

Benedictine High School

Contract for Private Tutoring for Credit

Policies and Regulations:

- * No more than four credits to make-up for failures of courses required for graduation will be accepted through educational options such as summer school, private tutoring, and approved correspondence courses.*
- * The student must request a private tutor registration contract from the guidance office at Benedictine before retaining the services of a tutor.*
- * The tutor must be certificated in the course area needed and must be approved by the academic dean prior to the start of the tutoring.*
- * The state minimum standards for tutoring for credit must be followed:
The student shall meet with the tutor for a minimum of 20 hours and be assigned 40 hours of homework for each half-credit (.50) earned.*
- * The tutor shall utilize the syllabus of the failed course and the textbook, both which are to be provided by Benedictine.*
- *The tutor is to submit the final exam to Benedictine in a sealed envelope for review and approval before it is administered and the credit issued.*
- *Credits earned through private tutoring shall be applied toward graduation but grades earned through private tutoring shall not be entered into the grade point average.*

(Passed by the Board of Governors, December 19, 1996)

See Reverse Side for Contract

Contract for Private Tutoring

Name of Student: _____

Date: _____

Course for which the tutoring is being taken for credit:

Amount of credit sought: _____ (1.00 or .50)

Tutor's Name: _____

Tutor's Secondary Teaching Certificate Number: _____

Tutor's Subject Area of Certification: _____

(Please attach a copy of your certificate with this form)

Tutor's Agency, Company, or School District (if applicable):

Date tutoring began: _____

Date tutoring ended: _____

Benedictine teacher who must review final exam before it is administered: _____

Final grade issued: _____

At the start of the tutoring this contract is to be taken to the tutor and parents for the needed information and signatures. The student is to return the contract to the Academic Dean who will make a copy for the student files and then send the contract back to the tutor for the duration of the tutoring. At the conclusion of the tutoring the tutor is to provide the Academic Dean with a copy of the final exam for approval before it is administered. The tutor is then to fill out the final grade and return this contract in a sealed envelope to the Academic Dean.

I agree to abide by the conditions of this contract: _____

(Student's Signature)

(Parental signature): _____

(Tutor's signature): _____

(Academic Dean's Signature): _____