**Academic Support for Virtual Schooling**

Service Agreement

**1. DESCRIPTION OF SERVICES.** Students will be provided a supervised space to complete schoolwork on days when TCSD is not in session or for students enrolled in 100% virtual programming. This small group space will allow 8 students to work independently or with a small group of peers with an adult facilitator who can answer general questions and support their work completion. The structure of the program facilitates a low cost for families, but does not provide individual tutoring. The goal of the program is to provide a location for students to go that is free from distraction and get general support on work completion for assignments provided by the school district.

Families select 2-hour time blocks based on when they attend in-person schooling. In order to maintain staffing and other overhead, families are required to pay in advance for four weeks.

**2. COST.** As described above, families electing to participate pay for 2-hour blocks, for four weeks. The cost for the program is $30 per hour, with discounts for families that select multiple 2-hour blocks. The total cost must be paid in advance. Should students not attend part of their scheduled sessions, no refund can be given. Packages with multiple 2-hour blocks can be combined with siblings to receive the discount.

**4. FACILITATOR RESPONSIBILITIES.** The facilitator is responsible for ensuring students have a safe, limited distraction environment conducive for work completion. The facilitator will assist students with answering general questions about work, but will not be an expert in all content areas or able to provide individualized tutoring during that time. The facilitator will help students manage assignment lists, check in with work needing to be completed for the day, check-out with students to document work completed and next steps, and send an email communication to parents documenting work completed and next steps for students to complete after leaving. The facilitator will respectfully redirect and encourage students who appear to be off-task, but is not responsible for ensuring students complete work during the time they are in attendance.

**5. STUDENT RESPONSIBILITIES.** Students are responsible for behaving in a way that ensures a safe, limited distraction environment. They are responsible for bringing their assignments, laptops or other needed technology, and for completing their own work while in attendance. Limited supplies (ie: paper, pencils) will be available on site. Students are encouraged to work quietly with an approved partner (parents must approve in advance). Students are encouraged to only use their phone during break times. Students are ultimately responsible for their own work completion and for using the time available while in attendance.

**6. PARENT RESPONSIBILITIES.** It is our hope to partner with parents in helping students complete their work when not attending school in-person. We hope that parents will check the daily communication regarding work completion and are welcome to communicate any other information that would be helpful for the facilitator (ie: the student has been working on a big project and that is what the parent would like the student to work on while in attendance).

Parents are also responsible for ensuring student transportation to and from the program. Students are expected to be picked up or leave via another method of transportation promptly at the end of their session. This ensures the facilitator has time to send daily communication to parents and sanitize the space before the next group of students.

The program assumes no liability for transportation or monitoring student choice of transportation. Should a student elect to take a different means of transportation, that is the sole responsibility of the student and parent.

**7. PARKING & PICK-UP / DROP-OFF.** As there is limited parking in front of the location, students should be picked-up and dropped-off outside of the small parking lot in front of the building. For students who drive themselves to the program, they are not allowed to park in the small parking lot and should park on the street or in the public parking lot available right across from the location.

**8. COVID EXPECTATIONS.** The program will follow and require students to follow all current national, state, or local guidelines related to COVID. Current guidelines will be communicated to parents before attending and updated as recommendations change. As an example, current Teton County Ordinances require students to wear masks while inside the building. Students will also be expected to hand sanitize when entering, have their temperature checked, complete a health self-assessment with the facilitator, and follow posted bathroom guidelines. Students will not be allowed to enter the space, if they refuse to follow the entrance protocols. Should students refuse to follow protocols while in the space, that refusal will be treated as a Tier III behavior, described below.

The facilitator not only ensures student compliance with COVID expectations, but also ensures the site follows all other COVID guidelines. This includes cleaning all surfaces and any shared materials between groups to limit any possible cross contamination.

**9. DISRUPTIVE BEHAVIOR.** Should student behavior impact the learning environment for other participants, the following procedures will be used.

* For Tier I disruptions (ie: talking too loud with their partner), students will be kindly reminded of the expectations and this agreement. If a student has to be reminded three times or more, the disruption will be moved to a Tier II disruption.
* For Tier II disruptions (ie: continued minor disruptions, talking across the room, bothering other students, etc.), students will receive one reminder about the behavior expectation (unless this is a continuation from Tier I). The second reminder will lead to a note being placed in the daily parent communication. A third reminder will be treated as a Tier III disruption.
* For Tier III disruptions (ie: physical violence, threats, disrespect to the facilitator, etc.), students will be expected to leave the space immediately. Students who are allowed to transport themselves will have that opportunity and a text will be sent to parents. Students who do not have that option or who refuse to leave will have their parents called and their parent will immediately pick them up. After one incident of a Tier III disruption, a meeting with parents will determine if the child is allowed to attend in the future. The program reserves the right to terminate this agreement. A second incident of a Tier III disruption will lead to an automatic termination of this agreement.

**10. TERMINATION OF THIS AGREEMENT.** Should this agreement be terminated by the program due to disruptive behavior described above, no refund will be made for fees paid at the beginning of the month. Should parents decide to discontinue having their child attend, for whatever reason, no refund will be made for fees already paid.

**11.**  **NO LIABILITY.** The undersigned agree not to sue the Michelle Sirois Tutoring or Compass Edvantage and to release, indemnify and hold harmless the School and its officers, agents, staff, and affiliates from and against any and all liability, claims, or damages arising out of injury to the person or property of the Student, except for claims or damages caused by the School’s gross negligence or willful misconduct. In the event the School is unable to provide or continue its education services to the Student for any reason or cause, the School will not be liable for claims for any costs or expenses incurred as a result.

**12.** **MEDICAL TREATMENT.** The undersigned authorize program staff to arrange for any and all reasonable medical treatment in case of an emergency, with the parent(s)/guardian(s) being responsible for the entire cost of such treatment.

**14.** **FORCE MAJEURE:** The undersigned acknowledge that Michelle Sirois Tutoring and Compass Edvantage will not be responsible or found in breach of this Agreement and/or legally liable for any loss, costs, or damages for any delay or failure of its performance under this Agreement, including any changes in programming, cancellation, or other alteration that results from a force majeure event. Force majeure events include, but are not limited to: fire, acts of God, war, governmental action, terrorism, epidemic, pandemic or any other event or act beyond the School’s control. If such a force majeure event occurs, the School’s responsibilities under the Agreement may be suspended or postponed until such time as the school, in its sole discretion, may safely re-open.

**15.**  **ENTIRE BINDING CONTRACT:**  Once executed, this Agreement creates a binding contractual obligationbetween Michelle Sirois Tutoring / Compass Edvantage and the undersigned. This Agreement is the entire agreement between the parties, and supersedes all previous statements or representations, whether written or oral. No changes to this Agreement shall be valid unless in writing and signed by both the School and the undersigned. The undersigned may not assign any rights under this Agreement without the School’s express written consent. Any failure of the Michelle Sirois Tutoring / Compass Edvantage to immediately insist upon or enforce all rights and remedies under this Agreement shall not constitute or be deemed to be a waiver of any of the School’s rights or remedies in the future.

**In executing this Agreement, I/we certify that I/we are the Student’s legally authorized parent(s)/guardian(s), are financially and legally responsible for the Student, and are authorized to execute this Enrollment Agreement. I/we confirm that I/we have read and understand all of the terms of this Agreement, and agree to be bound by said terms.**