



**Academic**

**Coaches**

**Tutoring**

**PARENT COMPACT AND COMPANY POLICIES AGREEMENT -NCLB**

**CHAPERONE:** Parent/guardian (at least 21 years of age) must be present during the entire tutoring session

**TUTORING LOCATION:** ALL TUTORING SESSIONS IN THE HOME ARE TO BE CONDUCTED IN A MAIN AREA SUCH AS THE KITCHEN, LIVING ROOM, OR DINING ROOM. DOORS ARE TO REMAIN OPEN AT ALL TIMES. SESSIONS MAY BE CONDUCTED AT A MUTUALLY AGREED UPON LOCATION SUCH AS A CHURCH, COMMUNITY CENTER, OR LIBRARY- PARENT MUST ALWAYS REMAIN ON-SITE FOR THE FULL SESSION PERIOD DURING ALL SESSIONS REGARDLESS OF THE TUTORING LOCATION.

**STUDENT SAFETY:** You are responsible for the safety of your child. Please insure that your home is a safe and secure environment for our instructors. Tutoring at Libraries, Community Centers, Businesses, etc... would comply with all applicable health and safety policies at the outside location where tutoring takes place if not in the home.

**SESSION CANCELLATION:** We require **24 hours notice** to cancel a session. *Two cancelled sessions without proper notice in one month is subject to possible termination of services and the free program!*

**WEATHER RELATED CANCELLATIONS** must be confirmed directly with your instructor.

**SUBSTITUTE TUTOR POLICY:** Academic Coaches does not substitute on a temporary basis. Substitutes may be provided after consultation and mutual agreement with the Parent and the Academic Coaches Director. Substitute instructors will not be provided if families are unable to provide a consistent schedule or has a history of cancellations

**DISCIPLINE:** Students should be cooperative and friendly towards the instructors. Academic Coaches Instructors are Not permitted to administer discipline, and can not continue to tutor the student if discipline is required to maintain the program. All tutors are to leave the premises immediately if a situation becomes unmanageable

**TARDINESS:** The Instructor will wait 15 minutes for you and the student to arrive at the tutoring location

**CONFERENCES:** Academic Coaches Conducts a parent/guardian-tutor conference the last five minutes of each session.

**SOLICITATION OF ACADEMIC COACHES TUTORS:** Tutors contracted through Academic Coaches have agreed, in writing, that they are not allowed to accept direct employment or referrals from Academic Coaches clients. Solicitation of services with a Academic Coaches tutor, except through Academic Coaches is unlawful.

**ACADEMIC COACHES RIGHT TO TERMINATE SERVICES:** Academic Coaches reserves the right to terminate services immediately for issues such as parent contact difficulties, parent scheduling difficulties, attendance problems with the Student or Parent, or behavioral and safety issues that threaten the tutor's safety.

**ANTI-DISCRIMINATION AND SEXUAL HARRASSMENT POLICY FOR STAFF AND FAMILIES:** No Person will be excluded from participation, be denied benefits of, or be subject to discrimination in any program or activity based on Gender, Religion,, Nationality, Ethnicity, or Disabilities. Sexual Harassment of any kind will not be tolerated, and is grounds for immediate termination of tutors or the Free tutoring services if necessary.

**CHILD ABUSE POLICY**

Federal and State laws on Child abuse mandate that any incidents of Child abuse, Criminal activity, or activities endangering a child's safety witnessed by our instructors must be reported to our offices within 24 hours and may be reported to the proper authorities by our local office.

**For Parent disputes and complaints contact:** Scott Morchower, Director, 770-310-9575

Parent/Guardian: \_\_\_\_\_ Student: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_ Zip: \_\_\_\_\_

Phone: (H): \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
**Parent Signature** **Date**