



2020 S COLLINS ST, ARLINGTON, TX 76010

(817) 860-7757

www.hopetutoring.org

PARENT HANDBOOK
with required forms
2022-2023

WELCOME

Welcome to HOPE Tutoring! We are honored to be a part of your child's academic journey. Our mission is to empower 3rd-8th grade students to achieve their full academic potential through one-on-one tutoring. And we know the winning combination that helps empower students through education -- parents, students, and tutors working together!

PROGRAM OVERVIEW

HOPE Tutoring was established in 1996 as an outreach program by members of Aldersgate UMC, serving students in east and central Arlington. Currently, HOPE partners with several local churches, nonprofit organizations, Arlington Public Library, and Arlington Independent School District, to provide individualized tutoring in a safe learning environment. We seek to thoughtfully connect volunteer tutors with students in order to enhance their academic success, increase their self-esteem, and become more productive citizens within their community.

Tutoring consists of one-on-one tutoring sessions for 1 hour each week during the fall and spring semesters. This consists of both virtual and in-person tutoring, usually held after school at various locations in Arlington.

GENERAL GUIDELINES

Background Checks: HOPE Tutoring Center requires Criminal Background Checks on all volunteers and staff working with minors. Likewise, all HOPE Tutoring volunteers must get clearance through the Arlington ISD background check process, too.

Waiting List: Tutoring appointments are made based on the availability of tutors. Students may be placed on a waiting list until an appropriate tutor can be found to meet the specific needs of your child. While tutoring is not limited to low-income families in Arlington, HOPE Tutoring prioritizes this demographic.

Attendance: Attendance is critical to the success of your child(ren) as they participate in tutoring. Our tutors do not receive payment for their time, nor do they receive reimbursement for the cost of transportation to the tutoring locations. Therefore, you will be required to inform the Site Manager by phone and/or text message when your child will be unable to attend a tutoring session. **NOTE: Students who miss two sessions per semester without offering a valid excuse and reasonable notice will be dropped from the program.**

When arriving at the tutoring site, parents will sign in their child. Parents will sign out their child at the end of the tutoring session. Students are not allowed to arrive at or leave tutoring sessions without a parent unless the parent authorizes the child to walk to and from the tutoring site.

Parents must pick up their student on time. Please keep in mind that our tutors are volunteers who are graciously donating their limited time. We need to be respectful of their time. Repeated failure to pick up a child on time can result in the child being dropped from the program.

Reporting Requirements: Under current grant stipulations with the City of Arlington, HOPE Tutoring is required to monitor and report student demographic information and progress toward program goals. We also utilize student academic information to monitor and evaluate our services.

In order to help us continue to meet our funder's requirements and provide tutoring services at no cost to the students, parents are requested to return all enrollment forms to us prior to the start of tutoring.

Likewise, students must furnish a copy of their report card before tutoring begins and at the end of every six-week grading period during their participation in the tutoring program. This includes the child's final report card for the school year.

Cell Phone Usage: Cell phones and texting will not be allowed during tutoring sessions.

Confidentiality: Information regarding participants in the HOPE Tutoring program will be maintained with confidentiality. Individual students' demographic information will be shared with the City of Arlington as is required for our grant but will otherwise be kept confidential.

Parents and students are not to share personal contact information such as home addresses, phone numbers, and email with any of our tutors. This is to protect both our students and our volunteers.

Communications: Site Managers will communicate with parents regarding important notifications or updates pertaining to a child's tutoring session. Parents should notify the Site Manager of any preferred communications methods and keep them informed of any changes of name, address, phone number, or emergency contact information.

Tutoring Sessions: During the tutoring session, only children enrolled in HOPE Tutoring's program are allowed to be present. Students enrolled in the program are expected to be cooperative and not disruptive.

We encourage students to bring homework and school-issued tablets/laptops to each tutoring session. This allows our tutors to better understand the student's needs. It also relieves the stress of doing homework at home. Please remind your child to bring homework and/or their text book for the subject they need to improve.

Virtual tutoring sessions may be monitored or recorded for safety and training purposes.

Cancelations: Tutoring sessions will not be held on any day when Arlington ISD is not in session. This includes student holidays and school days that have been cancelled due to weather or other unexpected situations.

Parent/Guardian Grievances: In the event that a parent has a concern, that concern should be expressed to the Site Manager assigned to your child's tutoring session. Any concerns that remain unresolved may be referred to the Executive Director: Kathy Mitchell (kathy.mitchell@hopetutoring.org, 806-570-0762).

Required Forms: Five forms can be found on the pages that follow. These forms can be submitted online or in person.

The first four forms must be submitted before your child can begin tutoring. The fifth form is optional.

To submit the first three forms online, you may click on this link. It will take you to a compiled online form: <https://forms.office.com/r/mkZ0zkQfM5>

The last form is optional and has a separate link as noted on the form itself.

If you would rather complete the forms in print, you can mail them or drop them off at the HOPE Tutoring office. There is a secure drop box on the north side of the church outside the door that leads to the Fellowship Hall.

The address is:

HOPE Tutoring
2020 S Collins St
Arlington, TX 76010

If you have any questions about completing the forms, you may contact the Community Engagement Coordinator: Meredith Freeman (meredith.freeman@hopetutoring.org, 214-923-8794).

We look forward to seeing your child excel!



Student Information Form 2022-2023 School Year

Student's Name _____
Last First

Age _____ ☐ Male ☐ Female

Grade _____ School _____ Teacher's Name _____

Student Address _____ Apt. # _____

City _____ Zip code _____

Mother/Guardian

Father/Guardian

Name _____

Name _____

Cell # _____

Cell # _____

Email _____

Email _____

Please check this box if you'd like to add this email address to HOPE Tutoring's mailing list to stay informed on the latest news and events pertaining to our programs: ☐

Emergency Contact _____ Phone # _____

Relationship _____

Emergency Contact _____ Phone # _____

Relationship _____

Please let us know about any pertinent medical or social/behavioral conditions your child has that may impact his or her tutoring experience:

HOPE Tutoring CDBG Client Intake Form

Agency: HOPE Tutoring

Name: _____

Project: PY 2022-23 Tutoring

Address: _____

Date: _____

Client Age: _____

Sex of Head of Household: ☐ Female ☐ Male

Ethnicity: ☐ Hispanic ☐ Non-Hispanic

Age of Head of Household: _____

Number of People in Household: _____

Student's Race (Mark all that apply)

☐ White

☐ American Indian / Alaskan Native & White

☐ Black / African American

☐ Asian & White

☐ Asian

☐ Black / African American & White

☐ American Indian / Alaskan Native
American

☐ American Indian / Alaskan Native & Black / African

☐ Native Hawaiian / Other Pacific Islander

☐ Other Race

Household income: \$ _____ per _____

I certify that all information on this form is true and correct and that all income is reported. I understand this information is being given for the receipt of federal funds, that the information on this application may be verified, and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal laws.

Client or parent/guardian signature

Date

Staff only:

Mark the appropriate income category based on the number of individuals in the household:								
	1	2	3	4	5	6	7	8
VLI	\$19,000	\$21,700	\$24,400	\$27,100	\$29,300	\$31,450	\$33,650	\$35,800
≤50% LI	\$31,650	\$36,200	\$40,700	\$45,200	\$48,850	\$52,450	\$56,050	\$59,700
≤80% MI	\$50,650	\$57,850	\$65,100	\$72,300	\$78,100	\$83,900	\$89,700	\$95,450
>80%	\$50,650+	\$57,850+	\$65,100+	\$72,300+	\$78,100+	\$83,900+	\$89,700+	\$95,450+

Or

Presumed income category: _____

Staff Signature

Date



PARENTAL CONSENT FORM

Please initial on the appropriate lines.

PHOTO AUTHORIZATION

We would like to take pictures of your child to publish in print, TV, or the Internet so that others may see the success of our programs. By initialing photo approval, you agree that HOPE may alter or edit photos at its sole discretion. You understand that you are not entitled to any compensation, that you release HOPE Tutoring and any of its representatives from any liability for any violation of any personal property rights which you might have in connection with such materials, and you waive any right to approve accompanying written or narrative material.

_____ I DO give my permission for HOPE Tutoring Center to take photos of my child for publication

_____ I DO NOT authorize photos of my child.

REPORT CARDS

_____ I understand that a copy of my child's report card must be provided at the start of tutoring and at the end of every grading period.

ATTENDANCE

_____ I understand that two or more absences without prior notice or valid excuse will result in dismissal from the program.

WALKING TO & FROM TUTORING

_____ I DO give permission for my child to walk to and from HOPE Tutoring Center tutoring sites unattended.

_____ I DO NOT give permission for my child to walk. (If someone other than the parent who signs in the child will be picking up the child, please notify the site manager.)

ILLNESS OR ACCIDENT

_____ In the event of accident or illness which occurs during a tutoring session, I will not hold HOPE Tutoring Center, its representative, sponsors, or volunteers responsible.

_____ If emergency care is deemed necessary and I cannot be contacted, I authorize HOPE Tutoring staff to act on my behalf in granting permission for my child to receive emergency treatment.

Student's Name _____

Parent/Guardian Signature _____ Date _____

Staff Signature _____ Date _____



HANDBOOK RECEIPT AND COVID-19 ACKNOWLEDGEMENT

I understand that HOPE Tutoring will continue to monitor CDC guidance regarding COVID-19 and may alter its policies accordingly. I also acknowledge that HOPE Tutoring cannot guarantee that any participant has not nor will not become infected with COVID-19, and I voluntarily assume the risk that my or my child's participation in HOPE Tutoring events could present.

I also am making a commitment for my child to attend the tutoring program. I understand that space is limited and if my child is registered and cannot attend, this prohibits another child from attending. If I discover that my child can no longer attend, I will notify HOPE Tutoring immediately to free up a spot for another child. I also understand that if my child misses more than two sessions without proper notice or a valid excuse, they may be dropped from the program.

I have received and reviewed a copy of the Parent Handbook and will abide by the guidelines therein.

Student's Name

Parent/Guardian Signature

Date



Student Learning Profile (Optional)

<https://forms.office.com/r/s5kvWh85M2>

Student's Name _____

What are some things your child enjoys doing or is very good at? What are your child's greatest strengths in school?

Describe some areas where your child struggles in school.

What are your greatest learning concerns for your child?

Tell us about any special services your child has received.

Describe how your child learns best.

What motivates your child to learn?

What do you hope your child gains from his or her time with HOPE Tutoring?

Anything else you would like us to know?