

**TUTORING**

The Governing Board expects teachers and other members of the instructional staff to make every effort to resolve students' learning problems at school before recommending that parents/guardians engage a tutor or other professional help. By maintaining a competent, dedicated staff and adequate instructional resources the Board seeks to minimize the need for individual tutoring beyond the district-provided instructional services.

Since the tutoring of students by teachers or other staff members could be interpreted as a conflict of interest, providing greater access to students and parents for outside proprietary gain, teachers and other staff members should exercise caution in entering into arrangements that would provide compensation for services or create time demands that could affect their performance in their district duties and responsibilities.

The following guidelines will preclude conflicts of interest for teachers and other staff members:

1. Teachers or staff members shall not use district time, facilities, equipment, supplies, or the influence or prestige of the position held for the solicitation of students for personal profit or advantage.
2. Teachers or other staff members may not accept any kind of remuneration for tutoring a student enrolled in any of their classes or who may receive any level instructional service by them through district programs.
3. The use of school records or pupil data for the purpose of implicitly or explicitly attempting to recruit a pupil for tutoring or as a customer for any business owned by a teacher or other staff member or in which a teacher or other staff member is employed is prohibited. (Education code 44421.1)
4. If a teacher or other staff member does engage in tutoring students who are not assigned to such teacher or other staff member as part of the instructional program, the teacher or other staff member must perform such service outside of school facilities and make their own arrangements with parents/guardians for the fees to be charged.
5. No outside employment such as tutoring shall be performed by a teacher or other staff member that will be in conflict with the performance of regular professional duties and/or responsibilities.
6. A teacher or other staff member who may become aware of incompatible activities or potential incompatible activities, whether or not specifically delineated in this policy, shall discuss them with their immediate supervisor, Principal or the Superintendent.

**TUTORING** (continued)

Such guidelines should be used by teachers who are on leaves of absence from the District and who may be requested to provide tutoring or other instructional services to district students.

If a teacher or other staff member does provide tutoring or other instructional services, the Board encourages that such tutoring or services be provided only in subjects or grade levels for which a teacher or other staff member is certificated.