



*Section: Programs*  
*Title: Tutorial Instruction*  
*Adopted: April 13, 2000*  
*Revised: June 17, 2010*

**116 Tutorial Instruction**

*Teachers may not tutor students currently enrolled in their classes in subjects which they are currently teaching for a fee or other compensation unless all of the following conditions are met:*

- 1. The student's learning interests and needs are sufficient to warrant special instruction. This determination will be made through joint consultation of the classroom teacher, parent and the appropriate representative of the administration consistent with the expectation of the staff under the Staff Activities and Professional Standards and Best Efforts Clauses of the Collective Bargaining Agreement.*
- 2. Tutoring for a fee should never be done on school time or on school property.*
- 3. Teacher is currently rated professional or above.*
- 4. The teacher must document the learning needs to warrant tutoring and the instructional services to be provided.*
- 5. The teacher, parent and principal must sign a Conflict of Interest Waiver authorizing the terms and conditions of the tutorial arrangement.*

*Teachers are expressly prohibited from soliciting students for tutoring. Teachers are encouraged, and in fact expected, to provide reasonable academic assistance and intervention when a student's academic performance warrants such interaction.*

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*Adopted: 4.13.00*  
*Revised: June 17, 2010*

## ***Conflict of Interest Waiver***

***In accordance with Board Policies involving a Conflict of Interest (#318/418/518) and Tutorial Instruction (#116), the following parties waive any Conflict of Interest involving the tutoring of students (for a fee or other compensation) that are currently enrolled in their classes which they are currently teaching provided that the conditions of Policy #116 are fully met and that all such fees are regionally competitive.***

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***Parent's Signature***

***Date***

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***Teacher's Signature***

***Date***

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***Principal's Signature***

***Date***

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Teacher: \_\_\_\_\_

Student's learning needs that warrant tutoring (include assessment data);

Instructional services you provide this student in the above noted area:

How are you currently addressing this issue in your classroom?

Other factors for consideration: