

HOME INSTRUCTION RESPONSIBILITIES

Home instruction is provided for those students who have submitted a doctor's note certifying that they are unable to attend school. Once the student has been absent from school for 10 consecutive school days the student becomes eligible for a Camden County Educational Services Commission tutor to go to his or her home for instruction. The goal of Home Instruction is to keep the student current with his/her class work. All students on Home Instruction are expected to complete all requirements that are reasonable; a student who is too sick to come to school will not be able or expected to complete all classroom work in the one hour he/she is tutored weekly.

Guidance Responsibilities

1. If the student will be out longer than 10 school days the guidance counselor should complete the 407-1 form and mail to the Camden County Educational Services Commission so that tutors can be assigned.
2. Notify teacher of a student's absence by completing the homebound instruction notification sheet.
3. Communicate with the parents to explain the procedure and to indicate that tutors will not be assigned for religion or elective classes (not including language).
4. Explain to the parents that they should communicate only with the counselor and the tutor not the classroom teacher.
5. Provide the necessary materials, guidelines and information needed by the tutor.
6. Receive and keep accurate records of materials and grades given to you by the tutor.
7. Check with the tutor periodically about the student's progress.
8. Each counselor must inform the Director of Guidance immediately when a student is placed on homebound. The Director of Guidance is responsible to facilitate a smooth level of communication between the school, parents and the tutor.

Classroom Teacher's Responsibilities

1. Provide guidance with the course guidelines, pertinent notes and handouts.
2. Teachers of religion and electives (not including languages) must fill out the Home Assignment form and return to guidance.
3. Provide guidance with a grade-to-date for student.
4. The teacher will provide the quarter grade only if the student returns during that quarter before grades were due. The tutor's grade must be reflected proportionally in the quarter grade.
5. There will be no classroom teacher expectation or requirement that every in class test and quiz will be completed.

Tutor's Responsibilities

1. Communicate only with guidance counselor.
2. Instruct the student one hour per week.
3. It is required that another adult be present in the home during tutoring sessions.
4. Work assigned between tutoring sessions should be equivalent of a full week's classroom work.
5. Provide a fair assessment for the student based on the material covered and the points stressed during the tutoring sessions.
6. Keep a log of dates/times of tutoring and any sessions cancelled by the student.
7. See that the Director of Guidance receives the completed tutoring log when Home Instruction is completed.
8. Forward the final grade of the tutoring sessions to the guidance counselor.
9. Provide teacher with list of concepts mastered at the end of each quarter.