



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

December 11, 2023

To: School Principals and Bookkeepers

FR: Anna Schiele

RE: **Tutoring Policy Update**

The Administrative Handbook currently has the following policy in place regarding tutoring services:

6425 TUTORING

- All tutoring for pay must take place off campus.
- Teachers may not tutor for pay any students in their own classes.

An amendment has been made to this policy, effective immediately. Please refer to the updated policy below:

6425 TUTORING

- Teachers may not tutor for pay any students from the school where they are employed, unless approved in advance by the principal.
 - Tutoring approved by the principal must take place on campus.
- All tutoring provided for unaffiliated students must take place off campus.

Teachers will be allowed to tutor students with the approval of the principal. If the principal approves for the teacher to provide tutoring services, the teacher must be paid for those services through the ADP payroll system. Families will be required to pay the school directly for the tutoring services.

Please feel free to contact the Catholic School Department at 916.733.0110 or Lay Personnel at 916.733.0240 if you have any questions or concerns.