



SCHOOLS OF THE
SACRED HEART

ACADEMY OF THE SACRED HEART | BERCHMANS ACADEMY

Homework Helpers Tutoring Policy

At Schools of the Sacred Heart, students may register for Homework Helpers for additional tutoring. This fee-based service is provided by teachers/tutors at an hourly rate determined by the tutor. All teachers at Sacred Heart offer free, open door office hours that should always be a starting point for students who need academic help. Homework Helpers is a private, fee-based service where tutors or teachers work individually with students. The Schools of the Sacred Heart recommends a rate of \$40/hour. Parents pay tutors directly for Homework Helpers.

Homework Helpers occurs during Late Leavers (3:15-5:15pm) after school. Services are only provided when Schools of the Sacred Heart are in session. Tutoring does not take place on the weekends or evenings unless sessions are coordinated through the boarding school. No member of the faculty may tutor one of his/her current students. Outside tutors are also employed by academic support. The director of academic support helps coordinate tutors and facilitate communication with families and teachers.

Student Responsibilities:

1. To be fully prepared for each session
2. To complete assignments
3. To bring appropriate materials

Tutor Responsibilities:

1. To coordinate with families the time, place and length of tutoring sessions

2. To communicate with the student's classroom teachers and the director of academic support regarding student's progress and areas of concern
3. To provide updates to student's family about progress in Homework Helpers and areas of concern.
4. To bill parents directly and collect payment for tutoring.

Print Tutor's Name

Signature of Tutor

Parent/Guardian Agreement

I understand the information provided about tutoring at Schools of the Sacred Heart. I understand the cost of individual tutoring.

1. You must give 24 hour notice to your homework helper/tutor if your child will not need tutoring on a particular day, except in cases of emergency. If a student repeatedly cancels tutoring sessions, services may be discontinued.
2. If tutoring is a condition of enrollment, it may not be cancelled without approval of the division head.
3. I agree to help my child attend all scheduled sessions and arrive prepared with his/her materials.

Print Parent's Name

Parent's Signature