



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

**POLICY FOR CQSB EMPLOYEES OFFERING
“PRIVATE SERVICES” TO CQSB STUDENTS**

(Adopted December 13, 2017)

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

1.0 PREAMBLE

The Central Québec School Board understands that, from time to time, in addition to all the support offered in schools, parents may, amongst other possibilities, solicit assistance from CQSB employees to provide additional help to their child.

The types of private services solicited by parents can be for private tutoring services (i.e. literacy, math, science, etc.), for additional testing or specific assistance from some members of our staff, such as Psychologists, Speech and Language Pathologists, Psycho-Educators, Guidance Counsellors, Special Education Technicians, etc.

Parents may request that these private services be given in school, such as right after school, at lunchtime or, at another location, including their home.

Staff members considering working as “private tutors” must recognize that this constitutes private employment.

The protection of students is the paramount consideration.

2.0 PURPOSE OF THE POLICY

Provide general guidelines and conditions related to the delivery of private services in our establishments by a CQSB employee.

3.0 APPLICABILITY

This policy applies to all CQSB employees, regardless of their contractual status.

4.0 GENERAL GUIDELINES AND CONDITIONS

A CQSB staff member who is asked by parents to provide in-school private services must:

- Obtain prior approval from the School Administration (using the appropriate form);
- Refuse any request for private services during their own working hours;
- Respect their time allocation for lunch and break periods and other work conditions (as stipulated in collective agreements);
- Not be allowed to advertise private services within the school environment;
- Not be allowed to use school materials, equipment for his or her private services, unless exceptionally authorized by the School Principal;
- Exercise professional judgment and display respect and professionalism at all times with the students and the parents;
- Assume all personal responsibilities related to the quality of the private services offered;
- Assume all responsibilities related to the fiscal, legal and financial aspects (i.e. payment by parents for services rendered) related to this «private employment»;
- Disclose in writing to their School Principal any perceived or actual conflict of interest as soon as they become aware that there is, or there may be a potential conflict.



5.0 RESPONSIBILITIES - External Services and External Private Services

The School Principal will:

- Ensure that the types of private services requested by parents and delivered in the school are relevant in helping students succeed, are lawful and will not interfere or harm the reputation of the school network;
- Ensure parents fully understand their obligations (transportation, payment of services, etc.) when soliciting private services from one of our employees;
- Ensure parents sign a document that discharges the School and the School Board of any responsibilities for any potentially damaging situation that may occur when private services are accepted and offered in schools;
- Inform parents that, in the event of a potential conflict of interest, the School Principal reserves the right to cancel such services;
- Keep track of requests accepted and provide related information twice per school year (December and June) to the School Board's designated authority.

6.0 COMPLIANCE

The School Board expects that its staff will comply with this policy. Failure to do so may constitute grounds for administrative or disciplinary actions or measures.

This policy is applicable as of December 13, 2017.

