

AGCS Tutoring Guidelines 2024-25

Student/Parent/Guardian Responsibilities

- Student should be punctual/call tutor as early as possible when late or they must cancel
 - Understand that rescheduling within the week may not be possible
- Student should bring all materials and a willingness to learn to each session
- Student should attempt to complete all tutor-assigned work in between sessions (if tutor assigns homework)
- Student should be prepared with questions you have about your work
- Student should come to tutoring rested and fed so they can be at their best
- Parents/Guardians should contact CT and/or the tutor to discuss progress and/or concerns as needed

Tutor Responsibilities

- Be punctual/call family as early as possible when you are late or must cancel
- Give undivided attention to student during the session
 - Please refrain from using cell phones and other devices unless required for use with students (online programs, phone calculator, etc.)
- For students receiving tutoring as “Academic Support,” work with Stefani once a semester to set goals for student based on school wide assessments
- Record Keeping:
 - Keep accurate timesheets and submit on time
 - Update Online Tutoring Attendance sheet with the appropriate code after each session
 - Fill out “Progress Notes” on the Online Tutoring Attendance sheet towards the end of each semester

Charging student/discontinuing tutoring with a student

- If a student misses a session **without** notice (in other words, a “no show”):
 - Charge the student for the session
 - Contact parent/guardian to let them know that their student is receiving an unexcused absence
 - Indicate on the Online Tutoring Attendance sheet that the student had an unexcused absence
 - **After the student has TWO unexcused absences in a semester, that student may be removed from the tutor’s roster so another student can receive services**
- If a student cancels a session **with** notice:
 - Offer a makeup session if the student and tutor are available
 - Charge either for the makeup session or for the missed session, but not both
 - Indicate on the Online Tutoring Attendance sheet that the student had an excused absence
 - **After the student has THREE excused absences in a semester, that student may be removed from the tutor’s roster so another student can receive services**
- If a tutor cancels a meeting:
 - Do *not* charge the student for the missed session
 - Do charge for a makeup session if student and tutor are available
 - Indicate on the Online Tutoring Attendance sheet that the tutor canceled the session

By signing below, all parties agree that they acknowledge their responsibilities and understand that the tutoring contract may be terminated due to excessive absences.

Parent/Guardian Signature

Date

Student Signature

Date

Tutor Signature

Date