

## CREDIT FOR PRIVATE TUTORING

### Policy

It is the policy of RSU No. 5 to encourage all students to complete their studies in all academic subjects during the regular school year or in an approved summer school program. The use of private tutors for make-up work or for taking academic subjects for the first time is not recommended.

However, the Board understands that there are special circumstances which may require the use of private tutors. Lack of transportation may make it difficult for students to attend approved summer school programs offered in this area. Students may find it difficult to schedule make-up courses during their remaining school years. In addition, future schooling plans may change; consequently, they arrive at their junior and/or senior years unable to meet prerequisites set for admission by post-secondary schools and colleges. Therefore, credit will be granted for private tutoring under special circumstances. Such circumstances are listed below.

### General

All private tutoring must be done by teachers certified by the Maine Department of Education in the subject areas to be taught. The tutor must plan the student's educational program in cooperation with a teacher in RSU No. 5 who regularly teaches the course to be studied. The tutoring program will follow the prescribed objectives of the course as it is offered in the regular school program.

All private tutoring must be approved in advance by the school principal or guidance counselor in order to be eligible for credit.

### Specifics

Make-up Work (Make-up Courses): Students using private tutors for make-up work must meet with the tutor for a minimum of sixteen (16) hours of instruction to complete their program. In addition to the requisites listed above, tutors working with students who failed during the regular academic year must administer some appropriate diagnostic test to identify academic deficiencies. A standardized test is preferable, however, testimony of deficiencies identified by the regular classroom teacher is acceptable. The tutor and student will concentrate on these past areas of deficiency in order to bring the skills of the student to the minimum acceptable standards. Full academic credit will be granted once a letter is received from the tutor verifying that attendance requirements have been met and that the areas of deficiencies have been addressed and that the student has passed the final exam written by the school.

New Courses: In rare instances students may find it necessary to take academic courses through private tutors for the first time. In order for credit to be granted in these instances, the student must meet with the tutor for a minimum of thirty-two (32) hours of student-teacher instruction. In addition, the program must be carefully planned at the outset between the tutor and the teacher

of the course during the academic year. All course prerequisites and procedures shall be jointly developed between the tutor and the regular teacher following the prescribed course objectives.

The student must meet the minimum level of skill development required by the school in order to receive credit. This will be determined by administering the school's final exam to the student. A letter from the private tutor certifying that the student has met with him/her for the minimum thirty-two (32) hours, has completed the course objectives and has passed the final exam must be submitted to the school before credit will be granted. Full credit will be granted if all these requirements are met.

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