



Guidelines for Homebound Tutoring

1. Homebound Tutoring is authorized for four (4) or five (5) hours per week (depending on student schedule).
2. The goal of Homebound Tutoring is to help the student cover material being presented in his/her classroom so that the return to school is as smooth as possible.
3. Unless extenuating circumstances exist, only the major subjects (Language Arts/ English, Mathematics, Social Studies, Science) are offered in Homebound Tutoring.
4. The Homebound Tutor will deliver direct instruction (in areas of certification), deliver assignments from the regular subject teacher, monitor exams and coordinate work with the regular subject teacher.
5. The Homebound Tutor may assign a grade only in his/her area of certification; all other grades must be assigned by the regular subject teacher.
6. The Homebound Tutor will communicate with the appropriate administrator if the student is uncooperative or if the student is in danger of failing.
7. The Homebound Tutor will complete a HOMEBOUND TUTORING REPORT for every session and attach it to the EXTRA COMPENSATION TIME REPORT (attached).

GENERAL McLANE SCHOOL DISTRICT

EXTRA COMPENSATION TIME REPORT*

This report is to be completed by the employee on the LAST day of EACH pay period as established by the School District and forwarded to the Building Principal for approval. Only those hours worked within the pay period are to be reported. Lump Sum Supplemental Contracts will be paid only after the season or activity has been completed.

Pay Period # _____ From _____ To _____

Employee _____ Building _____

Part A - Hourly Activities

Date	Activity	Hours	Board Office Use Only
Total Hours			

Part B - Lump Sum Supplemental Contract

As of (Date) _____ my duties as (Position) _____

have been completed and I hereby request compensation of \$ _____ in accordance

with the terms and conditions of my Supplemental Contract.

Employee Signature _____ Date _____

Principal Approved _____ Date _____

Business Manager Approved _____ Date _____

*If the request is for Homebound Tutoring, the **HOMEBOUND TUTORING REPORT** must be attached.



HOMEBOUND TUTORING REPORT*

Student Name: _____

Tutor: _____

Date of Tutoring: _____

Time of Tutor's Arrival: _____

Location of Tutoring: _____

Time of Tutor's Departure: _____

Report of Activities:

Parent/Student Signature

Tutor's Signature

*This report must be attached to the EXTRA COMPENSATION TIME REPORT