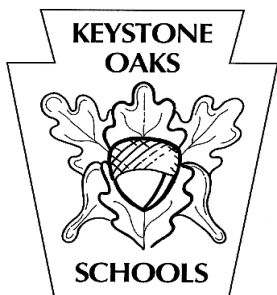


Policy Guide



Policy No. 116

Section PROGRAMS

Title TUTORIAL INSTRUCTION

Adopted AUGUST 21, 1989

Revised APRIL 18, 2017;
FEBRUARY 16, 1998

POLICY NO. 116 TUTORIAL INSTRUCTION	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that some students may require special help beyond the regular classroom program.</p>
Section 2	<p><u>Authority</u></p> <p>When the student’s learning needs are sufficient to warrant help beyond the ordinary classroom instruction, special instruction and services may be utilized. This determination will be made through joint consultation of the classroom teacher, parent/guardian, and the appropriate representative of the administration. Said programs shall include:</p> <ol style="list-style-type: none"> 1. Ongoing communication among administration, teaching staff members, and parent(s)/guardian(s) of students. 2. Evaluation procedures which measure student achievement related to such educational program objectives and standards.
Section 3	<p><u>Guidelines</u></p> <p>Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties.</p> <p>In cases where extra help is desirable and the parents/guardians request such assistance, the building principal or designee may</p>

**POLICY NO. 116
TUTORIAL INSTRUCTION**

recommend that the parents/guardians secure tutorial services for the student from a list of available tutors maintained by the school.

Excusal From School

Upon the written request of the parent/guardian, a student may be excused during school hours for tutoring in a field not offered in the district curriculum if such excusal does not interfere with the student's regular program of studies.

Title 22 Sec. 11.22

The tutor's qualifications must be approved by the Superintendent.

Title 22 Sec. 11.22

The District may establish reasonable conditions for excusal of a student for such tutoring.

Title 22 Sec. 11.22

Private Tutoring

The instructional program for students not enrolled in public schools due to private tutoring by a properly qualified private tutor shall comply with state law and regulations.

SC 1327
Title 22 Sec. 11.31

A properly qualified private tutor shall mean a person who is certified by the Commonwealth to teach in Pennsylvania public schools; who is teaching one (1) or more children who are members of a single family; who provides the majority of instruction to such child or children; and who is receiving a fee or other consideration for instructional services.

SC 1327

Each private tutor shall file with the Superintendent a copy of his/her Pennsylvania certification, state and federal criminal history information and child abuse history clearance. No person who would be disqualified from school employment by the provisions of 24 P.S. § 1-111(e) may be a private tutor.

SC 111, 1327
23 PA C.S.A. Sec. 6344

Annually, the parent/guardian shall provide written assurance to the Superintendent that all instructional requirements are being met.

Title 22 Sec. 11.31

If the Superintendent receives a complaint that a student is not being provided the required instruction or that a student is not making satisfactory progress, the Superintendent may request

Title 22 Sec. 11.31

**POLICY NO. 116
TUTORIAL INSTRUCTION**

evidence of the student's academic progress and documentation that instruction is being provided for the required number of days and hours.

Evidence of satisfactory progress may include samples of student work, assessments, progress reports, report cards and evaluations. Documentation of instructional time may include logs maintained by the tutor or parent/guardian, attendance records, or other records indicating the dates and times instruction was provided.

Title 22 Sec. 11.31

References:

School Code – 24 P.S. Sec. 111, 1205.1, 1327, 1332, 1333

State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.52, 11.22, 11.31, 11.33

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.