



High School Parents:

We have changed our policies to streamline the tutorial process. The new system will be in effect immediately. Students will need to have a tutorial form in order to access the HS building before school, at lunch, or after school. The students can obtain copies of the tutoring forms in each classroom, near the main entrance to the school, or print one out from home.

The tutoring form is designed to serve as a tool for the student to obtain an appointment for tutoring. The form not only ensures that a teacher will be present, it also is the student's ticket into the building so that we can make sure that only students who are being supervised by a teacher are allowed to enter the building. The standard business hours for the High School Learning Center are from 7:45am - 4:15pm. Students will not be allowed to enter the High School building during these times unless they have a tutorial slip. The only exceptions will be when there are hazardous weather conditions (Below 40 degrees, lightning, heavy rain, hail, etc.). Students may have the teacher sign a tutoring slip for ongoing tutorials as needed as to eliminate needing a pass for every tutoring session.

In order to assist parents and students with scheduling a time, we have created a spreadsheet of times that the teachers are unavailable due to duty requirements. We have also included the mandatory tutoring times in which the teachers have agreed to be at on a regular basis. Any appointment for tutoring outside these times should be agreed upon by their signature on a tutoring form. Without a signature, we can't guarantee that a teacher will be available.

When the student arrives to tutoring they will sign in on the tutorial sign in sheet in the classroom. Coach Granderson will pick up the sign in sheets once a week and enter the information into a spreadsheet that will track students' attendance in tutoring sessions. If a student is present for the whole tutoring session, and meets the teacher's expectations they will receive a stamp on the tutorial sign-in sheet from their teacher. These stamps are bonus points that will be added to a students' nine weeks average. The max number of bonus points that can be added per nine weeks is 3.

Please understand that this system is designed to grant our students access to their teachers and allow them to be successful. It is not designed to put up barriers for students. If a student needs to see a teacher they will be given the opportunity if the teacher is available during the work day. We will also allow access for our students who have a scheduled meeting for clubs or extracurricular activities. We thank you so much for your feedback and your dedication to your students' education.

Sincerely,

Mr. Boorman  
Head of High School

3360 Westinghouse Road Georgetown, Texas 78626

Phone: (512) 868-4947 Fax: (512) 868-4946

[www.gatewaycps.org](http://www.gatewaycps.org)