

PROVIDING PRIVATE EDUCATIONAL SERVICES PROCEDURE

District employees may enter into private service for economic gain by providing educational services, such as tutoring, to district students subject to the following:

- No teacher may tutor a student they presently instruct except under extreme circumstances and as approved by the Superintendent.
- The employee will submit a letter to the Superintendent through the building principal, containing the following information:
 - Student's name/age
 - Student's parents name/address
 - Person(s) requesting service(s)
 - Student's present school/grade/program
 - Service(s) requested including duration/location/fee
 - Rationale and a statement describing the District options previously pursued
 - Any potential for conflict of interest with the School District
- The District employee will be notified in writing, within five (5) working days of the Superintendent's decision.
- Educationally related services will not be conducted during the staff workday.

Adopted: October 11, 1983

Revised: 3/3/98