

PARENT/STUDENT POLICIES

- **Attendance is critical!** Students are expected to attend ALL scheduled tutoring sessions. Please notify the Program Specialist as soon as possible if a student must miss so that the absence will be excused. If there is no phone call, email, or other communication from the parent regarding the student's absence for that session, the student will be considered a no-show and that absence will be unexcused. Absences will also be unexcused if the Program Specialist calls during the scheduled tutoring session to determine if the student is coming if there has been no notification by the parent.
- A student who misses 2 consecutive unexcused sessions will lose tutoring privileges. He/she will be placed at the bottom of the waiting list, but may be readmitted if space becomes available. A readmitted student who has an unexcused absence will be dropped from the program for that semester.
- Students are expected to arrive on time and be ready to work. Students who are more than 15 minutes late two consecutive times will be placed on a waiting list, but may be readmitted if space becomes available. A readmitted student who is late by more than 15 minutes will be dropped from the program for that semester.
- Students must be picked up on time after tutoring sessions. Parents of elementary school students are required to come to the tutoring room to pick up children. The library and the VICTORY Tutorial Program are **not** responsible for children before and after the designated tutoring session times.
- Students being tutored in a particular subject should always bring their books, class notes, and any homework assignments with them to the tutoring session. All electronic devices should be turned off.
- Please bring your child's standardized test scores and report cards to the Program Specialist each time as soon as they become available.
- Parents and students are not allowed to exchange phone numbers, home addresses, or email addresses with tutors. This includes all social networking and online communication. All communication should be directed to the Program Specialist.

DISCLAIMER: The majority of tutors are volunteers. While they have received training in basic tutoring strategies, most are not trained educators or certified teachers. Therefore, it will be difficult to provide services beyond basic tutoring practices to students with severe learning or behavior problems.

I UNDERSTAND AND AGREE TO FOLLOW THE PARENT/STUDENT POLICIES OF THE VICTORY TUTORIAL PROGRAM.

STUDENT: _____

PARENT: _____

DATE: _____

STAFF INITIALS: _____