

**HCPS Academic Tutor Program  
Summer 2020  
Academic Tutor, Parent/Guardian, and Student Agreement**

The Academic Tutor, and the parent/guardian and student agree to the following guidelines prepared by Harford County Public Schools to provide clear communication and consistent, effective services for the HCPS Academic Tutor Program, Summer 2020.

***Academic Tutors Responsibilities***

- Contact students and parents/guardians to schedule virtual academic tutoring sessions via Microsoft Teams.
- Create a academic tutoring schedule to meet the needs of students and their families. Academic Tutors should schedule a maximum of two, one-hour session per week, per student.
- Respond to student and family communication within 24 hours, Monday-Thursday.
- Plan and deliver customized academic tutoring sessions using guidance provided by HCPS aligned to the North Star Attributes, *Reader, Writer, Problem Solver, Healthy, and Employable*.
- Utilize itslearning and other methods to plan and implement instruction/differentiation to meet the individual student needs.
- Host academic tutoring session on Microsoft Teams in a synchronous (live, virtual instruction provided directly by the Academic Tutor) learning environment where the student will receive one-on-one instruction with the Academic Tutor.

***Student Responsibilities***

- Work with their assigned Academic Tutor for a maximum of two hours per week, per content area.
- Be an active participant in the academic tutoring session by communicating with the Academic Tutor about content and remain engaged throughout the session.
- Dedicate time for learning, some of which may be beyond the academic tutoring session.
- Check email for information on assignments.
- Engage in all learning posted and submit all assignments as directed by the Academic Tutor with academic honesty.
- Attend to self-care by engaging in physical activity, conversation, appropriate routines, sleep, and play.
- Adhere to the HCPS Code of Conduct.

***Parents/Guardians Responsibilities***

- Work with the Academic Tutor to determine appropriate dates and times to schedule academic tutoring sessions.
- Be present during academic tutoring sessions to assist with any technology concerns and monitor the academic tutoring session with his/her student.
- Provide an environment conducive to learning.
- Support emotional balance by providing ample time for physical activity, conversation, appropriate routines, sleep and play.
- See *Parents Guide to At-Home Learning* for additional support resources and scheduling suggestions.

The following resources will support Distance Learning and faculty/student/family collaboration to ensure a quality learning experience when planning and delivering instruction remotely:

- HCPS email and Blackboard Connect5 are the most common communication tools used to contact and communicate with HCPS families, Prek-12.
- Current student email is open for grades 3 - 12.
- HCPS learning management system is itslearning. This is the primary distance-learning platform. Students will access most of their instructional materials via itslearning.
- Teachers may use other Microsoft tools in lesson implementation with students and families. Microsoft Teams is a web conferencing tool that will allow staff to communicate with other staff and students in a face-to-face (synchronous) format.
- Individual phone calls will be utilized for families with no online access.

***Specific Responsibilities of Students and Parents/Guardians to Live Virtual Instruction, i.e., Synchronous Learning***

Teachers/Providers may not conduct a Virtual Instruction session involving only a single student unless:

- A parent/guardian is in the student's residence and is aware of the session; or an HCPS staff person, in addition to the teacher/provider, listens to and/or views (as applicable) the session.
- Parents/Guardians and students must not record, duplicate or share/post any portion of a student's Virtual Instruction session.
- Parents/Guardians and students must not share passwords or provide access to HCPS online services to anyone.
- Prior to engaging in a Virtual Instruction session, students must be in a location where the background is appropriate i.e., a location that is quiet. Students should mute their microphone as necessary to avoid disturbing a Virtual Instruction session.
- The use of the video function in any Virtual Instruction Session is not mandatory. Parents/Guardians may opt out of the use of the video function by turning off that function.
- In some situations, a Teacher/Provider will request consent for specific services prior to working virtually with the student.
- Parents/Guardians should immediately report to the principal of the school in question with any concern, etc.