

Community Relations

Tutoring for Pay

I. Purpose

This policy provides guidance concerning paid tutoring of school district students.

II. General Statement of Policy

Every effort will be made by the principal and involved teachers to help a student with his/her difficulties in school. The district will use established guidelines to prevent a conflict of interest between the family, district and teachers of the district.

III. Guidelines

- A. Teachers may not arrange for a paid tutor or provide paid educational support services to students enrolled in the district without knowledge and approval of the principal or director of special services.
- B. A student's current teacher(s) may not provide paid tutoring for the student or the family during the student's school year.
- C. Teachers who provide paid tutoring to students must also comply with the provisions in Policy 439 (Outside Employment and Conflict of Interest).
- D. The district will maintain a tutor list but will not endorse any particular tutor, perform background checks, or determine licensure status of the tutors listed. Annually, interested candidates or agencies may request to be on the master list.
- E. A district family may request a tutor list from the district's Edina Resource Center, by contacting an elementary school building office or by contacting the secondary school counseling office. The parent/guardian must fill out and sign a tutor/instructor request form, which acknowledges the limitations of the list, prior to receiving the tutor list. As noted on the form, it is recommended that the family conduct inquiries prior to deciding on a tutor.

Cross Reference: Policy 439 (Outside Employment and Conflict of Interest)

Policy adopted: 6/22/09
amended: 9/26/11
revised: 5/18/15
revised: 7/16/18

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policy 908
EDINA PUBLIC SCHOOLS
REQUEST TO BE INCLUDED ON TUTOR LIST

Name _____ Date _____

Address _____ Phone _____

City, State, Zip Code _____

Email _____

Teaching Certification _____ Degree _____

Tutoring Experience _____

Subjects and grade levels in which you are willing to offer tutoring services:

Types of tutoring you are willing to provide (*circle all that apply*):

Remedial Homebound Enrichment All

Comments _____

Please return to:

Edina Resource Center
5701 Normandale Road
Edina, MN 55424

Revised: 9/26/11; 5/18/15; 2/9/16

Appendix II to Policy 908
EDINA PUBLIC SCHOOLS
TUTOR/INSTRUCTOR REQUEST

Note: *This form is to be completed by the parent/guardian when making a request for a tutor.*

I, the parent/guardian of _____ (*student's name*), am seeking a tutor/instructor for my child. I understand that the school district:

- Maintains a list of people who are offering their services for hire as tutors/instructors.
- Has made no investigation or inquiries of any kind into the qualifications, competence, experience, education, morals, behavior, criminal record or personal or professional background of the listed people.
- Will not and cannot make any representations – professionally, personally or otherwise – about the listed people.
- Is providing this list of possible tutors/instructors to me as a courtesy and that the school district does not endorse them in any way.

Further, I understand that I should make my own inquiries, investigation and decision as to whether a person is fit, professionally or personally, to act as a tutor/instructor for my child.

Signature _____

Printed Name _____

Address _____

City _____ Zip Code _____

Date _____

Return form to:

Edina Resource Center, 5701 Normandale Road, Edina MN 55424