

Home Instruction Tutor Request

Parent & Physician Handbook



Our Mission: We guarantee that all students achieve success at their full learning potential.

Updated 12/16/15

Home Instruction Tutor Request Informational Packet

Table of Contents

Definitions.....2

Physician’s Request for Tutor Form.....3/4

Superintendent/designee Determination Form.....5

School Board Policy on Home Instruction.....7

Definitions

Appeal process – Parents may appeal the Superintendent/designee’s denial of a tutor with a detailed written letter. This process is referenced on the Determination Form (page 5).

Cancellation policy - Students cancelling three tutoring sessions without 48 hours advance notice or emergency medical conditions may result in the termination of this tutoring agreement. This policy is referenced in the Determination Form (page 5).

Determination – The final decision regarding the request for a tutor, which comes in a form signed by the Superintendent/designee.

IGBG – Tiffin City School Board policy that addresses the need for home instruction tutors as part of the Americans with Disabilities Act. Copied in its entirety on page 6 of this packet.

Physician – A licensed medical practitioner requesting a tutor who completes page 4.

Superintendent/designee – May be the actual Tiffin City Schools Superintendent, or an administrator he or she designates to make the determination regarding tutor requests.

Tutor – a licensed teacher who provides support to students on extended medical leave. The tutor may or may not be licensed in the student’s specific subject areas and may or may not be the student’s regular classroom teacher.

Tiffin City Schools

Physician Request for Home Instruction (tutoring)

Under Tiffin City School board policy IGBG, the Board provides instruction, as appropriate, for students confined to home in compliance with the law. Home instruction tutors are provided for students only after approval by the Superintendent and as verified as needed by a licensed physician or psychologist. If the home instruction teacher assigned is not the regular classroom teacher, the principal arranges cooperative communications among regular classroom teachers and tutor to ensure a proper program of instruction for the student. The duration and time of home instruction is determined by the Superintendent on the basis of information received from teachers, parents, medical personnel and the building principal.

Upon completion by parent & physician, please return form to:

Tiffin City Schools
Board Offices
244 S. Monroe Street
Tiffin, Ohio 44883

Phone 419-447-2515

fax: 419-447-5202

To be completed by parent and school: date form was given to parent _____

Student name: _____

Grade level: _____

Address: _____

Birth date: _____

Phone: _____

Date student last attended school: _____

Please note – Physician must complete reverse of this form and contain his/her signature before request will move to Superintendent. Retroactive tutoring hours may or may not be granted for absences dated prior to the Superintendent receiving the request, approving it, and completing a determination of tutoring hours. No more than 30 excused absences may be reported on this form. After 30 days, the family and physician should complete a new form for Superintendent consideration.

To be completed by physician:

Physician's name: _____ Phone: _____

Office address: _____

Date of student's most recent office visit: _____

Under my orders, this student **may not attend** school from _____ to _____, due to the following medical treatment(s) that would require such absence: _____

The student also **may not attend** items checked below:

- extracurricular activities or events such as concerts, games, ceremonies
- extracurricular activity practices before or after school hours
- his/her employment

I expect student may return to school and/checked activities on: _____.

Please note – no more than 30 excused absences may be reported on this form. After 30 days, the family and physician should complete a new form for Superintendent consideration.

Physician's signature: _____ date: _____

Note – actual physician's signature is required, no stamps please

HOME-BOUND INSTRUCTION

The Board provides instruction, as appropriate, for students confined to home in compliance with the law.

1. Home instruction teachers are provided for students at the request of parents only after such instruction is approved by the Superintendent and verified as needed by a licensed physician or psychologist. Home instruction teachers, who are provided by the school, are paid at the designated hourly rate.
2. Home instruction teachers may be the student's regular classroom teachers only if the Superintendent has given permission.
3. Home instruction teachers must be certificated teachers who hold valid State Department of Education certificates.
4. All work must meet the standards of the State Department of Education and be done under the supervision of the Superintendent. If the home instruction teacher is not the student's regular classroom teacher, the building principal arranges cooperative communications among the regular classroom teachers and home instructors to ensure a proper program of instruction for the student.
5. The duration and time of any home instruction program is determined by the Superintendent on the basis of information received from teachers, parents, medical personnel and the building principal.

[Adoption date: January 9, 1989]

[Re-adoption date: April 26, 1993]

[Re-adoption date: July 23, 2001]

LEGAL REFS.: Americans With Disabilities Act; 42 USC 1201 et seq.

ORC 3313.64
3321.04
3323.05; 3323.12
3331.08
OAC 3301-51-06

CROSS REFS.: IGBA, Programs for Disabled Students
JEA, Compulsory Attendance Ages
JECBC, Admission of Students from Nonchartered or Home Schooling

