

Oakdale School's vision of success is to provide each student the opportunity to excel, to provide each educator the tools necessary to enable excellence, and to partner with our community to develop responsible citizens who have the ability to positively impact their world now and in the future.

Oakdale School expects that every effort will be made by the principal and involved teachers to help a student with his/her difficulties in school. A student with special gifts such as music can benefit from added instrumental, voice, or music theory lessons. A student who has difficulty with reading, math, or some other subject can often benefit from additional instruction provided on a tutorial basis. Thus, tutoring as a teaching/learning activity has a proper place in the whole array of student services. Extensions of learning outside the regular school day are very helpful in student personal growth and academic development.

#### Definitions

- I. **School Sponsored Program**  
The school initiates the program and the teacher is paid through the school accounting system. Parents may or may not be required a fee but the fee is paid directly to the school and the teacher is paid a salary / stipend. The school provides the materials, even if the materials are paid for with fees, and the school keeps the materials at the end of the session.
- II. **Non-School Sponsored Program**  
The teacher collects and keeps all fees. School finances / account are not a part of the process. Materials are the property of the teacher.
- III. **Volunteer Program**  
The teacher or the parent may initiate the program. No fees are required and the teacher receives no compensation. Provisions of materials are agreed on between the teacher and the parents. Teachers can use school owned materials for the benefit of the Oakdale student.

#### Tutoring Guidelines

All guidelines are in place to avoid situations that may be viewed as a conflict of interest. A teacher should not use professional relationships with students, parents, and colleagues, to private advantage.

- I. At the beginning of each 9 weeks and /or anytime after a 9 weeks starts when a new student begins tutoring, a teacher must submit an updated list of students they are tutoring to school administration.
- II. The district does not believe that students and teachers should create or continue in circumstances, no matter how innocently those circumstances arise, that would allow for a compromise of integrity. Either multiple students or parents are encouraged to be in the room or general vicinity of the tutoring program.
- III. School administration may intercede if they determine that a conflict of interest is either present or probable.

## Non-School Sponsored

- I. School Year
  - a. Free – no stipulations
  - b. Pay
    - i. The school day is from 8:00 a.m. – 3:45 p.m. Tutorial help given to a student before and after school during a teacher’s duty hours is also encouraged. No extra pay is authorized by the District, because such help is considered a part of the annual teacher’s contract, and is part of the District’s responsibility to the student.
    - ii. A teacher may not tutor their own students unless administrative permission is given.
    - iii. A teacher may use their assigned classroom for tutoring. Any consumable materials used are to be at teachers / parents expense. The teacher may pay the school for use of any consumable materials.
- II. Summer
  - a. Pay / Free
    - i. The tutoring program must be approved through administration
    - ii. No tutoring / programs will be allowed during a summer school day / hours.
    - iii. A teacher may use their assigned classroom for tutoring. Any consumable materials used are to be at teachers / parents expense. The teacher may pay the school for use of any consumable materials.