POLICY FOR TUTORING AT SEWICKLEY ACADEMY

Effective 2008 and updated July 2021

Sewickley Academy recognizes the need for occasional, targeted and goal-directed tutoring and, in cases where tutoring can be beneficial, fosters the collaboration among the tutor, the classroom teacher, and the family in order to create the best and most consistent educational plan for the student. At the Academy, students have access to academic support from the following sources: 1) extra help provided by the classroom teacher; 2) student tutoring by trained and mentored Senior School students; and 3) Academy faculty who are available to tutor outside of school hours.

Requests for tutoring may be generated either by a parent or by a classroom teacher, who then refers students for possible tutoring to Krista Moyer, who is the Director of Student & Instructional Support.

Parents may contact the Director of Student & Instructional Support, who will provide a list of eligible tutors on request. In order to encourage collaboration among tutors, teachers, and students, the Director is available to facilitate initial communication as needed.

Expectations for Sewickley Academy Faculty Tutors:

- Faculty members who are interested in tutoring any students on campus or Sewickley Academy students off campus at any time during a calendar year will be asked to register with the Director of Student & Instructional Support.

- Registration consists of reviewing and signing the tutoring policy with the Director of Student & Instructional Support and adding your Bio to the Tutoring Registration Document so that your information can be shared with families who request a tutor.

- Once a tutor is contacted by a family, it is the responsibility of the tutor to inform the Director, the homeroom teacher/advisor, and the classroom teacher of the content area that is in need of support.

- As has been the policy of the Academy for the past 10+ years, faculty may not tutor either their current students or any student they taught in the most recent previous trimester.

- Once tutoring begins, tutors are required to maintain regular communication with the classroom teacher and appropriate family members. For the student's benefit, this communication should include the classroom teacher’s sharing with the tutor the student's progress in class (including grades, performance on tests, homework, etc.) and the tutor’s sharing with the classroom teacher the effective strategies used by the tutor.

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● Tutors are solely responsible for establishing their fees, billing families for their services, collecting payment for their services, and payment of all applicable federal, state, and local taxes for income received from tutoring. Tutors are responsible for maintaining their own insurance, if needed, for any off-campus tutoring.

● Tutoring for compensation is not permitted during the school day. All "extra help" provided to students between 8:00 a.m. and 4:00 p.m. is expected of faculty in all divisions as part of their classroom teaching responsibility.

● Tutors may hold on-campus tutoring sessions in their classrooms between 7:00 – 8:00 a.m. and 4:00 – 6:00 p.m., Monday through Friday, when school is in session. Tutors may not conduct on campus tutoring outside of these designated hours.

● Tutors are not obligated to compensate the Academy with a percentage of their tutoring income unless they are tutoring in the Summer Program from June through August. During the summer, all on-campus tutors must register through the Summer Program with the Director of Summer Programs and abide by the above stated rules applicable to school year tutoring. Off-campus summertime tutors need not advertise through the Summer Program.

Expectations for Other Tutors:

● Tutors who are not employed by the Academy are permitted to tutor on campus during the above stated hours outside of the school day only after they have been approved by the Director of Student & Instructional Support, and after all required background checks have been filed with the Head of School's office.

● Once tutoring begins, tutors are expected to maintain regular communication with the classroom teacher and appropriate family members. For the student's benefit, this communication should include the classroom teacher’s sharing with the tutor the student's progress in class (including grades, performance on tests, homework, etc.) and the tutor’s sharing with the classroom teacher the effective strategies used by the tutor.

I, ____________________________, have reviewed and agree to the Sewickley Academy Faculty Tutoring Policy.

_________________________________  __________________________________
Faculty Member                          Date

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