

LEBANON SCHOOL DISTRICT

POLICY: 116
SECTION: PROGRAMS
TITLE: Tutoring
ADOPTED: MARCH 19, 2018

116 - Tutoring

Purpose

The Board recognizes that some students may require special help beyond the regular classroom program.

Guidelines

Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties.^{1, 2}

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.³

The tutor's qualifications must be approved by the Director of Student Services.

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

Private Tutoring

¹ 22 Pa. Code 4.52

² 22 Pa. Code 4.12

³ 22 Pa. Code 11.22

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.^{4, 5, 6, 7, 8, 9}

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.

Each private tutor shall file with the Director of Human Resources 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.

Annually, the parent/guardian shall provide written assurance to the Director of Student Services that all instructional requirements are being met.

When the Director of Student Services receives a complaint that a student is not being provided the required instruction or that a student is not making satisfactory progress, the Director of Student Services may request 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, assignments, 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 time instruction was provided.

⁴ 24 P.S. 1327

⁵ 22 Pa. Code 11.31

⁶ 24 P.S. 1327

⁷ 23 Pa. CSA 6344

⁸ 24 P.S. 111

⁹ 22 Pa. Code 11.31