



POLICY

**Haddonfield
Board of Education**

TEACHING STAFF MEMBERS

3232/Page 1 of 1
Tutoring Services

3232 TUTORING SERVICES

School staff members routinely provide time beyond their assigned responsibilities to students who need additional help in their academic programs. This additional help is provided by a staff member on school grounds during their free time during their workday or immediately before or after school hours. The time a staff member provides additional help to a student is an extension of their assigned school district responsibilities and a staff member may not charge a fee for providing this additional help to students.

However, the Board of Education recognizes a school staff member may be privately contracted to provide tutoring services to a student in addition to any additional help a student receives before, during, and/or after the school day. These tutoring services shall be provided to a student under a private agreement between the staff member and the parent and/or student. Private tutoring shall not take place on school grounds.

The Board of Education assumes no responsibility, liability, or obligations for the selection of the private tutor or the quality of the private tutoring services. School staff members shall not provide private tutoring services for a fee or any compensation to any student that is currently enrolled in their classes.

Adopted: 1/24/2019

BOE Revised Date: 11/15/2018

BOE Approved Date: 1/24/2019



REGULATION

TEACHING STAFF MEMBERS

**Haddonfield
Board of Education**

R 3232/ Page 1 of 2
Tutoring Services

R 3232 TUTORING SERVICES

- A. Additional Help in Academic Programs
1. Teachers will make every reasonable effort to assist students assigned to them who need additional help in their academic programs.
 2. Additional help may be given during the course of the staff member's work day or before or after school hours.
 3. This additional help is an extension of the staff member's assigned school district responsibilities and no staff member may charge a fee for providing this additional help to students.
- B. Private Tutoring Services
1. A staff member who believes a student may benefit from private tutoring services in addition to any additional help provided to a student as part of the staff member's assigned responsibilities will inform the Principal or designee.
 2. If the Principal or designee concurs with the staff member's recommendation, he/she or the staff member will notify the student's parent. The Principal or designee will not recommend a private tutor or maintain a list of private tutors. The retention of a private tutor shall be the sole responsibility of the parent.
 3. The responsibility of contracting a private tutor is the responsibility of the parent. The Principal or designee will discuss the student's performance and needs with the student's parent.
 4. The school staff member shall cooperate with the student in providing information and materials used in class and in specifying the areas where the student needs tutoring.
 5. Private tutoring shall not take place on school grounds and any fees or compensation arrangements shall be made between the private tutor and the parent. The Board of Education assumes no responsibility, liability, or obligations for the selection of a private tutor that is contracted by the parent or the quality of the tutoring services provided.
 6. A school staff member may be contracted by a parent to provide tutoring services to a student. School staff members are prohibited from providing private tutoring services to students currently enrolled in their classes or to a student who the staff member participates as a member of the student's evaluation team.



REGULATION

TEACHING STAFF MEMBERS

**Haddonfield
Board of Education**

R 3232/ Page 2 of 2
Tutoring Services

BOE Revised Date: 11/15/2018

BOE Approved Date: 1/24/2019