

**COUNCIL ROCK
SCHOOL DISTRICT**

**ADMINISTRATIVE
REGULATIONS
Revised November 7, 2012**

INSTRUCTIONAL TUTORS

Access to Tutors:

1. For the convenience of our parents, the Council Rock School District will maintain a list of available instructional tutors. The list will be maintained by the Supervisor of Pupil Services in consultation with the Guidance Departments at each middle school and high school and the Guidance Counselors at the Elementary level. That list will be available to interested parents and students through their assigned Guidance Counselor.
2. The Instructional Tutor list shall be comprised of Council Rock School District employees and other independent tutors. Council Rock employees on the list are highlighted.
3. Instructional Tutors who are not employees of the Council Rock School District must submit their clearances every year to the Supervisor of Pupil Services. Instructions on how to obtain these clearances can be found on the Council Rock website under the Employment link.
4. **Whether a Council Rock employee or independent tutor, a person engaged by parents as an Instructional Tutors is not affiliated with the Council Rock School District for the tutoring services.**
5. Inclusion on the CRSD tutor list does not imply endorsement or recommendation by the Council Rock School District. **This list is provided to parents as a helpful tool.** Parents are encouraged to check references and interview any tutor being considered.
6. Individual teachers shall not suggest that a student receive tutoring for their course nor shall they make specific recommendations for a tutor if asked by a student or parent. Clinic time is the appropriate place for students to receive extra help from their teacher for any middle school or high school course. A request by a parent or student to a teacher for an Instructional Tutor shall be directed to the Guidance Office.

Tutoring Students

1. A Council Rock employee may not tutor a student currently assigned to his/her class.

2. Tutoring shall occur off school property and outside of the school day.
3. Tutoring rates and times are established by the parent and the tutor.
4. Tutors shall not have access to course materials or course tests other than those tests and materials generally available to all students in the course.

Council Rock School Board Policy **419, OUTSIDE ACTIVITIES**, also covers the roles and responsibilities of professional staff that choose to engage in tutoring.

Private Music Lessons

A list of music instructors available for private lesson will be maintained by the Council Rock Music Coordinator and kept on the music webpage. The Council Rock School District does not endorse or recommend any instructor on this list. The list is compiled as a service to parents in our community.

1. Only current CR employees and private instructors that have followed the guidelines in #2, below, may be posted to this list.
2. Private Instructors must submit a cover letter to the Council Rock Music Coordinator indicating their interest in being part of our list. Demographic information and background experience should be contained in the letter. All private instructors are required to submit current background clearances by August 1st of each school year to the CR Office of Human Resources to be included on the current list. The background clearances will conform to those clearances required for teachers. Information on how to obtain the appropriate clearances can be obtained by visiting the Employment link on the front page of the Council Rock website.
3. Parents who inquire about music instructors will be directed to this list by the teacher without recommendation.
4. All other aspects of the AR for Instructional Tutors shall apply to this list and to the relationship between CR staff and students taking private lessons.