



# Eden Academy



**Eden Academy** has established the following guidelines and policies for all tutors and the tutoring centre. These policies are designed to ensure the safety and wellbeing of students, tutors, and other staff who work at the academy to coincide with academy and district regulations.

## 1) General Expectations

What Tutors Can Expect from **Eden Academy**

- Eden Academy will provide training to enable tutors to effectively support students' academic progress.
- **Eden Academy's** staff will provide continual support to tutors during the school year through coaching, regular check-ins, and debriefing sessions.
- **Eden Academy** will provide a safe, positive, and structured environment conducive to learning.
- **Eden Academy's** staff will be available to answer any questions tutors and parents may have about our program.
- **Eden Academy** will keep tutors informed of upcoming events, calendar, or schedule changes, and relevant program updates to the best of their ability.
- **Eden Academy** will keep all tutor contact information strictly confidential.

What **Eden Academy** Expects from Tutors:

- To tutor and mentor students, using the Impaq curriculum.
- To arrive for scheduled tutoring sessions on time, although full year commitments are best for students and preferred when possible.
- To review "Tutor Notes and Recommendations" and "Roadmap" from the previous session and to complete "Tutor Notes and Recommendations" and "Roadmap" after each session.
- To communicate with **Eden Academy's** HOD should any issues or concerns regarding students arise.
- To assist **Eden Academy** staff in maintaining a safe and effective tutorial environment.
- To be flexible to the changes that may occur to the schedule that are outside of Eden Academy's control. If your student is absent, tutors can be asked to work with another student.
- To do assessments and keep up to date with all your work.

## 2) Conduct

As a tutor for **Eden Academy**, you agree to maintain the highest level of moral, ethical, and professional conduct while at the academy's site and while representing **Eden Academy** at all community events and meetings.

## 3) Background Check

Because tutors work one-on-one with children, **Eden Academy** can be required to conduct a thorough criminal background check before a tutor's service can begin. You agree to fully cooperate in **Eden Academy's** background investigation, and to sign any waivers or releases that may be necessary or desirable to obtain access to relevant information.

You agree to be fingerprinted or conduct a background check, as requested by **Eden Academy**, before the first day of tutoring.

The adjudicating body reserves the right to withdraw any conditional offers to serve as a volunteer based on information contained in a consumer report.

Unfortunately, **Eden Academy** cannot process fingerprinting or background checks from other organizations that have your results on file.



# Eden Academy



## 4) Absence and Late Arrival Policy

Consistent attendance by tutors is critical for the success of **Eden Academy's** students. If, due to extenuating circumstances, you must miss a class, you agree to notify the head of department in advance or as soon as possible when sick to make alternative arrangements with students/learners.

For students to receive maximum benefit from the tutoring session, be prompt and arrive well in time.

While we appreciate your desire to tutor, repeated absences and/or late arrivals may result in dismissal from the tutoring role.

If you are discontinuing your service with **Eden Academy**, we ask that you give the head of department at least one month's notice so that a replacement tutor can be found.

## 5) Photographing Students

Photographing students is not allowed in the **Eden Academy** centre without the permission of the parents or legal guardians and the HOD. You also understand and agree that taking photographs of students outside of the **Eden Academy** is not allowed.

## 6) Confidentiality of Student Information

As an **Eden Academy** tutor, you will have access to confidential information about student academic performance and/or personal or sensitive information, this information must not be shared with anyone other than **Eden Academy** staff member for any reason. Subject to legal requirements, you agree not to access, use, or share information from **Eden Academy** for any other reasons.

You understand that **Eden Academy's** staff are not allowed to release personal information about students or their parents, such as home address, phone number, or email address. You agree not to ask students for such information.

In addition, anything students may tell you about themselves or their home

lives should be treated as confidential unless it meets the criteria described in paragraph 12 below.

You agree that any data on student academic performance are to be used and disclosed solely for instructional purposes, unless legally required.

## 7) Communication with Teachers

The tutor's main point of contact within the academy's site is the **Eden Academy** grade coordinator. Tutors should direct all questions and/or concerns about their student to the grade coordinator.

The grade coordinator serves as the liaison between the tutor and the student's classroom teacher and the principal to share student progress and areas for improvement. Tutors who pick up and/or drop off students should be considerate of both the instructional flow of the classroom and confidentiality of student information.

## 8) Communication with Site Coordinators

**Eden Academy** requests that tutors schedule themselves to be in their class 30 minutes before and after each session to prepare for and document the tutoring session. This is also the ideal time to discuss student progress, action plans, and scheduling issues with the grade coordinator. Outside of Academy hours, the preferred means of reaching grade coordinators are by sending an email to their **Eden Academy** email addresses. Please be respectful of the fact that **Eden Academy** does not provide grade coordinators with cell phones.

**Eden Academy** requests that tutors schedule themselves to be always in the classroom during lessons, no child may be left alone in a classroom.

All lesson planning and worksheets must be prepared in advance as the tutor will not be allowed to leave the classroom to do any preparations for the class.



# Eden Academy



## 9) Interacting with Students Outside of Eden Academy

**Eden Academy** encourages tutors to interact with and to mentor students during **Eden Academy's** hours and at **Eden Academy** sponsored events. However, this interaction must take place only at the **Eden Academy's** Centre and with the supervision of **Eden Academy's** staff. **Eden Academy** cannot give tutors permission to interact with students outside of the **Eden Academy's** environment; permission for interaction with students outside of **Eden Academy** can be given only by their parents or legal guardians if it is not **Eden Academy** related.

Without permission from the HOD, tutors agree not to share their personal contact information with students, including but not limited to home phone numbers, cell phone numbers, online contact information or any addresses. You also understand and agree that, without explicit permission from the parents or legal guardians you may not take students off the academy's grounds at any time or for any reason.

## 10) Physical and Verbal Contact

While a certain amount of casual physical and verbal contact is natural when working with children, you agree to be very aware of your contact with students and exercise the utmost discretion in ensuring that all contact is both welcome and appropriate.

## 11) Giving Gifts to Students

Tutors are welcome to give small gifts to the student if, and only if it is appropriate. The head of department has established the following guidelines and policies for all tutors. These policies are designed to ensure the safety and wellbeing of students, tutors, and other staff who work at **Eden academy**.

Further, you understand and agree that you are prohibited from giving or lending money or personal belongings to students.

## 12) Reporting Unusual Behaviour and/or Concerns for Student Well-Being

It is the policy of **Eden Academy** to do everything in our power to prevent physical, emotional, or sexual abuse against children, youth, adults, and other vulnerable populations, including people with developmental disabilities who are involved with our operations or with any program/event sponsored by **Eden Academy**.

As such, you agree to be aware of your legal responsibilities and to act justly in the best interest of those who have been abused or those who are most vulnerable to abuse.

You understand that all **Eden Academy's** staff are mandated child abuse reporters. As a tutor, you may receive information or have concerns for a student's wellbeing. If a student alleges abuse by an adult, we ask that you ensure that the HOD of **Eden Academy** is notified and a Child Protective Services report is filed within 48 hours of hearing the information.

You understand and agree that the following should be immediately reported to the HOD of **Eden Academy**:

a) Incidents of physical harm, verbal threats of harm, and racial or other intolerances. Incidents that involve physical harm, verbal threats of harm, racial or other incidents that occur between students, tutors, volunteers, and/or staff during **Eden Academy's** sessions must be reported and documented. If witnessing such an incident, you must inform the HOD immediately. Tutors will document such incidents and follow up with proper actions and authorities.



# Eden Academy



## b) Suspicion of Physical, Emotional, or Verbal Abuse and Neglect.

All staff are bound by law to report any suspicion of child abuse or neglect. We ask that tutors report any suspicion of child abuse or neglect to the HOD immediately. Some signs to watch out for are crying or sleeping during a tutoring session, physical discomfort, tardy or truant behaviour, self-deprecating talk, concern about making family contact, and self-medication through substance use. If you suspect that a child is being physically, emotionally, or verbally abused or neglected, you must immediately report it to **Eden Academy's** staff or your HOD.

## c) Other Unusual Incidents or Concern for Student Well- Being

If you observe or suspect any activity involving **Eden Academy's** students, volunteers, tutors, or staff that appears unusual or cause for concern, you agree to immediately report it to the HOD of **Eden Academy**. When in doubt about whether to report an incident or suspicion, you should always consult **Eden Academy** Staff or HOD.

## 13) Harassment

**Eden Academy** believes that every staff member, tutor, and volunteer have the right to work in an environment free from harassment and will not tolerate harassment based on race, colour, creed, religion, national origin, sex, sexual preference or orientation, disability, age, marital status, or status about public assistance.

## 14) General Release and Waiver of Liability

You acknowledge that you are voluntarily participating in tutoring activities organized by **Eden Academy**. You are aware that tutoring may involve risk of serious injury to person and property, which includes, but is not limited to, injuries or destruction of property that may occur at any school or facility, and YOU VOLUNTARILY, KNOWINGLY AND

FREELY ACCEPT AND ASSUME ALL RISK, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE NEGLIGENCE OF

**EDEN ACADEMY** EMPLOYEES, arising from your

participating in the tutoring activity and from theft or damage that may be sustained while participating in the tutoring activity and thus assume full responsibility for your participation.

In consideration of being permitted to tutor students, you agree that you and your heirs, personal representatives, executors and assigns will not make a claim of any type against or sue **Eden Academy**, its predecessors, successors, parents, subsidiaries, affiliates, and present and former officers, directors, employees, insurers, agents, assigns and representatives (these are collectively referred to in this agreement as the "Released Parties") for any injury or damage arising from the negligence or other acts, however caused, of the Released Parties or anyone else related to or in any way connected to the tutoring activity.

In addition, you release, waive, and discharge the Released Parties from all actions, claims or demands that you, your heirs, and personal representatives, or assigns now have or may hereafter have for injuries, including permanent disability and death, property damages, or theft resulting from your participation in the tutoring activity. This release includes injury or damage caused by negligence, active or passive, of the Released Parties.

YOU HAVE CAREFULLY READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT AND UNDERSTAND ITS

TERMS. YOU UNDERSTAND THAT THIS IS A COMPLETE RELEASE OF LIABILITY AND A PROMISE NOT TO SUE OR MAKE A

CLAIM, AND YOU SIGN IT FREELY AND VOLUNTARILY.



# Eden Academy



## 15) Enforcement of Tutor Code of Conduct

Any violation of the Tutor Code of Conduct and Agreement or any other inappropriate behaviour may result in your immediate termination. If **Eden Academy** has any reason to believe that a tutor is not adhering to both the letter and spirit of this agreement, that tutor may be placed on temporary suspension pending a full investigation. Should any part of this agreement be deemed unenforceable, the remainder of the agreement shall remain in effect.

I \_\_\_\_\_ (full name and surname)

ID nr \_\_\_\_\_

Agree to the Code of conduct of Eden Academy

Signed this day \_\_\_\_\_ of \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Principle signature

\_\_\_\_\_  
Date