



TUTORING POLICIES

The following are Highpoint's Tutoring Policies & Procedures:

1. Highpoint teachers are allowed to tutor students ONLY after school hours.
2. Highpoint teachers must submit a "Tutoring Agreement for Highpoint Employees" form before any tutoring services are provided.
3. School Administration must be advised as to the hours and days that student will be receiving tutoring by a "Tutoring Report from Tutor/Teacher" Form.
4. The "Tutoring Acknowledgement and Disclaimer Form" must be signed and turned into the office *before* tutoring commences
5. **Teachers are prohibited from tutoring their own students at any time.**
6. A maximum of two students may be tutored at one time.
7. A maximum hourly rate of \$25.00 an hour for one-on-one and \$20.00 an hour for two-on-one may be charged.
8. Minimum tutoring time is sixty (60) minutes.
9. Payment for tutoring sessions must be paid directly to the Teacher/Tutor. Highpoint does not derive any income from this tutoring.
10. Tutoring is entirely optional.
11. Highpoint does not endorse or make any assertions or guarantees as to improvement in grades or academic improvements as a result of tutoring by any Highpoint Teacher.