

## INDIVIDUAL HELP/TUTORING

The Board of Education (the Board) of the Bethlehem Central School District (the District) recognizes the professional responsibility of its staff to provide individual help to those students who can benefit from such services.

### **Individual Help**

All subject teachers should make themselves available on a weekly basis to provide extra help for students who need it. Teachers may require a student to attend who is not performing at a level consistent with their abilities. If no improvement is shown, the teacher should contact the parent. The student may be referred to the counselor and the parent so notified. Each teacher should place on the student and parent portal 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.

It is suggested that when the teacher deems it advisable that a child be invited to spend extra time with the teacher the parent should be notified. Children should always be under the direct supervision of the teacher.

### **Tutoring**

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

1. No teacher shall tutor a student from his/her own class(es) outside of the school for pay. Tutoring activity by a teacher must not impinge upon the teacher's efficiency, effectiveness, or availability in the District.
2. No teacher shall tutor for pay a student from other classes during school hours or on school property.
3. Teachers may tutor for pay students not assigned to the teacher's class(es) during nonschool hours and off school grounds.
4. Students shall not be dismissed from school for the purpose of receiving private tutoring.
5. Persons not employed by the District shall not be permitted to tutor students on school grounds.

Cross References: 2160, School District Officer & Employee Code of Ethics

*Adoption date: March 16, 2016*

*Revised date: May 4, 2016*

*Revised date: March 20, 2019*