



YORK REGION DISTRICT SCHOOL BOARD

Procedure #NP477.0, Use of Schools for Tutoring

Application

The *Use of Schools for Tutoring* procedure outlines the process for managing and facilitating requests to use schools for tutoring purposes.

Stakeholder Groups with Responsibilities Under this Policy

- Director of Education
- Principals
- Community Use of Schools Department
- Volunteer Tutors
- Fee-Based Tutors
- Staff

Relationship to Board priorities

This procedure supports the Board in its efforts to provide augmented support for students in pursuit of improving their performance on studies.

Document History and Previous Versions

Approved January 1985
Replacing Procedure #NP450.0, Loss or Damage to Board Property
Revised October 2008
Working Document June 2014
Revised March 2015

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure NP#477.0

Use of Schools for Tutoring

Document Integration Project Format

This procedure provides direction to schools regarding requests to use Board facilities for tutoring purposes.

Application of Procedure

Fee-based tutoring services are not permitted in schools before classes begin, during lunch or instructional time, and between school dismissal and 6:00 p.m. on any school day, professional activity day or weekday during the regular school year.

Fee-based tutoring services may be accommodated in schools during the regular school year provided;

- the service is offered between 6:00 p.m. and 11:00 p.m. on weekdays and between 8:00 a.m. to 11:00 p.m. on weekends, and
- a permit has been obtained and all requirements of the Community Use of Schools policy and procedure have been met.

Principals may consider allowing voluntary tutoring services, for which fees are not charged, on any school day, professional activity day or weekday during the regular school year;

- before school,
- during lunch, and/or
- between school dismissal and 6:00 p.m.

Voluntary tutoring services may also be permitted on weekends or any day not listed above in accordance with the Community Use of School policy and procedure, and where the voluntary service has a not-for-profit designation.

Tutoring services will only be permitted in Board facilities when schools are open and staffed by caretakers.

All Board employees who offer tutoring services must also ensure they comply with the [Conflict of Interest policy and procedure](#).

Definitions

Tutoring

Tutoring is instruction that:

- provides academic upgrading and support;
- is provided on an individual or small group basis; and
- addresses a student's academic program and follows the Ontario Curriculum.

Volunteer Tutoring Service Providers

Volunteer tutoring service providers include but are not limited to parents/guardians, community and student volunteers.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the Use of Schools for Tutoring procedure.

The Community Use of School Department shall:

- not accommodate requests to use schools for fee-based tutoring purposes before school, during lunch and instructional time and between school dismissal and 6:00 p.m. on any school day, professional activity day or weekday during the regular school year;
- consider accommodating requests to use schools for fee-based tutoring purposes, during the regular school year, where;
 - the service is provided between 6:00 p.m. to 11:00 p.m. on weekdays and between 8:00 a.m. to 11:00 p.m. on weekends,
 - the service is based on a permit agreement between the Board and the user, and
 - the service meets all requirements in accordance with the [Community Use of Schools policy and procedure](#);
- consider accommodating requests to use schools for tutoring purposes offered by volunteers at no cost to participants during the regular school year, where the service is provided;
 - before school, during lunch or between school dismissal and 6:00 p.m. on any regular school day, professional activity day or weekday, or
 - on weekends or on any day not listed above in accordance with the [Community Use of Schools policy and procedure](#) and where the voluntary service has a not-for-profit designation;
- consider terminating tutoring service at any time with written notice, if, in the opinion of the Board, and in consultation with the principal, it is not in compliance with Board policies and procedures.

Principals shall:

- be aware of and responsible for all tutoring activities that occur in their school in accordance with all Board policies and procedures;
- not accommodate requests to use schools for fee-based tutoring purposes during the regular school year where the service is offered before school, during lunch and between school dismissal and 6:00 p.m. on any school day, professional activity day or weekday during the regular school year;
- use discretion and ensure all applicable Board policies and procedures are followed when approving voluntary tutoring services that are provided to students at no cost;
- inform volunteers who are providing tutoring services that they are required to follow the Ontario Curriculum and;
 - provide an orientation which may include, but is not limited to, fire procedures, the School Behaviour Code, the [Volunteers in our Schools policy and procedure](#), the [Caring and Safe Schools policy and procedure](#), the [Distribution of Materials from External Sources policy and procedure](#), and the Emergency Response Plan,
 - ensure they are aware of and adhere to all relevant school and Board policies and procedures, and
 - provide access to a telephone for emergency use;
- communicate any decision to discontinue voluntary tutoring services to parents/guardians and/or student participants; and
- consider terminating a volunteer tutoring service at any time, if in the opinion of the principal, and in consultation with the Board, the volunteer tutoring services is not complying with Board policies and procedures.

Volunteer Tutoring Service Providers shall:

- understand that when using schools for voluntary tutoring purposes, services must be;
 - offered at no cost to the participants,

- scheduled before school, during lunch or between school dismissal and 6:00 p.m. on any regular school day, professional activity day or weekday during the regular school year, or
- scheduled on weekends or on any day not listed above in accordance with the [Community Use of Schools policy and procedure](#) and where the voluntary service has a not-for-profit designation; and
- understand that all volunteers, including tutoring service providers, are required to meet the requirements of the [Volunteers in our Schools policy and procedure](#), and all other Board policies and procedures; and
- understand the Board may terminate the volunteer tutoring service at any time with written notice, if in the opinion of the Board, and in consultation with the principal, the volunteer tutoring service is not complying with Board policies and procedures.

Fee-Based Tutoring Service providers shall:

- understand the Board may accommodate requests to use schools for fee-based tutoring purposes where;
 - the service is provided between 6:00 p.m. to 11:00 p.m. on weekdays and between 8:00 a.m. to 11:00 p.m. on weekends,
 - the service is based on a permit agreement between the Board and the user, and
 - the service meets all requirements in accordance with the [Community Use of Schools policy and procedure](#);
- meet all requirements of the [Community Use of Schools policy and procedure](#) and abide by all other Board policies and procedures; and
- where applicable;
 - abide by the Standards of Practice under the *Teacher Profession Act*; and
 - not accept remuneration for tutoring students enrolled in their own school.

Department

Business Services

Procedure History

Approved April 2004

Revised February 2009

Working Document June 2014

Revised March 2015

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.