



GCMS GUIDELINES FOR EXTRA-HELP

While teachers are available to meet with their students for extra-help, either before or after school, the actual times for extra-help varies for each teacher. Although parents and students can speak to teachers to learn more about their specific schedule for extra-help, here are some general guidelines to keep in mind when seeking extra-help for your child.

1. Students can drop by unscheduled to see teachers during the allotted times of 8:15-8:30 and 2:50-3:30. This is an opportunity for students who may have to ask a quick question about a homework, pick-up an assignment, or obtain material that was missed due to an absence.
2. Extra-help must be scheduled during a time that is mutually agreed upon between the student, his/her parent, and the teacher. This will allow the teacher to plan for your child's specific needs, and be ready to start as soon as your child arrives. No student should arrive before school or after school and expect a teacher to be readily available to meet with them if an appointment was not scheduled and agreed upon. There are times when teachers have faculty and/or other meetings before or after school, and scheduling an appointment for extra-help assures that the teacher will be available for the student. If an appointment is made for extra-help and the teacher is not in the classroom when the student arrives, the student should wait a few minutes or report to the office to have the teacher paged.
3. Unless an arrangement is made in advance with a teacher, extra-help is not an opportunity for students to simply complete homework assignments or an opportunity to earn "extra-credit."
4. Extra-help is to provide students with additional instruction, clarification of assignments; assist with difficulty a student may be having with a specific problem and/or concept; or as an opportunity to reinforce material for the student.
5. Students should have a clear set of questions and know ahead of time what they are asking for help on before scheduling an appointment with their teacher.
6. Unless it is a scheduled parent conference, *at no time* should a parent accompany their child and remain in the classroom while their child is receiving extra-help. Teachers often have more than one student in their classroom during extra-help sessions and having a parent in the classroom infringes on the issue of student confidentiality.