**School Facilities Usage:**

**Tutoring and School Enrichment Activities on school/parish property by faculty/staff:**

Teachers are expected to provide extra support to the students they are teaching, before, during, and/or afterschool in accordance with school policies. Teachers are expected to be involved in some form of enrichment activities as part of their job description.

**School Sponsored Tutoring**

At the discretion of the pastor/principal, teachers may tutor enrolled students on school/parish property before or after their regular school hours. The pupil may not be a current student of the teacher. The principal/pastor will determine set rates for tutoring services, payment will be received by the school/parish and compensation dispersed to the employee through payroll. The school will make available to parents a list of available teachers and the fee schedule for tutoring services. Students will need to provide a parent signed permission slip to be tutored which lists the designate dates, times, and the agreed fee.

Teachers who wish to provide tutoring services will need to negotiate with the principal regarding the designated dates, times, and location of the services.

Teachers need to inform the principal if approached for tutoring services.

The principal will ensure that the pupil is not a current student of the tutor.

During tutoring sessions, teachers and students should remain visible at all times.

No solicitation for private tutoring may occur through the school/parish or on school/parish property.

Teachers that tutor students must comply with school and ADW policies including the Child Protection & Pastoral Code of Conduct at all times. The principal/pastor reserve the right to cancel tutoring services at any time for any reason.

**Enrichment Activities**

At the discretion of the pastor/principal, teachers may offer enrichment activities beyond their job description to enrolled students/or parishioners on school/parish property before or after their regular school hours. The principal/pastor will determine the rates/fees for enrichment activities, payment will be received by the school/parish and compensation dispersed to the employee through payroll.

The school will make available to parents a list of available enrichment activities and the associated fees. Students will need to provide a parent signed permission slip/note for enrichment activities which lists the designate dates, times, and the agreed fee.

Teachers who wish to provide enrichment program will need to negotiate with the principal regarding the designated dates, times, and location of the activity.

No solicitation for private enrichment activities may occur through the school/parish or on school/parish property.

Teachers who provide enrichment activities must comply with school and ADW policies including the Child Protection & Pastoral Code of Conduct at all times. The principal/pastor reserve the right to cancel enrichment activities at any time for any reason.