

YORK CATHOLIC DISTRICT SCHOOL BOARD

| BOARD POLICY | |
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| <i>Policy Section</i> Community | <i>Policy Number</i> 612 |
| <i>Former Policy #</i> | <i>Page</i> 1 of 3 |
| <i>Original Approved Date</i> | |

- 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

- 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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