INDIVIDUAL HELP/TUTORING

All subject teachers should make themselves available at least one afternoon a week to provide extra help for students. Teachers may require a student to attend who is not performing at a level consistent with abilities. If no improvement is shown, the student will then be referred to the counselor and the parent so notified. Each teacher, will post the day and location of his/her extra help sessions. If convenient for both student and teacher, special help may be given to students by appointment during the school day.

For students in grades 6-8, it is suggested that when the teacher deems it advisable that a child be invited to spend extra time with the teacher after school, the parent should be notified. Parents are responsible for ensuring students have secured alternative transportation (late bus or parent pick-up).

To protect both the school system and the teachers from charges of conflict of interest, the following rules relating to tutoring have been established:

1. A teacher may not privately tutor any child enrolled in his/her class.
2. A teacher may not tutor a student in his/her class who is receiving authorized home bound instruction, unless all other options have been exhausted and the assignment has received administrative approval.
3. No private tutoring for which a teacher receives a fee will be carried on within the confines of the school.
4. Authorized home bound instruction may take place on school grounds at the conclusion of the teacher’s contractual day with administrative approval.

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