

## **Needham Public Schools Private Tutoring on School Property Guidelines**

The following Guidelines for Private Tutoring have been developed to inform staff and parents of acceptable practices for tutoring for pay within school facilities.

**All staff who plan to use school facilities to conduct tutoring for pay must read these guidelines and complete a *Tutor Form* for each student before tutoring begins.**

1. No Needham teacher/employee may tutor for pay a child in his/her own class.
2. Tutoring for pay on school property is allowed if:
  - The tutor is an employee of the Needham Public Schools.
  - The tutor pays an annual registration fee set by the school system.
  - The tutor registers with the Director of Community Programs and External Funding.
  - The tutor accepts the established rates set by the school system.
  - The tutor begins sessions for pay no earlier than one hour after school is dismissed.
  - The tutor concludes morning sessions for pay no later than one hour before school begins.
  - The tutor informs the student's counselor and student's teacher of the tutoring arrangement.
  - The tutor has received the approval of the building principal where the tutoring takes place.
3. Tutoring forms are available on the Community Education section of the Needham Public Schools website at  
[http://rwd1.needham.k12.ma.us/community\\_education/Tutoring](http://rwd1.needham.k12.ma.us/community_education/Tutoring)
4. Current tutoring pay rates and the registration fee amount are on the tutoring form.
5. Payment for tutoring sessions is made from the parent to the teacher.

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