

**9300 SPECIAL INSTRUCTIONAL PROGRAMS**

**9330 Private Tutoring**

For purposes of this policy, the term “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 is receiving a fee or other consideration for instructional services; and who would not be disqualified from school employment by the provisions of 24 P.S. § 1-111 (pertaining to criminal background checks) or 23 Pa.C.S.A. § 6344 (pertaining to child abuse background checks).

In accordance with ~~the School Code~~ **applicable laws and regulations**, the District shall permit a parent, guardian, or legal custodian to retain a ~~properly qualified private tutor~~ **a private tutoring program** in the home. **Private** tutoring programs shall be conducted at the expense of the parent/**guardian**. ~~A private tutor must meet minimal qualifications as established by the Private Tutoring Program Act. The Superintendent or his/her designee shall establish procedures to facilitate the transition of students between the public school system and private tutoring programs. The Superintendent or his/her designee shall establish procedures to determine which programs in the public school system will be made available to students in private tutoring programs.~~

A private tutor must file a copy of his/her Pennsylvania certification and the required state police, FBI, and child abuse clearances (and any required updates to the clearances) with the Superintendent. No person who would be disqualified from school employment by the provisions of 24 P.S. § 1-111 or 23 Pa.C.S.A. §6344 may be a private tutor.

A private tutor must notify the District, in writing, of any arrest or conviction for any offense, as outlined in Section 111 of the School Code, within 72 hours of such arrest or conviction. A private tutor must also notify the District, in writing, within 72 hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.

The curriculum and instructional hours for a private tutoring program must be in compliance with 22 Pa. Code §11.31.

District approval of a private tutoring program is not required to commence private tutoring. However, the parent/guardian shall annually provide written assurance to the Superintendent that all instructional requirements are being met. The

1 parent/guardian must also submit the immunization, and health and medical  
2 services records for their child to the District. Students who complete a private  
3 tutoring program may obtain a Commonwealth Secondary School Diploma.  
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5 A private tutor must provide to the District a list of the names and residences of all  
6 children between 8 and 17 years of age who reside in the District and who he/she is  
7 tutoring; notify the District if he/she ceases to tutor any such student; and, for  
8 purposes of the compulsory attendance requirements, notify the District of any child  
9 of compulsory attendance age who has been absent 3 days, or their equivalent,  
10 during the school year without lawful excuse. Tutoring must be to a single family at  
11 a time. Students from different families may not gather together for instruction.  
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13 When the District receives a complaint that a student is not being provided the  
14 required instruction or that a student is not making satisfactory progress in a  
15 private tutoring program, the Superintendent or his/her designee may request  
16 evidence of the student's academic progress and documentation that instruction is  
17 being provided for the required number of days and hours. Evidence of satisfactory  
18 progress may include samples of student work, assessments, progress reports,  
19 report cards and evaluations. Documentation of instructional time may include logs  
20 maintained by the tutor or parent/guardian, attendance records, or other records  
21 indicating the dates and times instruction was provided. Either the private tutor or  
22 the parent/guardian must keep appropriate documentation in case of an  
23 investigation initiated by the Superintendent or his/her designee in response to a  
24 complaint regarding the private tutoring program. If the Superintendent or his/her  
25 designee determines the program is not compliant, the student is not being provided  
26 the required instruction, or that a student is not making satisfactory progress in a  
27 private tutoring program, the District shall implement the same hearing and appeal  
28 process as are required for a home education program pursuant to 24 P.S. § 13-  
29 1327.1.  
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31 For any child identified by the provisions of the Individuals with Disabilities  
32 Education Act as needing special education services, the proposed private tutoring  
33 program must address the specific needs of the exceptional student and be approved  
34 by:  
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- 36 1. A teacher with a valid certificate from the Commonwealth to teach  
37 special education;
- 38 2. A licensed clinical psychologist; or
- 39 3. A certified school psychologist,  
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41 The foregoing shall not apply if the parent/legal guardian refuses to consent to, or  
42 revokes consent for, the provision of special education services.  
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44 Beginning with the 2019/2020 school year and continuing thereafter, a student  
45 enrolled in a private tutoring program shall not be entitled to dual enrollment in the  
46 District, which means, (i) if a student is enrolled in a home education program, the

1 student shall not be permitted to also enroll in, or receive credit for, any class  
2 offered by the District (including the District's Virtual Academy) or the Warren  
3 County Career Center; and (ii) any student enrolled in the District shall not be  
4 awarded credit by the District for any private tutoring course which is taken while  
5 the student is enrolled in the District. The one exception to this restriction is that a  
6 student who was enrolled in courses at the Warren County Career Center during  
7 the 2018/2019 school year, may continue to take courses at the Warren County  
8 Career Center, and receive credit for said courses, so long as the student is of  
9 "school age" (as this term is defined at 22 Pa. Code §11.12).

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11 The District shall evaluate for grade placement any student enrolling in the District  
12 after being enrolled in a private tutoring program and shall also determine the  
13 credits the District will award towards graduation for those courses completed  
14 pursuant to a private tutoring program. The manner through which the District  
15 determines grade placement and the awarding of credits towards graduation shall  
16 be determined by the Superintendent or his/her designee and specified in a separate  
17 administrative procedure.

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19 **Delegation of Authority**

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21 The Superintendent or his/her designee is hereby authorized to establish  
22 administrative procedures to implement this Policy.

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24 Adoption Date - September 13, 1999  
25 Revision Date - January 8, 2007; **August 12, 2019**  
26 Review Date - February 10, 2014  
27 Legal Reference - 24 P.S. §1327; **24 P.S. §111; 24 P.S. §1205.1; 24 P.S.**  
28 **§1332; 24 P.S. §1333; 23 Pa.C.S.A. §6301, et. seq.**  
29 - 22 Pa. Code §11.22, §11.31, §4.12, §4.52, and 11.33  
30 Cross Reference -