

## TUTORING GUIDELINES

Since the public schools are supported by tax funds, it is assumed that teaching students will be accomplished, to the fullest extent possible, within the range of the student's abilities and application to learning without additional costs to the student, parents or guardians.

It is not considered a desirable practice for employees of this District to tutor or give private instruction to students enrolled in the District.

Only in cases where there is no other feasible solution will approval be granted for a teacher to tutor or give private instruction to a student registered in their class, and when such circumstances exist, the following procedures should be followed:

1. A request to the principal or elementary coordinator should be initiated by the student, teacher, counselor, or parent/guardian.
2. The principal/elementary coordinator or their designated assistant, after consultation with the staff member or members concerned, will make a written recommendation to the District Administrator on forms provided for this purpose.
3. The recommendation will then be approved or disapproved by the District Administrator.

Under no conditions may an employee tutor or give private instruction on school premises for additional remuneration.

Adopted: 12/18/78  
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03/12/07  
Reviewed: 01/08/24