



PRIVATE TUTORING GUIDELINES

DO's AND DON'Ts FOR LAUSD ADMINISTRATORS, TEACHERS & STAFF

Summary of Key Board Rules and Policies

GUIDING PRINCIPLE:

We are guided by our shared value that every LAUSD student is deserving of a high-quality education. To achieve this, we must ensure that our actions promote equity and build trust. Principals, teachers and other school site staff hold a special place of trust with parents and students. It is our responsibility to safeguard that trust by avoiding any situation that could be perceived as using our position for personal financial benefit.



Board Rule 1272

"No teacher shall give private instruction for compensation on any Los Angeles Unified School District premises. No teacher shall give private instruction for compensation in any place:

- During the school year to students who are under the supervision of said teacher;
- During the school year to students who attend the school to which such teacher is assigned;
- During the vacation period to any student who was a member of said teacher's class during the previous semester."

Employee Code of Ethics

"We are committed to declining outside income that might be perceived as inconsistent, incompatible or in conflict with our official duties. We will not make decisions or use our position for personal benefit..."

BUL 049895.0 – Outside Employment

LAUSD employees who have outside employment which may be inconsistent, incompatible, or in conflict with LAUSD's mission or interfere with LAUSD work must disclose and request permission before engaging in such activities.

Board Rule 1251

The advertising, promotion or endorsement of products, services or companies is prohibited on school sites.

Code of Conduct with Students

Employees are expected to "use good judgement" and avoid the following situations involving students:

- Communicating with student(s), in writing, by phone/Email/electronically, via Internet, or in person, at any time, for purposes that are not specifically school related.
- Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations.

DO's. We are allowed to:

- ☺ Refer parents and students to LAUSD's free tutoring services
- ☺ Participate in LAUSD approved tutoring and enrichment programs
- ☺ Contact any of the resources listed below for additional assistance



DON'Ts. We may not:

- ☹ Receive direct compensation from parents or students for tutoring services
- ☹ Distribute employment solicitation materials for private tutoring companies to teachers and staff
- ☹ Advertise private tutoring services to parents and students



RESOURCES. Contact:

- 📧 **Ethics Office**
achieve.lausd.net/ethics
AskEthics@lausd.net
- 📞 **General Counsel**
achieve.lausd.net/ogc
(213) 241-7600
- 📧 **Parent Community Services**
achieve.lausd.net/pcs
(213) 443-1300
- 📞 **Division of Instruction**
achieve.lausd.net/instruction
(213) 241-4822
- 📧 **Local Districts**
achieve.lausd.net/northeast
achieve.lausd.net/northwest
achieve.lausd.net/ldwest
achieve.lausd.net/ldcentral
achieve.lausd.net/ldsouth

Frequently Asked Questions

What should I do if a tutoring company contacts me to distribute employment solicitations to teachers or staff members, or to advertise their services to parents and students?

You should politely decline their request, citing the above LAUSD Board Rules and policies. You

should notify your Community of Schools Administrator and your Local District Administrator of Operations about the solicitation.

What should I do if a parent solicits one of my teachers or staff members to provide online or in-person tutoring services for compensation?

You should kindly inform them of why such arrangements are prohibited under LAUSD policy and refer them to LAUSD's free tutoring services and Saturday classes. Services/classes will be coordinated through schools and will begin sometime in September for the 20/21 Fall Semester.