



Summer Tutoring Contract

Student name: _____

Date: _____

Tutor Name and contact information:

Parent Name and contact information:

Tutoring Goals/Subject:

Proposed Tutoring Schedule/Fees:

Fees

Although tutoring fees remain the same during the summer in terms of hourly rates ((\$60 for subject tutoring, \$75 for SAT/ACT), the frequency and duration of sessions are determined by the tutor and family depending on the age and needs of the student. Hammond requires 24-hour cancellation of any scheduled session. Rescheduling or cancellations are communicated directly between the family and the tutor, not through Hammond. All tutoring sessions will be billed through Hammond's business office.

Location

Although these services are managed by the Academic Enrichment Center, tutoring sessions may occur in Hammond classrooms as well. Tutors and students will check in at the front desk in Barks Hall prior to each session. A tutoring log is maintained by the individual tutor in order to assist in the documentation and billing of sessions. Tutoring may only occur during business hours when administration and staff are present. Weekend or evening tutoring is not permitted.

Proficiency Tutoring

Any upper school student ending the year with a failing grade in a specific course necessary for graduation, will be required to repeat the class or to attend an approved, accredited summer school program. If a student makes a D in an upper school world language or math class, he or she is not permitted to progress in that subject area until proficiency is demonstrated. Teachers and administrators collaborate to determine a summer tutoring plan to meet a student's individual needs. Tutors will be given specific guidance from the classroom teacher in order to facilitate planning for the content and scheduling of sessions. Proficiency exams are created by the teachers and department chairs. These exams will be administered by the division office or the AEC after a minimum of 10 hours of tutoring, if a tutor and the department chair feel that a student is ready. If a student fails to demonstrate mastery of the material on the proficiency exam, the student will be required to complete 30 hours of tutoring. *It is possible that, even after tutoring, a family will be encouraged to have their child repeat a class rather than to progress to the next level.* Our goal is to make every effort to help a child progress, but individual circumstances and student needs are always considered. The College Counseling Office will be consulted in all of these decisions and given formal documentation of the completion of the proficiency requirement. All required tutoring and proficiency exams must be completed prior to August 5, 2013.

Please direct any questions or concerns to Dr. Ashley Noojin (anoojin@hammondschool.org), Director of the Academic Enrichment Center.

Parent Signature

Tutor Signature

Ashley B. Noojin, Ph.D.
