responsibility to inform the tutor well in advance of the scheduled time of service.
- A “No Show” will be defined as: A tutor shows up for a scheduled session and the student does not report to the session within 15 minutes of the scheduled start time of the session.
- “No Shows” will be considered a school absence.
- “No Shows” will not be made up.
- 3 “No Shows” may result in the termination of services.
- Suspended students are responsible for getting their books from their lockers before leaving the building in order that they are prepared to complete assignments given to them while receiving tutoring services.
- Transportation must be arranged by the parent. The District has no responsibility to transport students and the tutor is under no obligation to remain at the site with the student after the designated end of the session.
- *It is important that parents recognize that tutoring services are not designed to replace the classroom. Students will be responsible for completing work outside the tutoring environment.*

For Tutors:

- For students receiving tutoring for medical reasons: Tutors will make contact with the parent and student as soon as possible to establish a time to provide instruction.
- Consult with the teacher(s) as necessary to ensure that you understand the material to be presented to the student.
- Collect all work, tests, and quizzes along with other materials necessary from the school.
- Contact the school administrator to report any problems.
- Submit pay sheets to the appropriate school building administrator for each student at least every two weeks. Pay sheets should be filled out completely.
- The mileage reimbursement form should be submitted each month to the appropriate school for each student. Mileage will be calculated from the school to the student’s home and back to the school.
- Tutors will follow the school calendar. No tutoring should be provided on weekends, holidays, or school breaks.
- Students should receive 5 hours of instruction per week for grades K-6 and 10 hours of instruction for grades 7-12.
- A no show will be defined as: A tutor shows up for a scheduled session and the student is either unavailable or unable to participate in the session. “No Shows” count as an absence from school.
 - When a student is a “No Show”, **no time will be made up for that session.**
 - Contact the appropriate administrator when a student is a “No Show” 3 times

- The student's teachers are responsible for getting work assignments to the designated office immediately so that the work can be picked up by the tutor. If assignments are not forthcoming, contact the appropriate administrator so the issue can be resolved.
- Services will be provided at the tutoring center for suspended students.
- Tutors may not transport students.
- After 3 documented attempts to schedule a session, the case will be turned over to the appropriate administrator to determine what further efforts to provide home tutoring will be made.
- Tutoring during testing times is done differently for each student, depending on the student's particular circumstances. Some students are able to return to the school for Regents exams, TONYSS, state assessments, and/or final exams. The school principal (grades K-6) or guidance counselor (grades 7-12) will coordinate the administration of testing.

For Physicians/Psychiatrists:

- Prior to putting a student on extended tutoring, contact with the principal and/or school counselor should be made to review other possible options to tutoring. ***Every attempt to keep the student connected with the school should be made before removing the student from the school environment.***
- Student's schedules can be altered if need be to accommodate the student. Examples include later start time, early release, half-day sessions. These options are considered preferential to tutoring. This allows the student to receive optimal instruction from a highly qualified, certified teacher in an area of expertise.
- Extended tutoring (more than one month) will require a conference with the student's parent/guardian, student (if appropriate), school staff, and person requesting the tutoring.

For Teachers:

- Teachers are responsible to provide work in a timely manner to the designated office when one of their students is receiving tutoring services.
- When new material is covered in a class, teachers are responsible for providing detailed notes for the tutor and student to use.
- Teachers are responsible for providing and grading all work during the suspension period (including long-term suspensions).
- Teachers are responsible for notifying the responsible office secretary if work is not being completed and/or returned in a timely manner.

Tutoring services are designed to be an extension of the classroom. It is important that teachers realize they ultimately make the decision on whether students receiving tutoring have met the course requirements. It is the teacher's recommendation that gives the student the course credit, not the tutor. This design empowers the building professional to maintain standards in courses taught outside the classroom. If a teacher has a concern about the regularity and consistency of the tutoring experience, it is their obligation to report this to building administration immediately. Likewise, if the tutor feels the teacher is not fulfilling the requirements for the student, they are to contact the school administrator.

TUTORING CENTER Q & A

What is the tutoring center?

The Tutoring Center is an alternative educational environment that offers instruction to students who can not attend school due to medical or behavioral reasons.

What is the curriculum at the Tutoring Center?

Students continue their regular curriculum, completing work from all of the classes they are enrolled in at their home school or following a modified regular curriculum, receiving tutoring in some, but not all, of their home school classes. The home school provides assignments to be completed by the student as well as textbooks and other resources needed for the student to complete his or her assignments. The tutoring center teachers provide assistance and clarification for students; however direct instruction in specific content is difficult in the multi-age, multi-ability setting.

What are the requirements for instructional assignments?

1. Assignments must be specific. Course outlines will not be accepted as suitable assignments. If a student requires modifications to the assignments, such modifications should be noted.
2. When students complete assignments and tests the tutor will return them to the home school.
3. The tutor will inform the home school when lack of progress is the result of truancy or lack of effort. Students who do not come to school or who do not make an effort to learn while there will receive a failing grade.
4. Staff from the home school and the tutor will communicate the status of assignments and progress on a regular basis.

How are grades determined?

Grading assignments and tests are the responsibility of teachers at the home school. Teachers at the home school and the tutor must work together. Communication is very important.