

REGULATION – GREENWICH TOWNSHIP SCHOOL DISTRICT

TEACHING STAFF MEMBERS
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Tutorial Services

R 3232 TUTORIAL SERVICES

- A. Tutoring in the Instructional and Athletic Program
1. Teachers or coaches will make every reasonable effort to assist pupils assigned to them who need extra help in the reinforcement of skills.
 2. In-school tutoring or coaching assistance may be given during the course of the school day or during the periods immediately before or after the school day.
 3. In-school tutoring and coaching is part of a teaching staff member's district responsibility and no teacher or coach may charge a fee for such services.
- B. Tutoring or Coaching Outside the School
1. A teacher or coach who believes that a pupil would profit educationally by regularly scheduled outside tutorial or coaching help will so inform the Building Principal. No such recommendation may be made until the teacher or coach has offered extra help in accordance with ¶A.
 2. If the Building Principals concurs in the teacher's recommendation, he/she will notify the pupil's parent(s) or legal guardian(s).
 3. The responsibility of securing a tutor or coach rests with the parent or legal guardian, but the teacher or coach and, where applicable, the pupil's guidance counselor should be prepared to discuss the pupil's performance and needs with the parent(s) or legal guardian(s).
 4. On the parent's or legal guardian's written request (in accordance with Policy No. 8330), the teacher or coach should cooperate with the tutor or coach providing services, in providing information and materials used in class and in specifying skills needing reinforcement.
 5. Private tutoring or coaching is to be provided off school premises, and reimbursement is to be made by the pupil or parent(s) or legal guardian(s) directly to the tutor or coach.



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6. Teachers and coaches are prohibited from providing private tutoring or coaching services to pupils assigned to them in the regular school program. A teacher or coach who tutors or coaches a pupil privately may not participate as a member of an evaluation team or special review assessment team for that pupil.
7. No tutoring or coaching for which a teacher or coach receives a fee shall be carried on in the school building.

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