

HUMAN RESOURCES

Guidelines

Tutoring for Pay

This regulation supersedes Regulation 4705.

I. PURPOSE

To establish guidelines for tutoring for pay.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Section IV.C. clarifies use of the Parent Resource Center to include speech clinicians.

III. LIMITATIONS ON TUTORING—EMPLOYEES

Fairfax County Public Schools (FCPS) employees may tutor or provide private instruction to FCPS students but may not, under any circumstances, tutor or instruct their own students for private compensation. This limitation applies regardless of whether the tutoring or private instruction occurs on FCPS property or elsewhere. Employees may not provide private instruction or tutoring for pay that presents a conflict of interest with their regular FCPS employment, under the current versions of Policy 4430 and Regulation 4427. Employees may not require their students to obtain a tutor for pay, regardless of who the tutor is or where the tutoring occurs.

IV. PROCEDURES FOR ALL TUTORS AND PRIVATE INSTRUCTORS

- A. Individuals providing private tutoring or instruction for pay do so as independent contractors, not FCPS employees, and must notify parents of that fact through a notice satisfactory to FCPS (see Attachment).
- B. Instructors may only receive compensation for tutoring or private instruction that occurs outside contract hours, regardless of where the tutoring occurs.
- C. Instructors may not advertise their for-pay tutoring or private instruction services through Fairfax County Public Schools, regardless of where the tutoring occurs. This limitation does not apply to supplemental educational services instructors (SES) providing tutoring pursuant to No Child Left Behind requirements nor does it preclude employees from registering on the Parent Resource Center tutor and speech clinician list.
- D. Instructors wanting to use FCPS facilities to tutor or provide private instruction must comply with the current version of Regulation 8420, Community Use of School Facilities. The instructor may not contract with school support groups (e.g., PTAs or boosters) as a means of avoiding community use fees.

**IMPORTANT INFORMATION FOR ALL USERS RENTING FAIRFAX COUNTY
PUBLIC SCHOOLS SPACE TO PROVIDE PRIVATE LESSONS OR TUTORING**

You are being provided a discounted rate for renting space from Fairfax County Public Schools (FCPS), in recognition of the fact that you are providing educational services to the Fairfax community. It is important that those with whom you contract understand that while FCPS recognizes the value of educational programs outside its curriculum, it is not responsible for your services. You are an independent contractor and fully responsible for the content of lessons, rates, supervision, safety, and all other matters relating to your students. Please provide each of your students (or for those under age 18, the parents) with a copy of the notice below.

**INFORMATION FOR STUDENTS AND PARENTS RECEIVING TUTORING OR
PRIVATE LESSONS OR OTHER EDUCATIONAL SERVICES IN FCPS FACILITIES**

You have arranged for tutoring, private lessons, or other supplementary educational services with a private contractor in a Fairfax County Public Schools (FCPS) facility. FCPS appreciates the value of these extracurricular programs and discounts its rental fees to make them available outside normal school hours. Nevertheless, FCPS does not review, endorse, supervise, or guarantee these privately provided services. FCPS students do not need to take these programs in order to succeed in the regular FCPS curriculum.

Your instructor is not providing you educational services as an FCPS employee, even if he or she is an FCPS teacher during the regular school day. Instead, your instructor is an independent contractor who provides supplementary services directly to the public. This means that instructional, financial, safety, and all other issues relating to your lessons are entirely between you and the instructor. Any claims or concerns should be raised with your instructor rather than with FCPS.

The FCPS tutor and speech clinician lists contain the names of FCPS employees who have contacted the Parent Resource Center (PRC) to offer their services to parents. These instructors are private, independent contractors who provide instructional services to the public for a fee. They may not provide these services during FCPS hours or on FCPS property (unless they have paid the appropriate rental fees). Parents are not required to retain any of these instructors, and students do not need to use their services in order to succeed at FCPS.

Parents who want to retain one of these instructors should make arrangements directly with the tutor or clinician, because FCPS is not responsible for these arrangements. FCPS cannot guarantee the instructors' licensure status, content of their private tutoring and clinician services, suitability for a particular child, or costs. Neither the PRC nor anyone else in FCPS will make recommendations about the relative merits of the instructors. Claims or concerns about instruction provided through these private arrangements should be raised directly with the tutor or clinician, not FCPS.