

## Through the Staff Rules & Requirements

1. Students and teachers meet for one hour of one-on-one instruction per week at a time that is mutually agreed upon.
2. Lessons occur over live video; the platform to be used (Zoom, Skype, etc.) is at the discretion of the student and teacher.
3. A parent or guardian must give permission for the student to participate in lessons.
4. Students (or their parent or guardian) must give a timely notice (48 hours) of a lesson cancellation. If timely notice is given, the student and teacher will then find a mutually agreed upon time to reschedule the lesson. Without timely notice, the teacher is not required to reschedule but may elect to do so if their schedule permits.
5. If a student repeatedly (A) cancels without timely notice or (B) is absent with no notice, this will result in the student being terminated from the Through the Staff program.
6. Anyone appearing on video in a Through the Staff-affiliated online meeting must practice appropriate private lesson etiquette, which includes but is not limited to:
  - a. Wearing appropriate attire for a teaching/learning environment
  - b. Demonstrating respect for the other party's time (i.e. avoiding distractions when possible, starting and ending on time)
  - c. Engaging with the other party in a respectful and appropriate manner
7. If a student or teacher stops communicating entirely with Through the Staff parties for over a week with no notice, the unreachable party will be terminated. If the terminated party is a teacher, any students will be reassigned to resume lessons with a different Through the Staff teacher.