Compliance guide for tutoring, coaching, and other programs offered by individuals or community-based organizations

Seattle Public Schools is lucky in that we have a wealth of resources within our community to support our students and enhance their learning. In order to do so safely and equitably, there are some basic requirements and considerations that must be taken into account when working with any community partner.

Student Safety: If an adult is working with individuals or groups of students the hiring entity (school, district central office, PTSA, teacher, etc.) must ensure that they have met the requirements laid out in the matrix below. In addition, for 1:1 activities, services must take place is a safe location and there must be periodic supervision of the adult.

Equitable Access: The services must be structured such that no student will be turned away because of an inability to pay.

What is OK? Prior to all tutoring, lessons and programming that happens during the school day, the principal must approve the service.
- If all students are able to access the tutoring/lessons regardless of ability to pay
- Before or after school enrichment programs that are open to all students regardless of ability to pay (YMCA, PTSA)
- PTSA/Booster group pays for tutoring or lessons so all students have access

What is not OK?
- Private tutoring/lessons during the school day that is paid for by individual parents/guardians
- Private tutoring/lessons after the school day on school campus paid or by individual parents/guardians
- All programs that are not open to all students

Example 1: A school is partnering with an instrumental coach for students who are part of the music program to take lessons (individual or group). The service costs $25 for 30 minute lessons that take place at the school before school, during music class, and after school. Eleven students are not able to participate because they cannot pay. In this situation, steps would need to be taken to ensure that every student could utilize the services of the instrumental coach.

Example 2: A school is partnering with an individual or organization that offers SAT/ACT prep. The service is being offered after school in the library for $50 per hour per student. 50 students sign up, but only half are able to pay. The program can only continue if those students are able to participate through a scholarship or on a sliding fee scale that is accessible for their family. Otherwise, the program may not happen on school grounds.

Services are in alignment with SPS goals: In order to use space within school buildings without being charged rent, the program or service must be in alignment with board policy 4260. This policy states that a partner does not need to pay rent if the program supports youth education in some way, including by providing programming in any of the following areas: academics, tutoring, arts, self-esteem and confidence, social skills, technical skills, problem solving, health and fitness, college and life readiness, family engagement, and similar activities primarily directed to enhance and enrich childhood experience.

	Organization or individual, including parents, providing program or service on a free or volunteer basis	Organization or individual, including teachers and parents, charging a fee for a program or service	Teacher/individual charging for service being paid by school as hourly employee
Washington State Background Check (WATCH)	Required every year	Required every year	Not required
Fingerprint background check through OSPI (can be done through SPS HR)	Required once if working with students without another adult present. WATCH check required every year thereafter	Required once if working with students without another adult present. WATCH check required every year thereafter	Not required
Insurance	Required only if organization/ individual is being paid for service by an outside source	Required - $1 million in general liability insurance	Not required – they will be covered by the school's insurance
Personal Services Contract/MOU	Required only if organization/ individual is being paid for service by an outside source	Required. Use personal Services Contract for school-sponsored programs	Not required
Business License	Not required	Required	Not required
Other	Follow procedures and processes laid out by SPS Volunteer Office seattleschools.org/families_communities/volunteer	If PTSA provided, review PTSA requirements and requirements of PTSA insurance provider (AIM)	If PTSA provided, review PTSA requirements and requirements of PTSA insurance provider (AIM)