TUTORING POLICIES

The following are Highpoint's Tutoring Policies & Procedures:

1. Highpoint teachers are allowed to tutor students either IN PERSON (on Campus) or VIRTUALLY (on Zoom) based on agreement with Parent.
2. Tutoring may only take place after school hours, not during the school day.
3. Parents must submit the **"Tutoring Request and Disclaimer Form"** for each child requesting tutoring services ***before*** tutoring commences.
4. Teachers are prohibited from tutoring their own students at any time.
5. A **maximum of two (2)** students may be tutored at one time.
6. A maximum hourly rate of **$40.00 an hour for one-on-one** and **$30.00 an hour for two-on-one** may be charged. Minimum tutoring time is **sixty (60)** minutes.
7. For a half-hour "Micro-Session" (**30 minutes)**, the rate is $20/session for an individual student and $15/session for two students at a time (maximum).
8. Days missed must be made up unless fee is not going to be charged and parent is informed in advance.
9. If Teacher/Tutor remains on campus during the virtual tutoring session, no other person (adult or child) can be inside the classroom at any time while tutoring is taking place.
10. Teacher/Tutor must keep an attendance record and log of each tutoring session.
11. The log will contain the child's work and his/her academic progress during all tutoring sessions.
12. Teacher/Tutor must confer with child's teacher on a regular basis and keep teacher informed of child's progress.
13. Teacher/Tutor must attend any staffing or meetings with parents when asked by Highpoint's administration.
14. Payment for tutoring sessions must be paid directly to the Teacher/Tutor. Highpoint does not derive any income from this service.
15. Tutoring is entirely optional and cannot be required by a Highpoint teacher at any time.
16. Highpoint does not endorse or make any assertions or guarantees with regard to improvement in grades or academic abilities as a result of tutoring by any Highpoint employee.
17. Highpoint's Administration must be notified via e-mail of any tutoring changes, include days/times of sessions and/or termination of tutoring.

Notes to Teacher/Tutor:
*Highpoint teachers that tutor must complete and submit the **"Tutoring Agreement for Highpoint Employees"** form before any tutoring services are provided.*

*Highpoint's **"Tutoring Report from Tutor/Teacher"** form must be submitted to the School Administration in advance. This must include days of the week and hours that student will be receiving tutoring.*