

HOMEBOUND TUTORING

HOSPITAL INSTRUCTION

SPECIAL EDUCATION SERVICES HANDBOOK

WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT #60
ALTERNATIVE/OPTIONAL EDUCATION PROGRAMS & SERVICES
THE STEPHENS CENTER 1020 GLEN ROCK AVENUE WAUKEGAN IL
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INTRODUCTION

The School Code of Illinois provides for a continuation of learning when a student has had their classroom activities disrupted by physical/medical problems. As these students are referred, they are provided Homebound Tutoring (HBT) Services within the parameters of special education.

Homebound Tutoring (HBT) Services are available to eligible students most frequently for chronic or acute medical conditions, and require:

- physician's note
- specific diagnosis
- recommendation of services
- length of time out of school
- special education interim program
 - require initiation/certification from the Director of Pupil Personnel Services
 - follow IEP goals and objectives

Requests for individualized, one-on-one tutoring for the purpose of increasing comprehension of instruction are not the responsibility of the HBT Office.

ELIGIBILITY REQUIREMENTS

~STUDENTS~

Must be currently registered in a Waukegan home school; the parent/legal guardian must be a resident of Waukegan CUSD #60.

Parental presence in the home is *required* during each tutorial session. HBT Services will be discontinued if student or parent/guardian misses three (3) consecutive or five (5) non-consecutive pre-arranged tutoring sessions.

Students from either private or parochial schools who reside in Waukegan are eligible for HBT Services after they register in their public home school of residence.

Those students who are Special Education eligible will have a copy of the current Individualized Educational Plan (IEP) attached to the temporary program form. This enables the tutor to maintain the student's academic goals and objectives.

It is the responsibility of the student and/or the parent/legal guardian to return necessary forms to the HEALTH CENTER/HOME SCHOOL NURSE and to announce when services are to begin.

ELIGIBILITY REQUIREMENTS, Cont.

~TUTORS~

Tutors must hold a valid current State of Illinois Teaching Certificate (Type 39 - substitute certificate cannot be accepted). Certificate must be on file in the Human Resources Department at Lincoln Center.

Applications for tutoring positions can be obtained at any time throughout the school year from the HBT Office (360-5356).

Tutors will be rotated from the available pool; however, priority may be given in cases when a particular certification or skill (bi-lingual competency, special ed, advanced content, etc) is required or requested. No tutor shall be assigned more than two (2) students during the same time period and preferably only one (1).

REQUIRED FORMS

In order to initiate HBT Services to eligible CUSD 60 students, the following forms are provided by and must be returned to the HEALTH CENTER/HOME SCHOOL NURSE. They are then sent to:

HOMEBOUND/HOSPITAL INSTRUCTION (HBT) OFFICE
COUNSELOR (middle & high school)
HOME SCHOOL TEACHER (elementary)
TUTOR

PARENT CONSENT

Includes basic student and parent/guardian information and requires a parent's signature to verify their request for their child's participation in HBT Services.

MEDICAL CERTIFICATION

Completed by a physician, must include: diagnosis, type of services prescribed, and the length of time the student is expected to be absent from school. A doctor must verify that a student will miss a minimum of eleven (11) consecutive school days during the regular school term before HBT Services can be considered.

RELEASE OF CONFIDENTIAL INFORMATION

Required by law to allow *authorized school personnel* to receive any *necessary* reports or information during the student's absence from school.

MEDICAL CLEARANCE

Must be completed by a physician and returned to the HEALTH CENTER/HOME SCHOOL NURSE ***BEFORE A STUDENT MAY RETURN TO SCHOOL.*** A student who is allowed to return to school without a medical clearance may leave the district exposed to an additional window of liability should the returning student become ill or suffer any other type of incident.

BOOKS & ASSIGNMENTS

Upon notification by the PARENT/GUARDIAN...

The HEALTH CENTER/HOME SCHOOL NURSE will notify:

home school attendance official: to excuse absences for time specified by MEDICAL CERTIFICATION (post-partum leave consists of six {6} calendar weeks from date of delivery unless documentation of amended diagnosis is submitted to HEALTH CENTER/HOME SCHOOL NURSE & HBT OFFICE)

guidance office: to submit first homework request. Assignments are to be collected for pick up by the tutor in the guidance office (high school) main office (elementary/middle school)

HBT Office: to initiate HBT Services

The HBT Office will notify:

tutor: exchange basic student information, length of tutoring assignment

physician: secure and/or confirm any necessary medical information if necessary

Upon notification by the GUIDANCE DEPARTMENT...

District 60 teachers, counselors, and building administrators are obligated by school code to cooperate in providing assignments and materials for eligible students to continue their academic studies while on medical leave.

Teachers are required to assemble books, materials and assignments for the student within three (3) working days of the initial request and submit work to guidance department (high school) or main office (middle and elementary schools) for pick up.

The primary gathering and returning of materials becomes the responsibility of the counselor or the guidance secretary. Assignments/materials should be ready for the tutor to pick up in the guidance office (high school) or main office (middle and elementary schools) *within three working days of the first homework request.*

The student's books and assignments are picked up and delivered to the student by the tutor. In turn, the tutor will return completed assignments to the home school on a *weekly* basis. The home school teacher is ultimately responsible for assessing and assigning grades to the work assigned during the student's absence.

Specific questions regarding assignments will be directed to the assigning teacher through the tutor.

GRADING

All completed work is submitted to the classroom teacher who will assess and assign a grade for each assignment. Situations that require tutoring for more than one semester will be addressed on a case-by-case basis.

Hospital teachers (employed by other than CUSD 60) will provide assignments and grades. It is the responsibility of the classroom teacher to document those grades from the hospital teacher.

SUBJECTS NOT TAUGHT THROUGH HBT SERVICES

Subjects, such as laboratory courses, will be carefully reviewed by the homebound tutoring office, counselor, classroom teacher, and/or special education program administrator (if applicable) to determine the feasibility of instruction for specific courses. Courses given special review include, but are not limited to, Military, Keyboarding, Biology, Chemistry, Computer/Keyboarding, Auto Shop, Printing, Driver's Education.

Students receiving HBT Services who have courses at the Technology Center (TC) require the input/advice of their TC instructor(s) to determine whether the course may be adapted to HBT. Experience has shown that some classes may be appropriately continued while on medical leave.

PAYMENT PROCEDURES

Students participating in HBT Services are entitled to one hour (60 minutes) of direct instruction for each day that school is in session. Tutors are advised to consult the school calendar and to call ahead to ensure the student and parent/guardian will be home.

Documentation of tutoring sessions, attendance, and student progress are to be submitted to HBT Office twice monthly. Tutors are responsible for submitting necessary documentation to the HBT Office in a timely manner. Payroll & Attendance Verification Sheets and Progress Reports must be handed in *every two (2) weeks* during the tutoring assignment. Failure to adhere to these guidelines may result in delay or denial of payment. See below for descriptions of required forms.

As tutors are paid for one-hour (60 minutes) of instructional time. Tutors are unable to request payment if student or parent/guardian is not present at predetermined time/place; therefore, it is recommended that the student or parent/guardian be contacted prior to making a home visit.

Attendance difficulties are documented on the Payroll & Attendance Verification Sheet (blue) and Progress Report (green) and the HBT Office needs to be notified in a timely manner, as

PAYMENT PROCEDURES, Cont.

services will be discontinued if three (3) consecutive or five (5) non-consecutive tutoring sessions are missed by student or parent/guardian. Tutoring may only take place outside of the teacher's contracted working hours (before or after school). It is not appropriate to "make up time" by giving two hours of instruction after a missed day or making visits on non-attendance days. The rate of pay is determined by the Waukegan Teacher's Union Contract.

During the rare occasion that HBT Services are authorized to continue past the end of the regular school year, Payroll Verification Sheets and Progress Reports are to be held by the tutor and submitted to the HBT Office once school starts in the fall.

PROGRESS REPORT (green)

- Used to chronicle the collection and completion of assignments, conversations and visits with student and parent/guardian, contacts between tutor and home school or HBT Office, description of activities during each session, and other pertinent information.
- Document the reason(s) for any and all missed sessions, any conflicts in getting assignments or materials, or any other situation that the HBT Office or Home School would need to be informed about.
- Submitted to the HBT Office twice monthly and at end of assignment; therefore, Progress Reports need to be submitted to HBT Office every two weeks.
- Must accompany Payroll & Attendance Verification Sheet (blue) prior to being forwarded to Payroll Department.
- Forwarded by HBT Office to home school guidance department.

PAYROLL & ATTENDANCE VERIFICATION (blue)

- Tutoring sessions will consist of one hour of direct instruction on school days as determined by school calendar.
- The tutor is to communicate the child's attendance *weekly* to the home school attendance official and must show valid signature from home school attendance official. One hour of tutoring equates to one half (1/2) day of student attendance. The home school attendance official must sign off on this form *weekly* to assure that the child's attendance is being reported accurately.
- The tutor is required to have the parent/guardian sign off on the Payroll & Attendance Verification Form each day that tutoring takes place.
- Submitted to the HBT Office twice monthly and at end of assignment. Any delays in submitting Payroll Verification Sheets to the HBT Office may result in delay or denial of payment.
- Must accompany Progress Report (green) with required signatures prior to being forwarded to Payroll Department.