

AGCS Tutoring Guidelines 2022-23

Student/Parent/Guardian Responsibilities

- Be punctual/call tutor as early as possible when you are late or must cancel
 - Understand that rescheduling within the week may not be possible
- Bring all materials and a willingness to learn to each session
- Attempt to complete all tutor-assigned work in between sessions (if your tutor assigns homework)
- Be prepared with questions you have about your work
- Come to tutoring rested and fed so you can be at your best
- Contact your 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 student (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 schoolwide assessments
- Record Keeping:
 - Keep accurate timesheets and submit to Luana 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 cancelled the session

Parent/Guardian Signature

Date

Student Signature

Date

Tutor Signature

Date