

## VICTORY Tutoring Parent Policies and Expectations

- **Attendance:** Students must attend all scheduled tutoring sessions. Notify the Program Site Assistant in advance if a student needs to miss a session to have the absence excused. Unnotified absences are considered **unexcused**.
- **Missed Sessions:** Missing 2 consecutive **unexcused** sessions will result in losing tutoring privileges. The student will be placed at the bottom of the waiting list and may be readmitted if space allows. One unexcused absence after readmission will lead to removal from the program for the semester.
- **Punctuality:** Students must arrive on time and be ready to work. Being more than 15 minutes late twice in a row will result in being placed on the waiting list. One instance of being late after readmission will lead to removal from the program for the semester.
- **Pick-Up Time:** Students must be picked up on time after sessions. Parents of elementary students must pick up their children from the tutoring area. The program is only responsible for children during designated tutoring times.
- **Materials:** Students should bring books, class notes, and homework to every session. All electronic devices should be turned off.
- **Standardized Test Scores and Report Cards:** Provide these to the Program Site Assistant when possible.
- **Communication:** Do not exchange phone numbers, home addresses, or email addresses with tutors. All communication should go through the Program Site Specialist.
- **Disclaimer:** Tutors are mostly volunteers with basic tutoring training and are not certified teachers. They may not be able to provide advanced support for severe learning or behavior challenges.