



TEACHER AGREEMENT TO STARTING EMPLOYMENT

I am entering into an agreement to take on the educational responsibility of students referred from Islip Tutoring Services, Inc. The students may include those on homebound instruction, resource room, NCLB, Country and/or private students.

My responsibilities as a teacher, being employed by Islip Tutoring Service will be as follows:

- Provide an educationally enriched lesson to each student.
- Complete and follow work left by in school teachers.
- Coordinate with in-school teacher on a regular basis – minimum 1x per month.
- Meet with student on a weekly basis covering the subject area assigned to you and for the amount of time indicated – daily for resource room students.
- Weekly feedback to parents, as to how student is progressing.
- Reporting to Islip Tutoring Service Director any unusual behaviors, failing grades, or failing to comply with home instruction guidelines, in writing.
- Coordination with Office staff when taking any time off – whether it is one week or more. If a session is cancelled by you, a makeup must be set up. The information must be submitted to the office. If you cannot make up a session, the office will assign a substitute for you.
- Follow all policies and paperwork guidelines provided by Islip Tutoring, which includes paperwork being handled in on time, recording students' grades, and submitting students' work. Giving quizzes, test, and assigning homework.
- A minimum of two weeks notice is required prior to leaving Islip Tutoring Service.

If a student does not receive instruction, without the office knowledge of it, or if deviations are made in terms of number of sessions, shortening the session length, numerous cancellations, without our knowledge, it constitutes educational neglect on the part of the teacher. You may be prosecuted to the fullest extent of the law.

I agree to adhere to Teacher Agreement to Starting Employment.

Date: _____

Teacher Signature: _____