PRIVATE TUTORING / CAMPS AND PROGRAMS

Employees must disclose in writing to his or her immediate supervisor any private tutoring of District students for pay. "Private tutoring" is any tutoring, teaching, or otherwise advising on instructional material outside of the regular course and scope of the employee's duties for pay. "Private tutoring" does not include tutoring done at the direction of an employee's supervisor. "Private tutoring" includes academic and extracurricular camps and programs.

All notifications of private tutoring shall be forwarded to the appropriate Assistant Superintendent. Employees shall not solicit private tutoring jobs during the work day. An employee shall not engage in private tutoring of students who are currently enrolled in a course or activity taught or coached by that employee.

DISTRICT DIRECTED TUTORING

Employees may only be paid additional sums of money for tutoring of students that takes place outside of the work day. "Work day" is defined as the daily time schedule for the position as determined by the employee's supervisor.

Exempt Employees

Teachers and other exempt professionals may be paid by the district to tutor students (both their own and other students) outside of the work day or on non-contract calendar days. The tutoring must occur outside of the normal work day for the teacher or exempt professional. The tutoring assignment must be district initiated and offered by administration. The hourly rate shall be a standard rate as determined by the district. (Contact Human Resources)

Nothing in this regulation prohibits the district from requiring a teacher to participate in job related activities outside the normal work day such as PTA meetings, faculty meetings, etc.

Non-exempt Employees

Full-time non-exempt employees may be paid by the district to tutor students outside of their normal work day. The tutoring assignment must be district initiated and offered by administration. The hourly rate paid will be the employee's hourly rate. Hours worked during a work week in excess of 40 hours will be paid at time and one-half in accordance with FLSA.

STATE AND FEDERAL FUNDING

Teachers, and other exempt professionals who provide tutoring to students before or after school and are funded by compensatory education funds such as state compensatory education and/or Title money, must maintain a roster of students for each session. Depending upon grade level and age of students, the

students must sign-in during each session. In addition, teachers must maintain documentation of tutoring lesson plans and a tutoring agreement must be signed by the teacher and maintained at the campus level.

Attachments:
Title I and II Tutoring Agreement
Tutoring Pay Flow-Map for Title-Funded Tutoring Services