

Regulation

TUTORING

In order to be tutored to make up instruction, which a student has failed through private tutoring, the following regulations must be followed:

- A. The student and his or her parent/guardian shall make an application to the principal for approval before tutoring commences;
- B. A student will normally be tutored for a maximum of two hours per week during the school year and four hours per week during the summer non-school period. The weekly hour limitations may be exceeded only with the specific permission of the principal;
- C. Pupils being tutored are subject to the same standards as students in the regular program of instruction. The tutor may obtain a copy of the program requirements from the appropriate teaching staff member. The pupil must demonstrate proficiency in the requirements through an evaluation system established by the tutor which includes multiple criteria, but which contains a test/exam or evaluation structure similar to the regular program and approved by the principal or his or her designee;
- D. Tutors must be certified by the State of New Jersey to teach the subject or grade level in which the pupil is being tutored in order for the pupil to receive credit;
- E. A copy of the tutor's teaching certificate shall be submitted to the principal with the request for tutoring;
- F. Teachers employed in this district (except music) may not tutor students currently assigned to their classes nor may they tutor their own children for credit;
- G. All costs for tutoring are the responsibility of the parents or legal guardians.

Adopted:	October 13, 2004
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