

**COLOGNE ACADEMY  
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

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**439 TUTORING POLICY**

Cologne Academy recognizes that additional tutorial support through direct instruction can be beneficial to students. Teaching staff working in partnership with the building administrator and student's parents can provide tutorial services to students that are intended to improve his/her academic skills within the regulations established by Cologne Academy.

**I. DEFINITIONS**

- A. Teaching Staff -all licensed teaching staff members who are employed by the school district including substitute teachers.
  
- B. Students - Individuals who are enrolled in educational programs within the Cologne Academy.
  
- C. Tutoring - Individuals or small group instructional support of academic work to improve a student's understanding of specific skills, subject matter or course offering.

**II. TUTORIAL SERVICES**

- A. Voluntary Tutorial Services - unpaid services provided a student beyond the school day or school year. Teachers are required to receive administrative approval for use of the facility when services are provided at Cologne Academy.
  
- B. District Approved Tutorial Services - services provided by teaching staff beyond the school day or school year for which staff are reimbursed a fee for their services. District approved tutorial services require pre approval from the administration based on an established student need. Arrangements for the tutorial services will be completed collaboratively between the building administrator and the teacher providing the services.
  
- C. Private Tutorial Services - Teachers may not privately tutor a student currently in their class for a fee.

1. In addition, tutoring cannot use school resources (examples include: LLI curriculum, STEP tools, FastBridge or any other Tier 1, 2, or 3 resource of Cologne Academy).
2. Teaching Staff may not use Cologne Academy's media platforms to solicit service
3. Teaching Staff must seek prior approval to tutor on site.
4. Teaching Staff's work obligations come first. For example, teaching staff is not allowed to decline an IEP meeting because of a tutoring session.)

D. Grading Impact - tutorial services can not directly impact a student's grade. A student's quarterly, semester, trimester or final grade may not be altered as a result of tutorial services provided.