

AFTER SCHOOL ACADEMIC SUPPORT (ASAS) PARENT & TUTOR INFORMATION SHEET

SESSION COST:

- Academic Support Teacher
 - W400,000 for 8 sessions. Each lesson is 1 hour.
 - W 600,000 for 8 sessions. Each lesson is 1.5 hours.
- Academic Support Student -W160,000 for 8 lesson. Each lesson is 1 hour.
- Payment has to be made in full to Accounting before tutoring begins.

DURATION:

- Each session includes 8 support lessons. It is recommended that students take two lessons per week.
- Tutoring takes place in the teacher's classroom or the library starting at 3:15pm.
- The support teacher and student agree upon days of tutoring.
- **Once commitment to tutoring is made, it is expected that the tutor and student will schedule all other obligations around the tutoring commitment.**

ACADEMIC SUPPORT REFERRALS:

- Referrals for ASAS can be initiated by the classroom teacher, the parents, the student, or by the counselor.
- ASAS will be provided only if a genuine need is demonstrated.
- Teachers may not support their own students (unless approved by level administrator).

ATTENDANCE:

- Tutors need to take attendance at every session.
- **Only the parent can cancel tutoring.** If a student cancels sessions, tutors need to redirect the student to coordinator/office right away.
- A student will not be excused without permission from the parent.
- To cancel tutoring, parents need to call 24 hours ahead and inform Ms. Hong (HS) or Ms. Choi (MS). If this procedure is not followed, the absence is considered unexcused.
- Students are allowed one unexcused absence and are issued a written warning at that time. Students are charged for subsequent unexcused absences.
- When a student is absent to school, they **are not** expected to attend tutoring and this will be counted as an excused absence.

TRANSPORTATION:

- Parents may pick up students after tutoring.
- Students may take the city bus or subway home.
- Students may catch the Activity Bus home at 5:00
 - Parents need to contact Transportation for Activity Buses - (031-750-1353)

SUPPORT TEACHERS:

- ASAS teacher is chosen based on the student's academic needs.
- Support Teachers work with the student's subject teacher to coordinate the academic support services.
- The subject teacher, support teacher, and parents will complete an evaluation form towards the end of the session. This form has to be submitted to the Counseling Office.
- The Counseling Office then evaluates whether support will be continued for another session.

Contact the applicable Counseling Office for more details: HS - 031-750-1323 / MS- 031-750-1326.