

## PERSONNEL - CERTIFIED

### Private Tutoring

The private tutoring of children is a business arrangement negotiated between the tutor and the client. Whether a tutor is a Regional School District 13 employee or not, when functioning in that capacity, all tutors contracting privately with parents are considered private vendors.

Employees of Regional School District 13 Board of Education may privately tutor pupils of Regional School District 13 under a private contract to a parent provided that:

1. Tutoring is not done during the workday. The tutoring begins not earlier than 1 hour after the daily closing of school.
2. Regional School District 13 employees do not tutor students enrolled in their classes, or who were enrolled in their classes within the preceding twelve months.
3. Regional School District 13 employees shall not solicit tutoring or publicize their availability to serve as a tutor at any time on school property, except as set forth below.

Regional School District 13 employees shall not recommend tutors to parents, except as set forth below.

1. The Guidance Department shall maintain a clearinghouse for tutoring assistance. Employees interested in tutoring may ask that their names be placed on a list of available tutors. Such employees may also specify the area(s) in which they would be available for tutoring. Parents interested in retaining tutors may refer to this list and privately contact the tutor. School premises are not used for the tutoring sessions with the exception of employees who follow the steps outlined in Policy 1330 Use of RSD 13 Properties.
2. Regional School District 13 employees who accept any such tutoring engagements are acting as private individuals, and such tutoring is outside the scope of their employment with Regional School District 13. Regional School District 13 assumes no duty of care or other responsibility to such tutors or to parents engaging such tutors, as any such tutoring engagement is a private commercial matter between the parties.
3. No school system grades or credits will be given for the tutoring work, unless such tutoring is provided as part of an approved summer school or

homebound program authorized in advance by the administration pursuant to Board policy.

4. Parents/guardians will be fully informed that the agreement for tutoring and any financial arrangements thereto are strictly between the parent/guardian and the tutor and is not sponsored or approved by Regional School District 13.
5. No employee shall accept private employment to serve as a consultant or advocate as regards the educational program of a student enrolled in Regional School District 13, including but not limited to attendance at special education meetings or related hearings on behalf of students.

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