

Acalanes Union High School District Educational Services

Guidelines for Communication with Private Tutors

- **Teachers have a professional obligation to communicate effectively with parents and students.**
- **When in doubt, teachers should check with a site administrator to ascertain whether an adult who has made contact with the teacher is truly a person vested with student educational rights.**
- **Teachers should not communicate directly with private tutors without a written release of information agreement from the custodial parent.**
- **There is no obligation for teachers to communicate directly with private tutors. Even when there is a written release of information form and a teacher is receptive to such a release, it is always best to release information directly to the custodial parent, rather than a third party.**
- **Students should not receive extraordinary treatment regarding academic obligations solely at the request of a private tutor.**
- **Extra assignments or supplementary materials should not be supplied to a student due to a request from a private tutor, unless these assignments or materials are or can be made available to all students.**
- **Teachers should use their professional judgment in determining the optimal educational practices necessary to provide students with appropriate learning support opportunities.**
- **Always consider what is in the best academic interest of students while being cognizant of confidentiality requirements.**