



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Community</b>	<i>Policy Number</i> <b>612</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 3</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>December 17, 2013</b>	<b>June 16, 2020</b>

### POLICY TITLE:    **TUTORING FOR FEE SERVICES**

#### 1.     **PURPOSE**

While the Board recognizes that employees herein must adhere to their professional standards under the *Education Act*, and the *Ontario College of Teachers Act*, this policy is intended to clearly define specific situations wherein tutoring for a fee would be acceptable.

#### 2.     **POLICY STATEMENT**

The York Catholic District School Board recognizes that tutoring is a form of instruction which can enrich the learning experience and supports volunteer tutoring programs in our schools offered by staff and peers. Fee for service tutoring will only be supported through the Community Use of Schools department outside of the school day as defined in this policy.

#### 3.     **PARAMETERS**

- 3.1     For the purpose of this policy, tutoring for a fee is instruction that provides academic upgrading and support; is provided on an individual or small group basis; and, supports the student’s academic program.
- 3.2     Requests to use schools for tutoring purposes, will not be accommodated where the fee for service is offered during the instructional day and/or between school dismissal and 6:00 p.m.
- 3.3     Staff shall not tutor for a fee, in any location, students enrolled in their own class or other classes within the same school. For itinerant teachers, this will include students from all the schools that he or she provides instruction.
- 3.4     Requests to use the schools for fee-charging tutoring purposes, will be accommodated where:
  - 3.4.1   The user meets all the requirements as outlined in Board Policy 703 *Community Use of Schools*.

- 3.4.2 The service is provided after 6:00 pm on weekdays and after 8:00 am on weekends.
  - 3.4.3 The service is based on a permit agreement entered into between the York Catholic District School Board and the tutoring service for the use of the school space consistent with Policy 703 *Community Use of Schools*.
  - 3.4.4 Where the party requesting the permit is an employee of the Board, the party should pay the same fee as other third party permit holders who are offering private tutoring service.
  - 3.4.5 Any third party permit holder who is offering private tutoring service must disclose to the Board if the person it employs or contracts with to provide the tutoring service is an employee of the Board. **THIS MUST BE PROVIDED ON THE PERMIT APPLICATION FORM.**
- 3.5 The Board may terminate the permit with the fee paying tutoring service at any time with written notice, if in the opinion of the Board, and in consultation with the principal, the tutoring service is not complying with Board policies and procedures.

#### **4. RESPONSIBILITIES**

##### **4.1 Director of Education**

- 4.1.1 To oversee compliance of the *Tutoring for Fee Services* policy.

##### **4.2 Superintendent of Schools**

- 4.2.1 To support principals in the processes associated with the *Tutoring for Fee Services* policy.

##### **4.3 Controller of Plant & Accommodation Services**

- 4.3.1 To ensure this policy is known and complied with by the Community Use of Schools Department.

##### **4.4 Community Use of Schools (CUS)**

- 4.4.1 To ensure all applications for tutoring for a fee within the school comply with this policy
- 4.4.2 To review and consider for approval, applications for using space within the school to offer a tutoring- for- fee service.

##### **4.5 Principal**

- 4.5.1 To understand this policy and ensure compliance.
- 4.5.2 To send all requests for use of schools for tutoring for fee services purposes:
  - after 6:00 pm on weekdays and/or;
  - between 8:00 am and 10:00 pm on weekends;
 to the Community Use of Schools Department in accordance with Board Policy 703 *Community Use of Schools*.

##### **4.6 Staff**

- 4.6.1 To comply with the *Tutoring for Fee Services* policy.
- 4.6.2 To seek approval from the Board's Community Use of Schools Department when wishing to use schools to provide tutoring for fee services.
- 4.6.3 To ensure that tutoring for fee services meet all requirements in accordance with Board Policy 703 *Community Use of Schools*.
- 4.6.4 To abide by the Standards of Practice under the *Teaching Profession Act*.

- 4.6.5 To be familiar with and accountable for compliance with Board policies and procedures applicable.
- 4.6.6 To understand that any employee of the Board who contravenes with this policy or Policy 423 *Conflict of Interest for Employees* policy may be subject to disciplinary action, up to and including termination of employment, where appropriate.
- 4.6.7 To not tutor for a fee students enrolled in their own class or other classes within the same school.
- 4.6.8 To begin tutoring sessions with a prayer.
- 4.6.9 To not begin tutoring during the instructional day.
- 4.6.10 To not be actively soliciting tutoring services to any students in their own class or other classes within the same school/physical plant.

**5. CROSS REFERENCES**

- YCDSB Policy 412 [Progressive Discipline of Employees](#)
- YCDSB Policy 423 [Conflict of Interest for Employees](#)
- YCDSB Policy 703 [Community Use of Schools](#)

[YCDSB Independent Procedure: For Special Interest Providers](#)

[Education Act](#)

[Ontario College of Teachers Act](#)

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