

The following guidelines will be used to implement policy DBD (LOCAL):

1. An employee will not privately tutor his or her own students for pay, except during the summer months. "His or her own students" is defined as:
 - a. Elementary – a student enrolled in the grade level in which the teacher is assigned.
 - b. Secondary – teacher of record assigning grades to the student.
2. An employee will not privately tutor his or her students for pay on school property.
3. District resources, assessments, materials and equipment are not to be utilized for private tutoring.
4. An employee who tutors his or her own students must follow the same guidelines that tutors outside the District must follow.
5. A tutor will not be allowed to discuss the child's progress with the child's teacher unless the parent has given written permission to the teacher to exchange information with and/or work with the tutor.
6. A tutor will not be allowed to request testing, assignments or any other information from the child's teacher unless the parent has given written permission to the teacher to release this information. A tutor is considered to be a third party and school officials cannot release information to the third party about any student other than in compliance with the Family Education Rights and Privacy Act (FERPA). (It is recommended that information about the child be shared with the parent directly and the parent communicates the information to the tutor.)