



Policy: Tutoring and Lessons Outside of School
Approved May 20, 2010

1. For the purpose of this policy, **tutoring** includes all assistance on academic work whether part of the MacLaren curriculum or not for which the instructor is paid. For the purpose of this policy, **lessons** include all non-academic work such as the fine arts, athletics, etc. that involve specific skill development. All exchanges of money will be between the instructor (of tutoring or lessons) and the parent.
2. After-school extra-curricular programs organized by Thomas MacLaren are not included as part of this policy.
3. This policy addresses questions arising when a MacLaren teacher tutors/provides lessons to a MacLaren student (or parent/guardian) outside of the normal school context. This often arises when a student wants additional challenging material or needs extra-special remedial help to achieve grade-level mastery. Most often students (through their parents/guardians) pay the teacher for this outside tutoring/lessons. Outside tutoring/lessons commonly takes place over the summer, although it may occur during the school year as well.
4. MacLaren teachers are expected as a matter of course to provide regular additional help for the coursework of the curriculum during the school year. This policy does not address that regular situation, but rather when outside tutoring/lessons occurs.
5. The terms and conditions of the outside tutoring/lessons relationship – *e.g.*, where and when it will occur and how much the teacher will be paid – are established by the teacher and parents/guardians. Outside tutoring/lessons by definition falls outside of the responsibility of MacLaren. All legal or other obligations arising from outside tutoring are the sole responsibility of the parties (teacher-student-parent/guardian) involved.
6. MacLaren teachers must request permission from the Head of School prior to engaging in tutoring/lessons. Both the teacher and the parent(s)/guardian(s) must sign the Waiver and Acknowledgement form that accompanies this policy.
7. To the extent the parties want tutoring/lessons to occur at MacLaren, they may ask the Head of School or her/his designee for written permission. When making this decision, the Head of School should consider factors such as availability of space, insurance limitations, and MacLaren-related commitments (*e.g.*, summer school, meetings, committee work, faculty training). Similarly, the parties may request to use MacLaren supplies or equipment, such as books, computers, copiers, *etc.* The Head of School or her/his designee shall give written specifications as to how MacLaren supplies or equipment may be used, if at all, and the terms under which the parties may have to pay MacLaren for use of the supplies and equipment.

8. Outside tutoring/lessons must not create a conflict of interest or the appearance thereof. For instance, a MacLaren teacher may not provide outside tutoring to a student currently enrolled in his/her class. There are heightened concerns for a conflict of interest if outside tutoring/lessons occurs during the school year, although a conflict may arise during summer tutoring as well. The Head of School, or her/his designee, shall decide whether a conflict of interest is such that it would prohibit a specific outside tutoring/lessons relationship to occur. Such a decision may be appealed pursuant to MacLaren's normal appeal policy.

9. There may be circumstances in which the Head of School might decide that an individual teacher may not participate in outside tutoring/lessons in a specific case or in all cases. Such a decision may be appealed pursuant to MacLaren's normal appeal policy.

10. MacLaren teachers may not market their outside tutoring/lessons services to MacLaren students or families through any channels associated with the school, *e.g.*, passing out flyers at school, sending emails via the MacLaren computer system, posting on MacLaren bulletin boards, or discussing outside tutoring at school or a school-sponsored event. Questions about this should be directed to the Head of School or her/his designee.