



## 3111 EMPLOYEE COACHING, TUTORING & EXTERNAL SERVICES POLICY

Policy Type: Human Resources Manual  
Applies To: All Staff, Students, Visitors  
Approved By: LCS Head of Schools  
Policy Reviewed: every 2 years  
Adopted: 10 2022  
Revisions:

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Langley Christian School values the talents and services that members of our staff can provide for families and individuals in our community. The school also encourages entrepreneurialism and maintains a posture of flexibility for staff who seek opportunities for supplemental income outside of their contracted duties and hours of work at LCS, provided those services do not constitute a conflict of interest or violate any clause in the employee contract, including benefitting monetarily from the physical or intellectual property of the school.

### 1. COACHING, TUTORING & EXTERNAL EDUCATIONAL SERVICES

- (a) Any employee conducting tutoring or educational services with any student enrolled at LCS, and receiving payment for those services, must notify the Principal and the HR manager in a timely manner.
- (b) Any employee conducting services and receiving payment for those services, who is also using LCS facilities, including classrooms, common areas or gyms, during or outside of school operating hours must seek permission from the Director of Operations and Head of Schools. In such cases, employees may be required:
  - 1.b.1. to pay for facilities rental and/or
  - 1.b.2. required to purchase insurance.
- (c) Any employee conducting services and receiving payment for those services on any campus must produce a written signed agreement indicating the permission of the parent or caregiver of the student. The agreement must also acknowledge the parent or caregiver's awareness that LCS is not responsible for any damages or liabilities associated with the employee's conduct, services or activities.
- (d) Any employee conducting services and receiving payment for those services must conduct those services outside of contracted working hours or may be considered in breach of contract.
- (e) Employees must pay careful attention to ensure their support for all students who are not clients is equitable.

### 2. LIMITATIONS

- (a) Administration reserves the right to discontinue any educational service provided by employees on campus if there are reasonable grounds, as determined in the judgment of the school, to be detrimental to the student's learning or which may be determined to be unethical (i.e. completing a student's homework assignments or projects).
- (b) Parents and caregivers are expected to consult with the school administration and teachers to ensure there is alignment between any external learning support and the internal learning plans of the school.