

File: I17

## HOME/HOSPITAL TUTORING

The Chicopee Public Schools will provide home or hospital tutoring consistent with 603 CMR 28.03(3)(c) and 28.04(4). To qualify for home/hospital tutoring, the student or his or her parent or guardian must obtain a written order from a treating physician verifying that a student enrolled in Chicopee *must remain at home or in a hospital*, or any combination of both, *for medical reasons* and for a period of not less than 14 school days in any school year. The Physician's Statement, known as Department of Elementary and Secondary Education form 28R/3, must address the following:

1. The date that the student was confined to a hospital or home;
2. The reason why the student's medical condition prevents the student from leaving his/her home to attend school;
3. The expected duration of the student's confinement to the home/hospital, including a specific return date;
4. Any medical needs of the student which should be considered in planning the home/hospital services.

If the district receives a completed Physician's Statement which complies with the aforementioned criteria, the principal will arrange for tutoring services, in the home or hospital, with sufficient frequency to allow the student to continue his or her educational program, as long as the services do not interfere with the medical needs of the student. Tutoring will be offered in basic elementary and secondary subjects that do not require laboratories and/or special equipment and will be subject to the availability of qualified tutors. Tutoring services will be provided one hour a day within the student's home with appropriate adult supervision. In those instances when appropriate adult supervision is not available, tutoring may be provided at an alternative location to be determined by the school district.

At the high school level, students being tutored need to carry the equivalent of 5 year-long courses to comply with the district's promotion requirements. Tutoring services will not be considered special education unless the student has been determined eligible for such services and those services are included on the student's Individualized Educational Plan.

All tutored students will be assigned to particular school-based teachers. It will be the responsibility of the student's tutor to communicate with the designated school-based teacher to obtain all assignments, examinations and teaching materials to instruct the tutored student. All completed assignments and examinations will be returned to the designated school-based teacher for grading and feedback. The tutor and designated school-based teacher may collaborate regarding the grading of the assignments. The tutored student will receive credits for satisfactory completion of all assignments and examinations consistent with the student handbook. Tutoring that occurs during the summer will be overseen by the building administrator or his/her designee.

In the event of an extended home/hospital tutorial, the tutor will prepare written quarterly progress reports discussing the student's performance. The tutor will also maintain an attendance log for each tutoring session.

1st reading: Reg SC Mtg 4/17/2013

2nd reading: Reg SC Mtg 5/1/2013