

## STAFF PERSONNEL

Code No. 408.3

Policy Title: **LICENSED EMPLOYEE TUTORING**

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent.

Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent.

Legal Reference: Iowa Code §§ 20.7; 279.8 (2013).

Cross Reference: 401.12 Employee Conflict of Interest  
402.6 Employee Outside Employment

Approved: September 23, 1998

Reviewed: January 16, 2002

Reviewed: December 21, 2011

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