



BENEDICTINE HIGH SCHOOL

CONTRACT FOR PRIVATE TUTORING FOR CREDIT

Policies and Regulations

*No more than four (4) credits of credit recovery for required courses for graduation will be accepted through educational options such as summer school, private tutoring, or on-line courses.

*The student must request a private tutor registration contract from the Office of School Counseling at Benedictine before retaining the services of a tutor for credit recovery.

*The tutor must be licensed in the course area needed and must be approved by the Dean of Academics prior to the start of tutoring for credit recovery.

*The state minimum standards for tutoring for credit must be followed: The student shall meet with the tutor for a minimum of twenty (20) hours and be assigned forty (40) hours of homework for each half-credit (0.5) earned.

*Any plan to utilize flex-credit options for credit recovery must be approved by the Dean of Academics before either January 15 (Semester 1) or June 15 (Semester 2).

*The tutor will utilize the syllabus and textbook of the course failed, unless other arrangements have been made with the Academic Dean.

*The tutor may submit the final examination to the Dean of Academics for review before it is given to the student.

*Credits earned through any credit-recovery option will be applied for graduation, but grades earned will not be applied to the student point average in any way.

(Revised by the Benedictine High School Administration, June 2017)

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 0.50)

Tutor's Name: _____

Tutor's ODE License Number: _____

Tutor's ODE area of Licensure: _____

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

Tutoring Agency, Company, or School District (if applicable):

Date tutoring plans to begin: _____

Date tutoring plans to be completed: _____

Final exam may be sent to the Academic Dean for review.

Final Grade issued by instructor: _____

Before tutoring commences, this contract must be completed and signed by the parties involved. The student or parent must present the completed contract to the Academic Dean, who will make a copy for the student files and a copy for the tutor. At the completion of tutoring, the tutor is to complete the final grade line above and return the completed contract to the Academic Dean or Office of School Counseling.

I agree to abide by the terms of this contract:

Student Signature: _____

Parent Signature: _____

Tutor Signature: _____

Academic Dean Signature: _____