

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.:	460
Section:	PROFESSIONAL EMPLOYEES
Title:	TUTORING FOR A FEE
Date Last Revised:	4/24/17

460 TUTORING FOR A FEE

Using Attachment A, teachers must disclose to their principal the names of all District students for whom they or their near relatives provide tutoring prior to providing the tutoring.

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DISCLOSURE FORM FOR TUTORING OF DISTRICT STUDENTS BY A DISTRICT TEACHER OR THEIR NEAR RELATIVES	
INSTRUCTIONS: This form must be completed for each occurrence of tutoring and must be renewed annually, unless circumstances change. In the event of a change in status from what is reported herein, such change must be reported within seven (7) days of the change using this form.	
Date:	
Name of Teacher or Near Relative of Teacher:	
Select Type	
Name(s) of District student(s) receiving tutoring. If disclosure of student name is prohibited because of medical privacy or other legally recognized reason, please indicate that reason here instead of providing the student name.	
Brief Description of Tutoring activity including expected duration:	

“Teacher” includes classroom teachers, teachers of special subjects such as music and art, counselors, psychologists, performance activity advisors, aides and related services providers, including but not limited to speech therapists, occupational therapists and physical therapists.

“Tutoring” means providing additional, special, or remedial instruction to a student in the employee’s assigned area(s) of certification.

“Current student” means a student on the employees’ class list or case load or who is otherwise specifically assigned to the employee regardless of the time of year.

“Near relative” means an employee’s spouse, their children and others with whom they make their home.

“Performance activity advisors” means individuals employed in District extra duty for extra pay classifications pertaining to activities in which District students publicly compete or perform.