

## University Guidelines for Private Lessons and/or Mentoring.

**Purpose:** Case Western Reserve University is committed to conducting its operations and maintaining its facilities in a manner consistent with its mission as an institution of higher education. The university recognizes the need for private lessons and mentoring in both academics and athletics. The following are a set of guidelines to be used when offering private lessons and/or mentoring.

**Scope:** Non-program activities taking place on Case Western Reserve University's campus, in which a university faculty member or employee is providing private lessons and/or mentoring in an academic, athletic, or recreational activity.

"Mentoring" for the purposes of these guidelines means any shadowing experience or other activity where you are helping provide guidance and education outside of the traditional classroom setting.

"Minors" for the purposes of these guidelines means any individual that is 17 years of age or younger.

"Private Lessons" for the purposes of these guidelines means any one on one or small group instruction given by a faculty or staff member in an academic, athletic, or recreational activity that is not part of a program.

"Program" for the purposes of these guidelines means any course of academic study or non-academic extracurricular activity operated by the university or by a third party under contract with the university.

**Use of University Facilities:** The facilities of Case Western Reserve University are maintained primarily to meet the university's mission as an institution of higher education. Regularly scheduled educational programs have the highest priority of use for all facilities. Please see Facilities Policy VIII, Use of University Facilities Policy, for details about the use of university facilities.

**Personal Use of University Property:** Case Western Reserve University provides policy guidance on the subject of personal use of university property in Facilities Policy IX, Personal Use of University Property. Important to the topic of Private Lessons is that the use of university resources is permitted if all of the following criteria are satisfied:

- The university incurs no additional cost from that use other than the minimal cost incurred from ordinary wear and tear;
- The use does not inappropriately interfere with or reduce the hours worked by the employee;
- The use does not preclude others with work-related needs from using the resources; and
- The use does not violate any applicable laws, regulations, or other University policies.

**Private Lessons or Mentoring with Minors:** Adults will not have one-on-one contact with minors. It is expected that private lessons and/or mentoring where minors are present will involve two or more adult participants, and the two adults shall remain in each other's presence at all times.

**Responding to Allegations of Inappropriate Conduct:** Any faculty or staff member participating in private lessons or mentoring shall:

- Immediately report any violation of a University Policy to the University Compliance Officer (216-368-0833), and shall contact law enforcement and emergency responders as may be appropriate under the circumstances.
- Immediately report any allegation of a violation of a University Policy to the University Compliance Officer (216-368-0833).
- Discontinue any further participation in private lessons or mentoring when an allegation of inappropriate conduct has been made against him or her, until such allegation has been satisfactorily resolved.