

Alder Grove Charter School - 2

714 F Street Eureka, CA 95501

707-268-0854

2023-2024 ACADEMIC TUTORING CONTRACT

Required Student Information (a separate form is required for each student):

CTs ONLY-> This student qualifies for Academic Support in _____. CT initials: _____

IMPORTANT-> Parent/Guardian checked with CT *before* signing student up with Academic Tutor

Student Name: _____ Grade: _____ Phone Number: _____

Parent Name: _____ Alder Grove CT: _____

Subject Area or Course Covered by Academic Tutor: _____

Required Community Partner Information:

Name: _____ Phone: _____

Mailing Address: _____

Fax Number: _____ Email Address: _____

Dates & Times of Proposed Service*: _____

(*Please note that the school does not pay for any lessons given on school breaks or holidays – Spring Break, Thanksgiving, etc.)

Total number of sessions being taken: _____ Fall Semester (8/21/23 –1/12/24) _____

Rate per hour / session: _____ Spring Semester (1/16/24–5/24/24) _____

Total amount requested: _____

REQUIRED SIGNATURES (Parent, Community Partner, Teacher, and Administrator): By signing this form, the **PARENT** understands that all businesses or individuals who may have contact with his/her child during the course of this activity may not have undergone a fingerprint clearance for a criminal background check. The parent accepts full responsibility for the safety of his/her child.

EMPLOYEES AND INDEPENDENT CONTRACTORS: It is strongly recommended that you never meet alone with minors. **You are advised not to begin providing services until you have received notice that this contract has been approved.** If services are provided prior to approval, payment may not be made for those services. You are advised to keep a copy of this contract for your records.

INDEPENDENT CONTRACTORS ONLY: Alder Grove Charter School agrees to pay the above amount for a student for a semester in advance with the provision that we receive an accounting of the student's attendance in the above mentioned class at the end of the semester. **If the student withdraws from the school, the above named contractor must issue a proportional refund.**

CREDENTIALLED TEACHER: The CT is responsible for keeping track of tutoring progress and attendance.

Parent Signature: _____ Date: _____

Community Partner Signature: _____ Date: _____

CT Signature: _____ Date: _____

Administrative Signature: _____ Date: _____

Requisition PO#: _____

AGCS Tutoring Guidelines 2023-24

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 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 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