VALLEY CHRISTIAN SCHOOLS™

quest for Excellence

"Do it heartily as to the Lord." Col. 3:23

Student Tutoring Guidelines

Teachers, classified staff, student and parent volunteers (Tutors) with intentions to tutor Valley Christian Schools students must take the following steps to be in compliance with school policy:

- Register with the Discovery Center. By doing so, Tutors will provide contact information and identify the subject and grade level to be tutored. Tutor agrees to be in the Discovery Center Tutor Directory and allow his/her phone number to be made available to interested parents.
- Tutors who are not current employees or students must submit to a fingerprint check by the FBI and Department of Justice, a background check and provide a negative TB test.

Check One and Provide Information

- ❑ Teacher. Pursuant to my teacher contract I understand that I must remain at school and be available to students thirty (30) minutes after classes have been dismissed (Item 8) and I may not contract privately with VCS students or parents for private tutoring or other educational services without prior written consent of Valley Christian Schools (Item 15). I understand that I may not tutor students for compensation during my contracted instructional period and that I may not tutor students in my own class unless approved by my administrator.
- ❑ Classified Staff. I understand tutoring shall take place before or after my regularly scheduled work hours.
- ❑ Parent Volunteer. I understand I must submit to a fingerprint check by the FBI and Department of Justice, a background check and provide a negative TB test. I understand I must wear a security badge while tutoring on campus.
- ❑ Student. I understand that I may only tutor students under VCS staff supervision. I understand that I may only tutor students when recommended by a teacher and approved by my campus administrator.
  Recommending Teacher: _____

Subject(s): _____

Grade Level(s) _____

Contact Information: _____ _____

Home Phone Cell Phone

I understand I may charge fees for my services. I understand income earned through private tutoring should be reported to the IRS as earnings.

I understand the Discovery Center will have a regular announcement in school publications about the availability of tutors. I understand I may not use school resources to announce my personal services or fees unless approved by an administrator.

Sign below to acknowledge understanding of these guidelines. Teachers and classified staff must have the approval of his/her administrator. Students must have a recommendation by a teacher and approval by an administrator.

Tutor

_____ _____ _____

Print Name Signature Date

Administrator

_____ _____ _____

Print Name Signature Date

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