

Temporary Excusals and Tutoring Policy

Introduction. Provident, pursuant to the Pennsylvania School Code and State Board of Education regulations, will review and consider approval of temporary requests for excusals from the compulsory attendance requirements of the Commonwealth of Pennsylvania.

Procedure. The Principal & CEO shall be responsible for implementing this policy and for drafting any necessary administrative regulations consistent with this policy.

Eligibility. A student will be considered for a temporary medical excusal under the following conditions:

1. Student suffers from a temporary medical and/or psychiatric condition considered medically urgent and so severe that
 - a. It is likely to persist for more than two (2) weeks during the time that school is in session.
 - b. It is a condition that will prevent the child from attending even part of the school day during the above-referenced timeframe.
 - c. The excusal from school is based upon the recommendation of an appropriately-licensed physician, psychiatrist or licensed psychologist.

Application.

1. The parent must submit a such as an application for approval. Applications are available at the main office, applications must be fully and properly completed by both the parent and physician and submitted to the school. Incomplete or improperly completed forms will not be considered.
2. Requests for a temporary medical excusal based on mental health conditions require the recommendation and signature of a psychiatrist or licensed psychologist.
3. Signatures of licensed nurse practitioners or registered nurses will not be accepted for the purpose of temporary medical excusals.
4. Provident, within the constraints of applicable law, must be granted ongoing permission of the parent/guardian to contact the recommending physician for verification and/or updates of information within the temporary medical excusal application form, including information regarding the medical condition underlying the need for a temporary medical excusal. Revocation of such permission shall constitute revocation of the temporary medical excusal.
5. At any time, Provident I may utilize its school physician to review and deny or approve a request for a temporary medical excusal.
6. Prior to approval of a temporary medical excusal, Provident reserves the right to refer a student to a physician of Provident's choice, at Provident's expense for application purposes, if it so chooses.
7. In the event that Provident chooses to refer a student to its own physician to determine the necessity for a temporary medical excusal, and Provident's physician's opinion is contrary to the family physician, or the recommending physician is unable to substantiate the recommendation, it will be left to the determination of Provident administration whether to grant a temporary medical excusal.

Denial. If, upon Provident's review of the application, a temporary medical excusal is not granted and no other accommodation or arrangements are made or permitted by Provident, the child will be requested to return to regular attendance. In such a case, the student shall be denied any further temporary medical excusal tutoring services, if currently being provided, and the child would then be subject to the mandatory attendance regulations.

Revocation. An approved temporary medical excusal may be revoked by Provident at any time. Where possible, Provident will provide the parent(s) with at least 48 hours' notice of such termination. Revocation will be immediate where a parent ceases to permit Provident to contact the recommending physician regarding the information contained within the temporary medical excusal application, including obtaining updated information regarding the medical condition that necessitated the temporary medical excusal.

Approval Period. Temporary medical excusals approved by the school shall be effective for a specified time period, not to exceed a maximum of sixty calendar days. Upon the expiration of the sixty calendar days, the student will no longer be lawfully excused by temporary medical excuse. However, the parent may apply for a renewal of the medical excusal by following the approval process outlined above. Only one renewal shall be permitted, and further requests for renewal shall be denied. Long-term medical excusals in excess of 120 days must be approved by the Pennsylvania Department of Education.

Co-Curricular and Extracurricular Activities. Students on a temporary medical excusal are not eligible to participate in any clubs, athletics, field trips, programs/performances, and/or other extracurricular activities.

Tutoring. Tutoring during a temporary medical excusal may be provided at the discretion of Provident. It is not a replacement to attendance and instruction in the school setting and is not intended to replace regular instruction. Tutoring is provided to assist the student in maintaining current skills and prevent regression. Tutoring may be terminated by Provident at any time for any reason.

Tutoring Limitations and Conditions.

1. Tutoring will be provided where the temporary medical excusal period is expected to be more than four (4) weeks.
2. Provident will choose the tutors.
3. Tutoring will be a maximum of five (5) hours per week or the maximum that the health and well-being of the student will allow, whichever is less.
4. The availability and amount of such instruction is subject to the availability of certified teachers to provide such services in the home, and Provident is not required to hire or retain additional teachers for this purpose.
5. Provident will attempt to reschedule (but cannot guarantee rescheduling of) missed sessions.
6. Tutoring will be based upon provision of assignments and materials from the student's current courses as provided by the student's teachers. The teachers may modify tutoring assignments to conform to home instruction.
7. Parent must make arrangements to obtain a student's work.
8. Provident may, at its discretion, choose to utilize online tutoring or other programming in lieu of live tutoring.
9. If the nature of course content makes it impossible for the tutor to deliver or teach such content, the student may be required to work on the materials independently. If the subject is beyond the scope of state core content guidelines and cannot be covered by home instruction or study, Provident will not be responsible for covering this material.
10. Each hour of tutoring provided is expected to be supported by one (1) to three (3) hours of independent study, depending on grade level and as permitted by the student's medical condition.
11. The parent/guardian is required to provide the tutor with an educational learning environment within the home conducive to conducting the assigned course work. Family members will not interfere with tutoring sessions. Students must be prepared

for sessions. Tutoring may be terminated if these conditions are not met.

12. A parent/guardian or other adult authority must be present in the home during tutoring.

Credits Earned. Provident may, at its sole discretion, permit a student to complete course work for credit if a student is physically and mentally able to independently complete coursework in a satisfactory manner while on a temporary medical excusal, regardless of whether a tutor is provided. Provident has the sole discretion to permit students to earn credits during temporary medical excusals. If permission is granted, the student must keep up with the class's regular assignments in a timely fashion in order to earn credit. A tutor may administer tests if deemed appropriate by the tutor and Provident, or the student may be required to postpone taking tests until he/she is able to return to Provident. Credit based upon modified assignments and/or course requirements must be approved by Principal & CEO.

Lack of independent work on the part of the student or non-completion of assignments may result in the loss of credit or the student's receipt of an incomplete for a course.

Discontinuation. Although tutoring may be discontinued at any time and for any reason, it will be automatically discontinued if

1. The tutor's presence in the place of a student's confinement presents a hazard to the health or safety of the tutor.
2. A parent/guardian or other responsible caretaker is not at home or does not remain in the home with the student during tutoring.
3. Parents or student routinely cancels tutoring.
4. The medical condition of the student is such as to preclude any benefit from tutoring.
5. Student is routinely unprepared for tutoring sessions.
6. The home environment is not conducive to learning.

Disability Accommodations. Temporary medical excusals are not intended to be and may not be substituted for appropriate in-school accommodations for students with disabilities who are able to attend some part of the school day. Students with disabilities may be entitled to accommodations during the school day under Section 504 and the ADA. Parents seeking accommodations for their students should contact the Principal & CEO.

"Instruction in the home." "Instruction in the home" is a placement within special education that may be chosen by an IEP team where appropriate. "Instruction in the home" is separate and distinct from temporary tutoring as provided for in this Policy. Any parent or guardian who has additional questions about "instruction in the home" or needs further information about what is appropriate for a particular student should contact the Director of Educational Support Services.

If a parent believes his/her child may be eligible for special education services, the parent may request for evaluation through as the Director of Educational Support Services.