



Commission scolaire English-Montréal
English Montreal School Board

POLICY: PRIVATE TUTORING BY A PUPIL'S TEACHER

CODE: HR-7

Origin: Human Resources

Authority: Resolution #18-03-28-11.3; Resolution #89-05-24-7.5

NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

POLICY STATEMENT

The EMSB believes that all of its students should have access to the resources, services and support they need to succeed and recognizes the implication of teachers and other employees towards the attainment of this goal.

In the context of the present policy, any employee of the EMSB can be considered as a private tutor.

When offering private tutoring services, the employee must remember at all times that he is tutoring students at his own risks and that he is not, when doing so, an employee or a representative of the EMSB.

DEFINITION OF PRIVATE TUTORING

1. Private tutoring is a monetary arrangement made between a parent and an employee of the EMSB to provide intensive help to the child of the parent in question. Private tutoring is beyond the normal remedial activities of the school, including "recuperation" and "encadrement" which provide for the needs of most pupils.
2. The EMSB will authorize private tutoring by an employee, only if it respects all of the following criteria:
 - a) The employee must inform in writing its immediate superior of its intent to offer private tutoring;
 - b) The employee's immediate superior must approve the private tutoring;
 - c) Private tutoring shall not occur in any of the EMSB buildings;
 - d) Private tutoring should not take place during instructional day;
 - e) The employee must not tutor his own students (past or present);
 - f) The employee must not tutor students attending the school(s) where he works;
 - g) The employee is not in a situation of a conflict of interest or an appearance thereof, as per the *Code of Ethics* (HR-11).