

ADMINISTRATIVE PROCEDURE**PERSONNEL****Professional Personnel - Tutoring**

Tutoring shall be defined as when a District teacher provides individual or small group instruction privately for pay and shall be reported as outside employment. The District's policy in this matter shall be as follows:

1. No student shall be excused from school for tutoring.
2. No teacher shall tutor a student from his or her own class or special education caseload without approval of the Building Principal and/or Special Education Director.
3. When discussing private pay tutoring with parents, the staff member shall discuss each case on its own merits.
4. Parents shall be urged to keep the Building Principal or teachers informed of any tutoring that is done outside the District.
5. Financial arrangement for tutoring shall be made between the parent/guardian and the tutor.
6. If a teacher plans to provide private pay tutoring within their Morton 709 classroom, the teacher shall be responsible for making suitable arrangements for building use through their Building Principal, including care and security of the building as related to such private use.
7. The teacher shall reimburse the District a monthly rental fee for each month in which private student or group instruction is provided for a fee. Approval of the Superintendent or his designee shall be required in each case and the Superintendent's Office shall set the rental fee in each case.

ADOPTED: November 14, 1995

REVISED: June 16, 2010, October 21, 2013