

MINNETONKA PUBLIC SCHOOLS

POLICY #541: TUTORING OF STUDENTS

1.0 PHILOSOPHY

The District Vision Provides, in part, that:

- 1.1 *Serving students well and inspiring them to reach their highest levels of personal and academic achievement is the essence of our quest to become a world-class public school district.*
- 1.2 *As in any democratic endeavor, we must recognize that there are different levels of ability, needs, desire, and interest among the students we serve. Our commitment is to effectively utilize the resources of the District and align them for the maximum, benefit of each child.*
- 1.3 *In an effort to eliminate artificial boundaries to our students' pursuit of knowledge and skills, Minnetonka students will be encouraged and supported to progress beyond the confines of traditional grade levels and classroom work.*
- 1.4 *Once students demonstrate mastery of a subject area, they will be able to explore accelerated learning experiences that require greater depth of knowledge and complexity. Differentiated instruction and opportunities for self-directed learning will be essential components of a Minnetonka education. We will acknowledge that students' abilities may differ from subject to subject and will provide opportunities accordingly.*
- 1.5 *The District will identify and respond to special learning needs as early as possible. We will provide personalized curriculum and staff to help students with special needs reach their life goals. Our staff will constantly strive to find new ways to meet our students' needs that are respectful and cost-effective.*

2.0 Definitions

- 2.1 Within the context of this policy, tutor shall refer to an instructor or other_employee who gives additional, special or remedial instruction to students.
- 2.2 Volunteer tutor shall refer to an instructor or other employee who gives additional, special, or remedial instruction to students at no cost to the student, to the student's family, or to the district, and who receives no financial remuneration for tutoring.

- 2.3 Paid tutor shall refer to an instructor or other employee who gives additional, special or remedial instruction to students, and receives some financial remuneration for tutoring, from any source, which could include the student, the student's family, the School District, or a third party.

3.0 Value of Tutoring

Minnetonka Schools recognize that tutoring of students can be helpful to student achievement, as a supplement to the expectations of the District as described in the District's Vision. Examples include:

- 3.1 A student with special gifts such as music can benefit from added instrumental, voice, or music theory lessons.
- 3.2 A student who has difficulty with reading, math, or some other subject can often benefit from additional instruction provided on a tutorial basis.
- 3.3 Thus, tutoring as a teaching/learning activity has a proper place in the whole array of student services. Extensions of learning outside the regular school day are very helpful in student personal growth and academic development.

4.0 Guidelines for Paid Tutoring

Minnetonka Schools also recognizes that tutorial help can be provided in many ways, some of which are appropriate, and some of which are perceived as a "conflict of interest" and should be avoided.

- 4.1 In making a professional judgment, teachers should be governed by other school district policies, and by the *Code of Ethics for Minnesota Teachers*, which provides, in part: "A teacher shall not use professional relationships with students, parents, and colleagues, to private advantage". (8700.7500 subpart 2 E)
- 4.2 Other employees should be governed by the same expectations described in 4.1.
- 4.3 Tutorial Instruction During Student and Teacher Work Day: Tutorial help given to a student before and after school during a teacher's duty hours is also encouraged. No extra pay is authorized by the District, because such help is considered a part of the annual teacher's contract, and is part of the District's responsibility to the student.
- 4.4 Paid Tutoring of an Employee's Own Students Before or After Regular Duty Hours:

Tutoring instruction of an employee's daytime students for private pay before or after regular duty hours is strongly discouraged in Minnetonka Schools.

Providing tutorial instruction for private pay to a student who is assigned to an employee's class during the regular workday may well be a "conflict of interest,"

even though the service is rendered by the employee outside his or her regular duty day.

4.5 Other Standards

4.5.1 Provision of paid tutoring to students who are not assigned to one's class during the regular duty day raises fewer conflict of interest or other ethical questions but is also subject to the *Teacher Code of Ethics*.

4.5.2 Provision of paid tutoring to a former student such as might occur in the summer months or in years following regular classroom instruction would be subject to the Teacher Code of Ethics, and to Section 6.2 and 6.3 of this policy.

5.0 Tutoring of Minnetonka Students at School Sites:

5.1 Volunteer tutoring is permitted in the schools under the direction of the school principal, and the volunteers must meet the qualifications otherwise in place.

5.2 Paid tutoring at school sites is permitted only through the School District's tutoring program, coordinated by Minnetonka Community Education and Services. No paid tutoring on school sites is permitted other than through this program.

5.3 The School District shall develop procedures to implement this section of the policy.

6.0 Other Considerations

6.1 An employee is authorized to provide paid tutoring that would otherwise not be acceptable under this policy under the following circumstances:

6.11 That under another district policy, such as Policy #540 (Homebound Instruction) the District is authorized to provide paid tutoring, and the employee is assigned by the principal or other supervisor to provide the tutoring with the added compensation paid to the employee by the District.

6.12 Other compelling circumstances authorized by the District administration in writing in advance.

6.2 Employees who are considering engaging in paid tutoring and anticipate serving students of the School District are advised to disclose their plans in advance to the employee's supervisor.

6.3 Employees who engage in paid tutoring are obligated to conform with all district policies, including those cross-referenced below.

Cross References: Policy # 210: Conflict of Interest
Policy # 404: Employee Background Checks
Policy # 412: Employment Reimbursement Policy
Policy # 450: Teaching Excellence
Policy # 452: Administrative Supervision of Teachers
Policy # 502: School Attendance and Truancy
Policy # 515: Protection and Privacy of Pupil Records
Policy # 540: Homebound Instruction
Code of Ethics for Minnesota Teachers
(Minnesota Rules, 8700.7500)

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