



Guidelines for Academic Tutoring During the Regular School Year

Many Prairie students receive tutoring services throughout the school year from **private tutors**, whose services are secured and paid for by their parents. Often, these services are provided off-campus but, at times, parents request that the services take place on the Prairie campus. In an effort to maintain a safe learning environment for our students, these guidelines guide that process.

- When parents enlist the services of a private tutor (whether or not the tutor is a Prairie faculty), all arrangements for services are made between the parent and the tutor. This includes the fee for service, policy for no-shows, scheduling of sessions, payment of fees, etc. When at all feasible, it is encouraged that tutoring sessions take place off-campus. Exceptions can be made.
- Students cannot work with “outside” tutors on campus during the school day (8:30-3:45). An “outside” tutor is anyone not currently employed by Prairie within regularly scheduled hours; for example: substitute teachers, former teachers, etc. The school day is reserved for students to access help from their teachers, attend clubs, engage in school activities, make up tests and labs and, in general, fulfill their in-school responsibilities.
- Tutoring of students by a Prairie teacher needs to be scheduled at a time outside of that faculty member’s Prairie responsibilities. Faculty are not allowed to be paid to tutor students enrolled in their classes.
- Tutoring of students by part-time Prairie faculty may occur during the school day but must be scheduled at a time that does not conflict with the student’s school responsibilities and is outside of the faculty member’s Prairie responsibilities.
- Before and after-school tutoring by “outside” tutors (7:30-8:30 and 3:45-5:00) is allowed but, to assure the security of our students, standard background checks are required to be completed prior to their services. Background Check Forms can be obtained from and returned to the HR Department.
- The division learning specialist and division head must be made aware, and approve of, all on-campus tutorial services. Information including name, contact information, schedule, and location need to be submitted prior to those services. A spreadsheet will store this information, as well as approval from HR, and will be accessible by division heads, learning specialists, and division administrative assistants.
- No businesses (i.e. Sylvan, Mrs. Myer’s Reading Room, etc.) may provide on-site tutoring services at Prairie.
- Only in rare cases, will Prairie’s business office become involved with the payment of tutorial services. A few such situations currently exist, those will be “grandfathered” for the duration of the existing service.