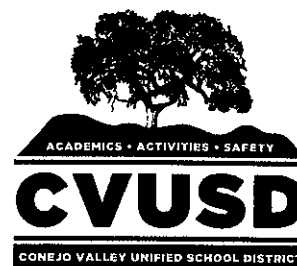


Ann N. Bonitalibus, Ed.D.  
Superintendent

Mark McLaughlin  
Assistant Superintendent, Personnel Services



## **PLEASE POST!**

### **MEMORANDUM**

TO: All Administrators and Teachers

FROM: Mark McLaughlin, Assistant Superintendent, Personnel Services

DATE: September 16, 2015

**SUBJECT: Board of Education Policy 4362 – TUTORING**

Certificated employees may provide tutoring services to students from their work location that are enrolled in other classes and/or grade levels or to students enrolled at other schools (K-12) in the District.

During the summer months, certificated employees who are teaching summer school may provide tutoring services to students from the summer school site who are enrolled in other classes and/or grade levels, to students not expected to be enrolled in the employee's classroom in the fall at the school year work site or to students enrolled at other schools (K-12) in the District.

It shall be a conflict of interest for a District employee to tutor or provide services to students in the following situations:

1. Tutoring for compensation (monetary or material) of students who are on the teacher's current roll book.
2. Conducting group tutorials for compensation (monetary or material) which are designed to prepare students for Conejo Valley Unified School District secondary final exams. (Group is defined as more than one student in attendance.)
3. Use of a District classroom without permit to provide paid tutorial service.
4. Tutoring for extra compensation (monetary or material) during the contract day.
5. Providing counseling for therapy service for compensation (monetary or material) for a student within the provider's District caseload.
6. Recruiting and/or soliciting students, parents or other employees to recruit students for paid tutorial services.
7. Outside tutoring shall not be recommended as a substitute for the District's or school's educational responsibilities.

Exceptions to the above may only be granted by the Superintendent or his/her designee.

MM:ecl