



Carmel Clay Schools
Division of Curriculum, Instruction and Assessment
5201 East Main Street
Carmel, IN 46033 (317) 844-9961

CCS TUTOR LIST

The CCS Tutor List--Procedures

- A) CCS Tutor List: Because of numerous inquiries each school year from parents/guardians, and because the Educational Services Center (ESC) is usually the recipient of these inquiries, the Carmel Clay Schools will establish and maintain a "CCS Tutor List" at the ESC as a convenience and courtesy to parents/guardians. No guarantee about the quality of tutoring, and no guarantee about the results that might occur from tutoring, are made, or implied, by establishing and maintaining the CCS Tutor List.
- B) The Carmel Clay Schools do NOT set any tutoring fees or charges. The amount of compensation that a tutor receives is a matter reserved to private arrangement and agreement between the tutor and the family who engages the services of the tutor. (See the School District's [Administrative Guideline, AG 2370B](#)) Neither the Carmel Clay Schools nor any personnel (besides the specific tutor) or program affiliated with the Carmel Clay Schools receives any portion of any compensation earned by any tutor nor is there any fee for placement on the CCS Tutor List.
- C) Only current certified employees, retired certified staff, and individuals on the school district's approved substitute list will be eligible to be placed on the CCS Tutor List. Eligibility for placement does not, however, guarantee that an individual will be placed on the list. The right to place any individual on the CCS Tutor List is reserved to the Human Resources (HR) Department of the Carmel Clay Schools and decisions made by the HR Department about placement on the list are final.
- D) The HR Division of the Carmel Clay Schools has the sole authority to place a person on the CCS Tutor List. To be considered for inclusion on the CCS Tutor List, an individual must meet the established criteria for placement, submit an up-to-date, clear, Criminal Background Check, and meet all other requirements while submitting relevant documentation, as determined by the HR Division.
- E) Placement of an individual on the CCS Tutor List is NOT a guarantee of any kind by the Carmel Clay Schools to that individual, nor is it a promise of any employment, compensation, or fiduciary relationship between the Carmel Clay Schools and any individual on the list. The CCS Tutor List exists only as a convenience for parents/guardians of students in the school district.
- F) By seeking and agreeing to placement on the CCS Tutor List, an individual agrees to hold harmless the Carmel Clay Schools for any and all claims that may arise in the course of any tutoring, communication, or interaction that may occur as a result of the private arrangement between an individual on this list and parents/guardians and/or students.

- G) By seeking and making an arrangement with a tutor from the CCS Tutor List, a parent/guardian, family, or family member of a student agrees to hold harmless the Carmel Clay Schools for any and all claims that may arise out of the privately arranged tutoring that occurs.
- H) Only one official CCS Tutor List will be maintained/approved.
- I) The HR Division will maintain the CCS Tutor List during each school year.

The CCS Tutor List---Protocols

These protocols will guide the implementation of the CCS Tutor List:

1. Limited personal information about individual Tutors will be posted on the CCS Tutor List. Information will be limited to: Name of Tutor; Subject/Grade Level Tutored; Previous/Current Educational Experience; Contact Phone Number/Email.
2. Placement of any individual on the CCS Tutor List means that each individual has met several criteria including, but not limited to:
 - 2.1. A current, clear, Criminal Background Check
 - 2.2. A certified staff member in the Carmel Clay Schools
 - 2.3. A retired member of the certified staff of the Carmel Clay Schools
 - 2.4. A current, certified, member of the Substitute Teacher list for the Carmel Clay Schools
 - 2.5. An unblemished record of service in the Carmel Clay Schools
 - 2.6. Other relevant criteria as determined by the HR Division of the Carmel Clay Schools
3. The CCS Tutor List will be updated one time each Calendar year: September 1st. Individuals who want to be considered for placement on the CCS Tutor List must submit the appropriate information to the Human Resources Division of the Carmel Clay Schools (5201 E. Main St., Carmel, IN 46033) prior to these dates. Names placed on the CCS Tutor List will be purged after two years unless renewed by the individual tutor with the stipulation that the tutor continues to meet eligibility requirements. A name on the list may be removed for any reason without notice by the HR Division of the Carmel Clay Schools.
4. A CCS Teacher may not tutor any student who is currently in any of the teacher's classes. ([*School District Policy 3231*](#) & [*Administrative Guidelines 2370B*](#))
5. Private tutoring shall not be conducted on school property. ([*Administrative Guidelines 2370B*](#))
6. CCS personnel are prohibited from recommending or dictating to a student, or parent/guardian, that the student needs a tutor. ([*Administrative Guidelines, 2370B*](#))
7. Individuals who earn placement on the CCS Tutor List will be mailed a copy of the Protocols and Procedures. In addition, these Protocols & Procedures will be posted at a suitable location on the CCS website.
8. At the start of each school year, Principals will share these Protocols and Procedures with all staff and ensure that all Office Personnel are informed about the Protocols & Procedures. The Superintendent's Newsletter will share this information with parents/guardians at least once each school year.
9. Information about the CCS Tutor List will be placed on the district's website for the convenience of parents/guardians.
10. A person may be removed from the CCS Tutor List without notice by the HR Division of the Carmel Clay Schools.