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# STUDENT SUCCESSION POLICY, PROCEDURES & OPERATIONS HANDBOOK

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Student • Parent • Tutor • Employee



JULY 7, 2026  
STUDENT SUCCESSION

# STUDENT SUCCESSION

## -Operations, Policies & Legal Handbook-

**Version:** 1.0

**Province:** Ontario, Canada

This handbook applies to all services provided by Student Succession, including online tutoring, in-person tutoring, homework support, academic assessments, enrichment programs, workshops, and any future educational services offered by the company.

### **Confidentiality Notice**

This handbook contains proprietary information belonging to Student Succession.

The contents of this handbook, including policies, procedures, educational methods, operational systems, pricing structures, forms, templates, and internal processes, are confidential and intended solely for authorized use.

No portion of this handbook may be copied, reproduced, distributed, disclosed, or used for commercial purposes without the prior written authorization of Student Succession, except where disclosure is required by law.

### **Disclaimer**

This handbook is intended to provide operational guidance and contractual documentation for Student Succession.

Nothing in this handbook is intended to limit or remove any rights or obligations established under applicable federal or Ontario law. Where a policy conflicts with applicable law, the law will prevail.

Student Succession reserves the right to amend, update, or replace policies and procedures as the business grows or as legal requirements change. Updated versions will be communicated to affected individuals.

Student Succession

Ontario, Canada

Version 1.0

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**Document Control**

**Business Name:** Student Succession

**Version:** 1.0

**Effective Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Last Reviewed:** \_\_\_\_\_

**Next Review Date:** \_\_\_\_\_

# STUDENT SUCCESSION

## Company Mission, Vision & Core Values

### 1. Company Mission Statement

Student Succession is committed to providing high-quality academic support that helps students build knowledge, confidence, independence, and lifelong learning skills.

Our mission is to create a safe, respectful, and encouraging learning environment where every student receives the support needed to achieve academic growth and personal success.

Through personalized instruction, professional educators, and structured learning systems, Student Succession helps students strengthen their understanding of core subjects while developing responsibility, leadership, and positive learning habits.

### 2. Company Vision Statement

Student Succession's vision is to become a trusted educational partner for families by providing accessible, reliable, and innovative tutoring services that improve student achievement and confidence.

We aim to build a learning community where students are supported academically, parents have confidence in their child's progress, and educators are empowered to provide meaningful instruction.

### 3. Core Values

#### Student Success

The growth and development of every student is our highest priority. We focus on helping students improve academically while building confidence and independence.

#### Respect

All students, parents, employees, and educators must be treated with professionalism, kindness, and respect.

Student Succession maintains a learning environment where everyone feels valued, supported, and safe.

### **Integrity**

We operate honestly and responsibly.

All employees are expected to demonstrate:

- Professional behaviour
- Honest communication
- Ethical decision-making
- Responsibility for their actions

### **Excellence**

Student Succession is committed to maintaining high educational standards.

We continuously improve our:

- Teaching methods
- Learning resources
- Student support systems
- Parent communication

### **Safety**

Student safety and well-being are fundamental priorities.

We maintain policies and procedures designed to create a secure learning environment both online and in-person.

### **Accountability**

Every member of Student Succession has responsibilities.

Students are responsible for their effort and participation.

Student Succession | Confidential Business Document |

Parents are responsible for supporting communication and agreements.

Employees are responsible for maintaining professional standards.

### **Growth Mindset**

We believe every student can improve through effort, guidance, and consistent practice.

Our educators encourage students to:

- Learn from mistakes
- Develop problem-solving skills
- Take ownership of their education
- Build confidence

### **4. Educational Philosophy**

Student Succession believes tutoring should provide more than homework assistance.

Our approach focuses on:

- Understanding concepts instead of memorization
- Developing strong academic foundations
- Creating effective study habits
- Encouraging independence
- Building confidence and motivation
- Preparing students for future academic challenges

### **5. Professional Commitment**

Student Succession commits to:

- Providing professional and organized tutoring services
- Hiring and supporting qualified educators
- Maintaining clear communication with families

- Protecting student privacy and safety
- Creating a positive educational experience

## **6. Employee Commitment**

All Student Succession employees and educators agree to support the company's mission by:

- Acting as positive role models
- Maintaining professional boundaries
- Respecting students and families
- Following company policies
- Providing consistent and high-quality instruction

## **Company Acknowledgement**

I acknowledge that I have read and understand the mission, vision, and values of Student Succession.

I understand that these principles guide the expectations and standards of the organization.

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## STUDENT SUCCESSION

### Student Registration Agreement

### Student Enrollment & Participation Agreement

#### 1. Purpose of This Agreement

Student Succession is committed to providing students with a safe, structured, and supportive educational environment. This agreement establishes the expectations, responsibilities, and terms of participation for students receiving tutoring services.

By registering a student with Student Succession, the parent or legal guardian acknowledges and agrees to the policies, procedures, and expectations outlined in this agreement.

#### 2. Student Information

**Student Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Subjects Requiring Support:**

☐ Mathematics

☐ English

☐ Science

☐ Homework Support

☐ Study Skills

☐ Other: \_\_\_\_\_

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#### 3. Parent/Guardian Information

**Parent/Guardian Name:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

**Emergency Contact Phone:** \_\_\_\_\_

#### **4. Student Services Agreement**

By enrolling with Student Succession, the parent/guardian understands that tutoring services may include:

- ☐ One-on-one tutoring sessions
- ☐ Small group tutoring sessions
- ☐ Homework support
- ☐ Academic skill development
- ☐ Learning assessments
- ☐ Progress updates
- ☐ Online learning services

Student Succession will provide educational support based on the student's academic needs, learning goals, and available programs.

#### **5. Student Expectations**

Students participating in Student Succession programs agree to:

- Attend scheduled sessions on time.
- Participate actively in lessons.
- Treat tutors, instructors, and other students respectfully.
- Complete assigned practice activities when required.
- Follow online classroom rules.
- Use appropriate language and behaviour.
- Maintain a positive learning attitude.

Failure to meet these expectations may result in additional intervention, parent communication, suspension, or removal from the program.

## **6. Parent/Guardian Responsibilities**

Parents and guardians agree to:

- Provide accurate registration information.
- Ensure students attend scheduled sessions.
- Support a positive learning environment.
- Communicate concerns or questions with Student Succession.
- Follow payment and scheduling policies.
- Inform Student Succession of relevant learning needs or accommodations.

## **7. Academic Progress**

Student Succession will make reasonable efforts to support student improvement; however, academic progress depends on multiple factors, including:

- Student effort
- Attendance
- Practice outside tutoring sessions
- Parent support
- Individual learning needs

Student Succession does not guarantee specific grades, test results, or academic outcomes.

## **8. Communication Agreement**

Parents authorize Student Succession to communicate regarding:

- Scheduling
- Attendance

- Academic progress
- Learning recommendations
- Program updates

Communication may occur through:

- ☐ Email
- ☐ Phone
- ☐ Approved online platforms

### **9. Payment Agreement**

The parent/guardian agrees to:

- Pay all required fees according to the selected program.
- Follow payment deadlines.
- Follow cancellation and refund policies.
- Notify Student Succession of payment concerns.

Failure to maintain payment requirements may result in suspension of services.

### **10. Student Safety & Professional Environment**

Student Succession is committed to maintaining a safe and respectful learning environment.

Students and families agree to follow all company policies regarding:

- Respectful behaviour
- Online classroom expectations
- Appropriate communication
- Privacy and confidentiality

### **11. Agreement Acknowledgement**

By signing below, I confirm that:

- ☐ I have read and understand this Student Registration Agreement.
- ☐ I agree to follow Student Succession policies and procedures.
- ☐ I understand that tutoring services are educational support and not a guarantee of academic results.
- ☐ I confirm that the information provided is accurate.

### **Student Information**

Student Name: \_\_\_\_\_

Student Signature (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

### **Parent/Guardian Authorization**

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Student Succession Approval**

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Student Succession**

Ontario, Canada

Student Registration Agreement – Version 1.0

## **STUDENT SUCCESSION**

### **Parent Service Agreement**

### **Tutoring Services Terms & Conditions Agreement**

#### **1. Purpose of This Agreement**

Student Succession is committed to providing professional, reliable, and high-quality educational services to students and families.

This Parent Service Agreement outlines the responsibilities of Student Succession and the parent/guardian regarding tutoring services, communication, payments, scheduling, and participation expectations.

By enrolling a student, the parent/guardian agrees to the terms and conditions outlined in this agreement.

#### **2. Parent/Guardian Information**

**Parent/Guardian Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

#### **3. Services Provided**

Student Succession may provide:

- ☐ One-on-One Tutoring
- ☐ Small Group Tutoring
- ☐ Homework Support
- ☐ Academic Skill Development
- ☐ Learning Assessments

☐ Online Learning Programs

☐ Additional Educational Services

Services will be delivered according to the program selected by the parent/guardian.

#### **4. Student Placement & Learning Support**

Student Succession may assess student needs to determine:

- Appropriate learning level
- Academic strengths
- Areas requiring improvement
- Suitable tutoring approach
- Recommended learning schedule

Student Succession reserves the right to adjust tutoring recommendations to best support student success.

#### **5. Parent Responsibilities**

Parents/guardians agree to:

- Provide accurate student information.
- Ensure the student attends scheduled sessions.
- Encourage participation and effort.
- Maintain respectful communication with staff.
- Review progress updates when provided.
- Inform Student Succession of relevant learning needs.
- Follow all company policies and agreements.

#### **6. Payment Terms**

The parent/guardian agrees that:

- All payments must be made through approved Student Succession payment methods.
- Fees must be paid according to the selected program schedule.
- Outstanding balances may result in paused or discontinued services.
- Pricing may change with reasonable notice.
- Additional services may require additional fees.

Payment Method:

☐ Credit/Debit

☐ Online Payment

☐ Other: \_\_\_\_\_

## **7. Scheduling Policy**

Parents understand that:

- Sessions must be scheduled through approved Student Succession systems.
- Students should arrive prepared and on time.
- Missed sessions may not be refundable unless covered under the cancellation policy.
- Schedule changes must be communicated in advance.

## **8. Cancellation & Rescheduling**

Parents agree to follow Student Succession's cancellation and rescheduling policies.

These policies exist to:

- Protect tutor availability
- Maintain fair scheduling
- Ensure consistent service for all families

## **9. Communication Policy**

Student Succession values clear and professional communication.

Parents may contact Student Succession regarding:

- Student progress
- Scheduling
- Payments
- Concerns
- General questions

Parents agree to communicate respectfully with all Student Succession employees.

### **10. Tutor & Student Professional Boundaries**

To protect students, families, tutors, and the company:

Parents agree that:

- All tutoring services must be arranged through Student Succession.
- Payments must be processed through Student Succession.
- Parents will not arrange unauthorized private tutoring with Student Succession employees.
- Concerns regarding tutors should be reported directly to Student Succession management.

### **11. Privacy & Confidentiality**

Student Succession may collect and store information necessary to provide educational services, including:

- Student information
- Parent contact information
- Academic progress information
- Communication records

Student information will be handled according to Student Succession privacy policies and applicable privacy requirements.

## **12. Service Limitations**

Student Succession provides academic support and educational guidance.

While we are committed to helping students improve, we do not guarantee:

- Specific grades
- Test results
- Academic outcomes

Student success depends on factors including attendance, effort, practice, and individual circumstances.

## **13. Termination of Services**

Student Succession reserves the right to discontinue services if:

- Payments are not maintained.
- Policies are repeatedly violated.
- A student or parent demonstrates inappropriate behaviour.
- The learning environment cannot be maintained safely or respectfully.

Parents may request withdrawal from services according to company procedures.

## **14. Parent Agreement & Signature**

By signing below, I confirm that:

- ☐ I have read and understand this Parent Service Agreement.
- ☐ I agree to follow Student Succession policies.
- ☐ I understand payment, scheduling, and communication expectations.
- ☐ I understand my responsibilities as a parent/guardian.

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Succession Representative**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Succession**

Ontario, Canada

Parent Service Agreement – Version 1.0

## **STUDENT SUCCESSION**

### **Parent Code of Conduct**

#### **Parent & Guardian Professional Conduct Agreement**

##### **1. Purpose of This Policy**

Student Succession is committed to creating a safe, respectful, and professional learning environment for students, parents, tutors, instructors, and staff.

The relationship between Student Succession and families is built on trust, communication, and mutual respect. This Parent Code of Conduct establishes the expectations required to maintain a positive educational experience for everyone.

##### **2. Parent/Guardian Commitment**

Parents and guardians agree to support a respectful and productive learning environment by:

- Communicating respectfully with all Student Succession employees.
- Supporting their child's participation and learning goals.
- Following company procedures and policies.
- Respecting the professional role of tutors and instructors.
- Working collaboratively with Student Succession to support student success.

##### **3. Respectful Communication Standards**

Parents and guardians are expected to:

- Use professional and respectful language.
- Communicate concerns calmly and appropriately.
- Allow Student Succession reasonable time to respond to questions or concerns.
- Provide accurate information regarding their child's needs.

The following behaviours are not acceptable:

- ☐ Threatening, aggressive, or abusive communication.
- ☐ Harassment or intimidation of staff members.
- ☐ Disrespectful comments toward tutors, employees, students, or other families.
- ☐ Repeatedly disrupting tutoring sessions or business operations.

#### **4. Supporting the Learning Environment**

Parents agree to:

- Ensure students attend sessions prepared and on time.
- Provide a suitable learning environment for online sessions.
- Encourage students to participate respectfully.
- Avoid interrupting tutoring sessions unless necessary.
- Allow tutors to perform their professional responsibilities.

#### **5. Professional Boundaries**

To protect students, employees, and the integrity of Student Succession:

Parents agree that:

- All tutoring services must be scheduled through Student Succession.
- Payments must be made directly to Student Succession.
- Parents will not request unauthorized private tutoring arrangements with Student Succession employees.
- Parents will not attempt to bypass company systems, policies, or agreements.
- Concerns regarding staff members must be reported to management.

#### **6. Privacy & Confidentiality**

Parents agree to respect the privacy of:

- Other students

- Tutors
- Employees
- Student Succession business information

Parents must not:

- Record or distribute another student's tutoring session without permission.
- Share private information about tutors, students, or families.
- Publish complaints or accusations containing private information.

## **7. Online Learning Expectations**

For online tutoring sessions, parents agree to:

- Ensure students have access to appropriate technology.
- Maintain a quiet learning environment when possible.
- Ensure students use appropriate language and behaviour.
- Support compliance with online classroom rules.

## **8. Concerns & Complaints**

Student Succession values feedback and encourages parents to communicate concerns.

Parents should:

1. Contact Student Succession management.
2. Provide details regarding the concern.
3. Allow an appropriate review period.
4. Work collaboratively toward a solution.

Student Succession does not tolerate attempts to damage the reputation of the company, employees, or students through false, misleading, or harmful statements.

## **9. Violations of This Policy**

Failure to follow this Parent Code of Conduct may result in:

- A formal warning.
- A meeting with Student Succession management.
- Restrictions on communication methods.
- Suspension of services.
- Termination of enrollment.

Student Succession reserves the right to protect the safety, privacy, and professional environment of all participants.

### **10. Parent Acknowledgement**

By signing below, I confirm that:

- ☐ I have read and understand the Parent Code of Conduct.
- ☐ I agree to communicate respectfully with Student Succession.
- ☐ I understand that these expectations exist to protect students, families, and employees.
- ☐ I agree to follow Student Succession policies and procedures.

### **Parent/Guardian Information**

Parent/Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Student Succession Representative**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Student Succession**

Ontario, Canada

Parent Code of Conduct – Version 1.0

## **STUDENT SUCCESSION**

### **Student Code of Conduct**

#### **Student Behaviour & Learning Expectations Agreement**

##### **1. Purpose of This Policy**

Student Succession is committed to creating a safe, respectful, and positive learning environment where every student has the opportunity to succeed.

This Student Code of Conduct establishes the expectations for student behaviour, participation, responsibility, and respect during all Student Succession programs, including online tutoring, in-person sessions, group classes, and academic support services.

##### **2. Student Commitment**

By participating in Student Succession programs, students agree to:

- Participate actively in learning activities.
- Treat tutors, instructors, staff, and other students with respect.
- Follow instructions provided by educators.
- Maintain a positive attitude toward learning.
- Take responsibility for their academic progress.
- Use appropriate behaviour and communication at all times.

##### **3. Respectful Behaviour Expectations**

Students are expected to:

- ☐ Use respectful language.
- ☐ Listen when tutors and instructors are speaking.
- ☐ Respect the opinions, questions, and learning styles of others.
- ☐ Encourage a positive learning environment.

☐ Treat all classroom materials and technology responsibly.

The following behaviours are not acceptable:

☐ Bullying, harassment, or discrimination.

☐ Insulting, threatening, or disrespectful language.

☐ Disrupting lessons intentionally.

☐ Cheating or dishonesty.

☐ Misusing technology during online sessions.

☐ Damaging company or classroom resources.

#### **4. Online Learning Expectations**

For online tutoring sessions, students agree to:

- Join sessions on time.
- Use their real identity when joining online classrooms.
- Maintain an appropriate learning environment.
- Keep cameras and microphones used appropriately when required.
- Avoid distractions during lessons.
- Follow online classroom instructions.
- Communicate respectfully through chat and video features.

#### **5. Academic Responsibility**

Students are responsible for:

- Completing assigned practice activities.
- Asking questions when they need help.
- Making a reasonable effort during lessons.
- Reviewing learning materials.
- Developing independent learning skills.

Tutors are responsible for providing support; however, students must actively participate in their own learning.

## **6. Attendance & Preparation**

Students should:

- Attend scheduled sessions regularly.
- Arrive prepared with required materials.
- Complete assigned work before sessions when requested.
- Notify Student Succession of attendance concerns.

Consistent attendance helps students receive the maximum benefit from tutoring services.

## **7. Academic Integrity**

Student Succession promotes honesty and personal growth.

Students must not:

- Copy another person's work.
- Submit work they did not complete themselves.
- Misrepresent their academic abilities.
- Use unauthorized assistance during assessments.

Tutors will encourage understanding and skill development rather than simply completing work for students.

## **8. Safety & Professional Boundaries**

Students must:

- Maintain respectful communication with tutors.
- Follow tutor instructions.
- Avoid inappropriate conversations or behaviour.
- Respect the privacy of other students.

Student Succession maintains professional boundaries between students and educators to protect everyone involved.

## **9. Consequences of Violations**

If a student does not follow this Code of Conduct, Student Succession may take steps including:

1. Verbal reminder and correction.
2. Discussion with the student.
3. Parent/guardian notification.
4. Behaviour improvement plan.
5. Temporary suspension.
6. Removal from Student Succession programs.

The response will depend on the seriousness and frequency of the behaviour.

## **10. Student Commitment Agreement**

By signing below, I confirm that:

- ☐ I have read and understand the Student Code of Conduct.
- ☐ I agree to respect my tutors, instructors, classmates, and Student Succession staff.
- ☐ I understand that my actions affect my learning environment and others.
- ☐ I agree to follow Student Succession expectations.

## **Student Information**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian Confirmation**

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Succession Representative**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Succession**

Ontario, Canada

Student Code of Conduct – Version 1.0

## STUDENT SUCCESSION

### Tutor Employment Agreement

### Educator Employment & Professional Responsibilities Agreement

#### 1. Purpose of This Agreement

Student Succession is committed to providing students and families with professional, safe, and high-quality educational services.

This Tutor Employment Agreement establishes the responsibilities, expectations, confidentiality requirements, professional standards, and obligations of tutors and instructors working with Student Succession.

By accepting employment or providing tutoring services through Student Succession, the tutor agrees to follow all company policies and maintain the highest level of professionalism.

#### 2. Tutor Information

**Tutor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Subjects Taught:**

☐ Mathematics

☐ English

☐ Science

☐ Homework Support

☐ Other: \_\_\_\_\_

### **3. Employment Relationship**

The tutor acknowledges that they are providing educational services through Student Succession according to the terms established by the company.

The tutor agrees to:

- Follow Student Succession policies and procedures.
- Represent the company professionally.
- Provide tutoring services according to company standards.
- Maintain professional relationships with students and families.
- Complete assigned responsibilities accurately and responsibly.

### **4. Tutor Responsibilities**

Tutors are responsible for:

#### **Educational Responsibilities**

- Preparing organized and effective lessons.
- Providing instruction appropriate for the student's grade level.
- Supporting student understanding and academic growth.
- Encouraging confidence and independent learning.
- Following Student Succession curriculum guidelines and teaching expectations.

#### **Professional Responsibilities**

- Arriving prepared and on time.
- Communicating professionally.
- Maintaining appropriate behaviour and language.
- Providing a positive learning environment.
- Reporting concerns regarding students or sessions.

### **5. Student Safety & Professional Boundaries**

Tutors must maintain professional boundaries with all students and families.

Tutors agree that they will:

- Communicate with students only through approved Student Succession platforms.
- Avoid inappropriate personal relationships with students.
- Avoid private arrangements with students or families outside the company.
- Never request personal payments from students or parents.
- Never exchange unauthorized personal contact information.
- Maintain professional conduct at all times.

Any concerns involving student safety, inappropriate behaviour, or boundary violations must be immediately reported to Student Succession management.

## **6. Confidentiality Agreement**

Tutors understand that they may have access to confidential information, including:

- Student information.
- Parent contact information.
- Academic records.
- Learning assessments.
- Company procedures.
- Teaching materials.
- Business operations.

Tutors agree not to:

- Share confidential information.
- Use company resources for unauthorized purposes.
- Distribute Student Succession materials without permission.
- Discuss private student information with unauthorized individuals.

These confidentiality responsibilities continue after employment ends.

## **7. Company Materials & Intellectual Property**

All materials created, provided, or developed for Student Succession remain the property of the company unless otherwise agreed in writing.

This includes:

- Lesson plans.
- Worksheets.
- Assessments.
- Teaching resources.
- Training materials.
- Business documents.

Tutors may use company resources only for authorized Student Succession activities.

## **8. Outside Tutoring & Conflict of Interest**

To protect students, families, and the integrity of Student Succession, tutors agree that they will not:

- Offer private tutoring services to current Student Succession students outside the company.
- Encourage students or parents to leave Student Succession.
- Accept direct payments from Student Succession families.
- Use company relationships to create unauthorized personal business.

Any request from a parent for additional services must be directed through Student Succession.

## **9. Attendance & Scheduling Responsibilities**

Tutors agree to:

- Maintain availability accurately.

- Attend scheduled sessions.
- Provide reasonable notice if unable to attend.
- Communicate scheduling issues promptly.
- Respect the time commitments of students and families.

Repeated lateness, missed sessions, or poor communication may result in disciplinary action.

## **10. Professional Conduct Standards**

Tutors must not:

- ☐ Use inappropriate language.
- ☐ Display disrespectful or unprofessional behaviour.
- ☐ Discriminate against students or families.
- ☐ Share inappropriate content.
- ☐ Ignore company policies.
- ☐ Act in a way that damages the reputation of Student Succession.

Tutors are expected to act as positive role models.

## **11. Performance Expectations**

Student Succession may evaluate tutors based on:

- Teaching quality.
- Student feedback.
- Parent feedback.
- Reliability.
- Professional behaviour.
- Compliance with company policies.

Tutors may receive feedback, additional training, or performance improvement requirements when necessary.

## 12. Policy Violations & Disciplinary Action

Violations of this agreement may result in:

- Verbal warning.
- Written warning.
- Additional training.
- Suspension.
- Removal from tutoring assignments.
- Termination of employment or contract.

Serious violations involving safety, confidentiality, dishonesty, or misconduct may result in immediate termination.

Student Succession reserves the right to take appropriate action to protect students, families, employees, and the company.

## 13. Tutor Acknowledgement

By signing below, I confirm that:

- ☐ I have read and understand this Tutor Employment Agreement.
- ☐ I agree to follow Student Succession policies and procedures.
- ☐ I understand my responsibilities as an educator.
- ☐ I agree to maintain professional boundaries with students and families.
- ☐ I agree to protect confidential company and student information.

### Tutor Information

Tutor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Succession Representative**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Succession**

Ontario, Canada

Tutor Employment Agreement – Version 1.0

## STUDENT SUCCESSION

### Tutor Employment Agreement

### Educator Employment & Professional Responsibilities Agreement

#### 1. Purpose of This Agreement

Student Succession is committed to providing students and families with professional, safe, and high-quality educational services.

This Tutor Employment Agreement establishes the responsibilities, expectations, confidentiality requirements, professional standards, and obligations of tutors and instructors working with Student Succession.

By accepting employment or providing tutoring services through Student Succession, the tutor agrees to follow all company policies and maintain the highest level of professionalism.

#### 2. Tutor Information

**Tutor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Subjects Taught:**

☐ Mathematics

☐ English

☐ Science

☐ Homework Support

☐ Other: \_\_\_\_\_

### **3. Employment Relationship**

The tutor acknowledges that they are providing educational services through Student Succession according to the terms established by the company.

The tutor agrees to:

- Follow Student Succession policies and procedures.
- Represent the company professionally.
- Provide tutoring services according to company standards.
- Maintain professional relationships with students and families.
- Complete assigned responsibilities accurately and responsibly.

### **4. Tutor Responsibilities**

Tutors are responsible for:

#### **Educational Responsibilities**

- Preparing organized and effective lessons.
- Providing instruction appropriate for the student's grade level.
- Supporting student understanding and academic growth.
- Encouraging confidence and independent learning.
- Following Student Succession curriculum guidelines and teaching expectations.

#### **Professional Responsibilities**

- Arriving prepared and on time.
- Communicating professionally.
- Maintaining appropriate behaviour and language.
- Providing a positive learning environment.
- Reporting concerns regarding students or sessions.

### **5. Student Safety & Professional Boundaries**

Tutors must maintain professional boundaries with all students and families.

Tutors agree that they will:

- Communicate with students only through approved Student Succession platforms.
- Avoid inappropriate personal relationships with students.
- Avoid private arrangements with students or families outside the company.
- Never request personal payments from students or parents.
- Never exchange unauthorized personal contact information.
- Maintain professional conduct at all times.

Any concerns involving student safety, inappropriate behaviour, or boundary violations must be immediately reported to Student Succession management.

## **6. Confidentiality Agreement**

Tutors understand that they may have access to confidential information, including:

- Student information.
- Parent contact information.
- Academic records.
- Learning assessments.
- Company procedures.
- Teaching materials.
- Business operations.

Tutors agree not to:

- Share confidential information.
- Use company resources for unauthorized purposes.
- Distribute Student Succession materials without permission.
- Discuss private student information with unauthorized individuals.

These confidentiality responsibilities continue after employment ends.

## **7. Company Materials & Intellectual Property**

All materials created, provided, or developed for Student Succession remain the property of the company unless otherwise agreed in writing.

This includes:

- Lesson plans.
- Worksheets.
- Assessments.
- Teaching resources.
- Training materials.
- Business documents.

Tutors may use company resources only for authorized Student Succession activities.

## **8. Outside Tutoring & Conflict of Interest**

To protect students, families, and the integrity of Student Succession, tutors agree that they will not:

- Offer private tutoring services to current Student Succession students outside the company.
- Encourage students or parents to leave Student Succession.
- Accept direct payments from Student Succession families.
- Use company relationships to create unauthorized personal business.

Any request from a parent for additional services must be directed through Student Succession.

## **9. Attendance & Scheduling Responsibilities**

Tutors agree to:

- Maintain availability accurately.

- Attend scheduled sessions.
- Provide reasonable notice if unable to attend.
- Communicate scheduling issues promptly.
- Respect the time commitments of students and families.

Repeated lateness, missed sessions, or poor communication may result in disciplinary action.

## **10. Professional Conduct Standards**

Tutors must not:

- ☐ Use inappropriate language.
- ☐ Display disrespectful or unprofessional behaviour.
- ☐ Discriminate against students or families.
- ☐ Share inappropriate content.
- ☐ Ignore company policies.
- ☐ Act in a way that damages the reputation of Student Succession.

Tutors are expected to act as positive role models.

## **11. Performance Expectations**

Student Succession may evaluate tutors based on:

- Teaching quality.
- Student feedback.
- Parent feedback.
- Reliability.
- Professional behaviour.
- Compliance with company policies.

Tutors may receive feedback, additional training, or performance improvement requirements when necessary.

## 12. Policy Violations & Disciplinary Action

Violations of this agreement may result in:

- Verbal warning.
- Written warning.
- Additional training.
- Suspension.
- Removal from tutoring assignments.
- Termination of employment or contract.

Serious violations involving safety, confidentiality, dishonesty, or misconduct may result in immediate termination.

Student Succession reserves the right to take appropriate action to protect students, families, employees, and the company.

## 13. Tutor Acknowledgement

By signing below, I confirm that:

- ☐ I have read and understand this Tutor Employment Agreement.
- ☐ I agree to follow Student Succession policies and procedures.
- ☐ I understand my responsibilities as an educator.
- ☐ I agree to maintain professional boundaries with students and families.
- ☐ I agree to protect confidential company and student information.

### Tutor Information

Tutor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Succession Representative**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Succession**

Ontario, Canada

Tutor Employment Agreement – Version 1.0

## **STUDENT SUCCESSION**

### **Confidentiality Agreement**

#### **Employee, Tutor & Contractor Confidential Information Protection Agreement**

##### **1. Purpose of This Agreement**

Student Succession values the trust placed in us by students, parents, employees, and educational partners. Protecting confidential information is essential to maintaining a professional, safe, and successful learning environment.

This Confidentiality Agreement establishes the responsibilities of all tutors, teachers, employees, and contractors regarding the protection and appropriate use of confidential information.

By working with Student Succession, the individual agrees to protect all confidential information obtained through their role.

##### **2. Individual Information**

**Full Name:** \_\_\_\_\_

**Position/Role:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

##### **3. Definition of Confidential Information**

Confidential information includes any non-public information obtained through involvement with Student Succession, including but not limited to:

###### **Student Information**

- Student names and contact information.
- Parent or guardian information.
- Academic records.

- Learning assessments.
- Progress reports.
- Student challenges or learning needs.
- Behavioural information.
- Any information shared privately by students or families.

**Company Information**

- Business procedures.
- Pricing structures.
- Marketing strategies.
- Internal systems.
- Scheduling processes.
- Training materials.
- Employee information.
- Financial information.
- Business plans.

**Educational Materials**

- Lesson plans.
- Worksheets.
- Assessments.
- Curriculum resources.
- Teaching strategies.
- Learning systems created by Student Succession.

**4. Confidentiality Responsibilities**

The individual agrees to:

- ☐ Keep all confidential information private and secure.

- ☐ Only access information necessary to complete assigned responsibilities.
- ☐ Avoid discussing confidential information with unauthorized individuals.
- ☐ Protect student and family privacy.
- ☐ Follow Student Succession privacy and security procedures.
- ☐ Immediately report any accidental disclosure or security concern.

## **5. Prohibited Actions**

The individual must not:

- ☐ Share student or family information without authorization.
- ☐ Copy, distribute, or sell Student Succession materials.
- ☐ Use confidential information for personal benefit.
- ☐ Share company procedures with competitors.
- ☐ Discuss private student situations outside professional requirements.
- ☐ Store confidential information on unauthorized devices or accounts.
- ☐ Use company resources to create a competing service.

## **6. Student Privacy Protection**

Student Succession requires all educators to maintain strict professional confidentiality.

Tutors and employees must:

- Respect student dignity and privacy.
- Avoid discussing student performance with unauthorized individuals.
- Only communicate student information through approved channels.
- Protect all educational records and communication.

## **7. Company Property & Information**

All confidential business information, documents, materials, and resources provided by Student Succession remain the property of the company.

Upon request or termination of employment, the individual agrees to:

- Return company documents.
- Remove company information from personal devices.
- Stop using Student Succession resources.
- Maintain confidentiality after leaving the company.

## **8. Duration of Confidentiality Obligation**

The responsibility to protect confidential information continues:

- During employment or service with Student Succession.
- After employment or service ends.
- Until the information becomes publicly available through authorized means.

## **9. Breach of Confidentiality**

A violation of this agreement may result in:

- Investigation of the incident.
- Disciplinary action.
- Suspension or termination of employment or contract.
- Removal from Student Succession programs.
- Legal action where appropriate and permitted by law.

Student Succession reserves the right to take appropriate steps to protect students, families, employees, and company information.

## **10. Acknowledgement & Agreement**

By signing below, I confirm that:

☐ I have read and understand this Confidentiality Agreement.

Student Succession | Confidential Business Document |

- ☐ I understand my responsibility to protect Student Succession information.
- ☐ I agree not to disclose or misuse confidential information.
- ☐ I understand that confidentiality obligations continue after my relationship with Student Succession ends.

**Individual Agreement**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Succession Representative**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Succession**

Ontario, Canada

Confidentiality Agreement – Version 1.0

## STUDENT SUCCESSION

### Non-Solicitation & Conflict of Interest Agreement

### Employee, Tutor & Contractor Business Protection Agreement

#### 1. Purpose of This Agreement

Student Succession invests significant time, resources, training, marketing, and operational support into developing relationships with students and families.

This agreement exists to protect the trust between Student Succession, its employees, tutors, contractors, students, and families.

The purpose of this agreement is to prevent conflicts of interest, unauthorized private tutoring arrangements, misuse of company relationships, and actions that could negatively impact the operation and growth of Student Succession.

#### 2. Individual Information

**Full Name:** \_\_\_\_\_

**Position/Role:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

#### 3. Conflict of Interest Commitment

While working with Student Succession, I agree to act in the best interest of the company and avoid situations that create a conflict between my personal interests and my responsibilities.

I agree that I will:

- ☐ Represent Student Succession professionally.
- ☐ Follow company policies and procedures.
- ☐ Maintain professional boundaries with students and families.

☐ Immediately disclose any potential conflict of interest to management.

#### **4. Student & Family Relationship Protection**

Student Succession's students and families are valuable relationships developed through company resources, including:

- Marketing efforts.
- Administrative support.
- Scheduling systems.
- Company reputation.
- Educational programs.
- Staff training.
- Business operations.

I acknowledge that these relationships are part of Student Succession's business operations.

#### **5. Non-Solicitation Responsibilities**

During my employment or service with Student Succession, I agree that I will not:

- ☐ Encourage students or families to leave Student Succession.
- ☐ Offer private tutoring services directly to current Student Succession students.
- ☐ Accept personal payment from Student Succession families for tutoring services.
- ☐ Provide discounts or special arrangements outside company approval.
- ☐ Use Student Succession's student relationships to create personal business opportunities.
- ☐ Contact families for unauthorized educational services outside Student Succession.

#### **6. Unauthorized Private Tutoring**

If a student or parent requests tutoring outside Student Succession, I agree to:

1. Decline the unauthorized arrangement.
2. Inform the student or parent that services must be arranged through Student Succession.
3. Notify Student Succession management when required.

Tutors and employees may not bypass company systems, payment procedures, or scheduling processes.

## **7. Protection of Company Resources**

I agree that I will not use Student Succession resources for personal gain, including:

- Student contact information.
- Parent relationships.
- Lesson materials.
- Curriculum systems.
- Company branding.
- Business processes.
- Internal documents.

All company resources must only be used for authorized Student Succession activities.

## **8. Outside Educational Activities**

Employees may participate in educational activities outside Student Succession only if:

- They do not conflict with their responsibilities.
- They do not involve Student Succession students or families without approval.
- They do not use confidential company information.
- They do not represent themselves as acting on behalf of Student Succession.

## **9. Consequences of Violations**

A violation of this agreement may result in:

Student Succession | Confidential Business Document |

- Investigation of the situation.
- Removal from student assignments.
- Written warning.
- Suspension.
- Termination of employment or contract.
- Loss of access to company systems and resources.
- Legal action where appropriate and permitted by applicable law.

Student Succession reserves the right to protect its students, families, employees, and business operations.

## 10. Acknowledgement

By signing below, I confirm that:

- ☐ I have read and understand this Non-Solicitation & Conflict of Interest Agreement.
- ☐ I understand my responsibility to protect Student Succession relationships.
- ☐ I agree not to use students, families, or company resources for unauthorized personal benefit.
- ☐ I agree to maintain professional boundaries with all students and families.

## Individual Agreement

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Succession Representative

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Succession**

Ontario, Canada

Non-Solicitation & Conflict of Interest Agreement – Version 1.0

## **STUDENT SUCCESSION**

### **Child Protection & Safeguarding Policy**

### **Student Safety, Protection & Professional Boundaries Policy**

#### **1. Purpose of This Policy**

Student Succession is committed to creating a safe, respectful, and supportive learning environment for every student.

The safety and well-being of children participating in Student Succession programs is the highest priority. This policy establishes the standards, responsibilities, and procedures required to protect students from harm, inappropriate behaviour, misconduct, or unsafe situations.

All employees, tutors, contractors, volunteers, and representatives of Student Succession are expected to understand and follow this policy.

#### **2. Commitment to Student Safety**

Student Succession is committed to:

- Providing a safe educational environment.
- Maintaining professional boundaries between students and educators.
- Hiring responsible and qualified educators.
- Taking concerns regarding student safety seriously.
- Responding appropriately to suspected misconduct or unsafe situations.
- Maintaining trust with students, parents, and families.

#### **3. Tutor & Employee Responsibilities**

All Student Succession educators must:

- ☐ Act as positive professional role models.
- ☐ Treat every student with respect and dignity.

- ☐ Maintain appropriate professional boundaries.
- ☐ Communicate in an age-appropriate and respectful manner.
- ☐ Report safety concerns immediately.
- ☐ Follow all Student Succession policies and procedures.
- ☐ Maintain student confidentiality.

#### **4. Professional Boundaries**

To protect students and educators, all interactions must remain professional.

Tutors and employees must not:

- ☐ Develop inappropriate personal relationships with students.
- ☐ Communicate with students through unauthorized personal accounts.
- ☐ Request private meetings outside approved tutoring sessions.
- ☐ Share inappropriate personal information.
- ☐ Engage in conversations or behaviour that makes a student uncomfortable.
- ☐ Provide unauthorized services outside Student Succession.
- ☐ Show favoritism or create inappropriate relationships.

#### **5. Approved Communication Standards**

Student communication must occur through approved Student Succession methods.

Approved communication may include:

- Company learning platforms.
- Company email systems.
- Approved scheduling systems.
- Parent-approved communication channels.

Tutors should communicate with students primarily regarding:

- Lessons.

- Assignments.
- Academic support.
- Learning goals.

## **6. Online Learning Safety Procedures**

For online tutoring sessions, educators must:

- Maintain a professional environment.
- Use approved company platforms.
- Follow online classroom procedures.
- Ensure lessons remain educational and appropriate.
- Avoid unauthorized recordings, screenshots, or sharing of information.

Students and parents should have access to clear procedures for reporting concerns.

## **7. In-Person Safety Procedures**

For in-person tutoring sessions:

Tutors must:

- Conduct sessions in approved locations.
- Maintain professional behaviour.
- Follow supervision requirements.
- Avoid situations that create unnecessary risk.
- Follow company-approved scheduling procedures.

Parents/guardians are responsible for transportation and supervision arrangements unless otherwise agreed.

## **8. Prohibited Conduct**

Student Succession has zero tolerance for:

- ☐ Abuse or mistreatment of students.
- ☐ Harassment or discrimination.
- ☐ Threatening behaviour.
- ☐ Inappropriate communication.
- ☐ Exploitation of student relationships.
- ☐ Any behaviour that compromises student safety.

## **9. Reporting Concerns**

Any student, parent, employee, or representative who becomes aware of a safety concern should report it immediately.

Concerns may include:

- Unsafe behaviour.
- Boundary violations.
- Inappropriate communication.
- Suspicious conduct.
- Student complaints.

Reports should include:

- Date and time of concern.
- Individuals involved.
- Description of the situation.
- Any supporting information.

## **10. Investigation Process**

When a concern is reported, Student Succession may:

1. Review available information.
2. Speak with involved individuals.

3. Document findings.
4. Take appropriate action.

Actions may include:

- Additional training.
- Increased supervision.
- Removal from student responsibilities.
- Suspension.
- Termination.
- Reporting to appropriate authorities when required.

## **11. Background Screening & Hiring Standards**

Student Succession is committed to responsible hiring practices.

Where appropriate, educators may be required to provide:

- ☐ Identification verification.
- ☐ References.
- ☐ Qualifications or experience information.
- ☐ Criminal record screening documentation where applicable.

## **12. Parent & Student Rights**

Students and families have the right to:

- A safe learning environment.
- Respectful treatment.
- Professional educators.
- Privacy protection.
- A process to report concerns.

Student Succession encourages families to communicate concerns early so they can be addressed appropriately.

### **13. Employee Acknowledgement**

By signing below, I confirm that:

- ☐ I have read and understand the Child Protection & Safeguarding Policy.
- ☐ I understand my responsibility to protect student safety.
- ☐ I agree to maintain professional boundaries.
- ☐ I agree to report safety concerns appropriately.
- ☐ I understand violations may result in disciplinary action.

### **Employee/Tutor Information**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Student Succession Representative**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Student Succession**

Ontario, Canada

Child Protection & Safeguarding Policy – Version 1.0



## **STUDENT SUCCESSION**

### **Child Protection & Safeguarding Policy**

### **Student Safety, Protection & Professional Boundaries Policy**

#### **1. Purpose of This Policy**

Student Succession is committed to creating a safe, respectful, and supportive learning environment for every student.

The safety and well-being of children participating in Student Succession programs is the highest priority. This policy establishes the standards, responsibilities, and procedures required to protect students from harm, inappropriate behaviour, misconduct, or unsafe situations.

All employees, tutors, contractors, volunteers, and representatives of Student Succession are expected to understand and follow this policy.

#### **2. Commitment to Student Safety**

Student Succession is committed to:

- Providing a safe educational environment.
- Maintaining professional boundaries between students and educators.
- Hiring responsible and qualified educators.
- Taking concerns regarding student safety seriously.
- Responding appropriately to suspected misconduct or unsafe situations.
- Maintaining trust with students, parents, and families.

#### **3. Tutor & Employee Responsibilities**

All Student Succession educators must:

- ☐ Act as positive professional role models.
- ☐ Treat every student with respect and dignity.

- ☐ Maintain appropriate professional boundaries.
- ☐ Communicate in an age-appropriate and respectful manner.
- ☐ Report safety concerns immediately.
- ☐ Follow all Student Succession policies and procedures.
- ☐ Maintain student confidentiality.

#### **4. Professional Boundaries**

To protect students and educators, all interactions must remain professional.

Tutors and employees must not:

- ☐ Develop inappropriate personal relationships with students.
- ☐ Communicate with students through unauthorized personal accounts.
- ☐ Request private meetings outside approved tutoring sessions.
- ☐ Share inappropriate personal information.
- ☐ Engage in conversations or behaviour that makes a student uncomfortable.
- ☐ Provide unauthorized services outside Student Succession.
- ☐ Show favoritism or create inappropriate relationships.

#### **5. Approved Communication Standards**

Student communication must occur through approved Student Succession methods.

Approved communication may include:

- Company learning platforms.
- Company email systems.
- Approved scheduling systems.
- Parent-approved communication channels.

Tutors should communicate with students primarily regarding:

- Lessons.

- Assignments.
- Academic support.
- Learning goals.

## **6. Online Learning Safety Procedures**

For online tutoring sessions, educators must:

- Maintain a professional environment.
- Use approved company platforms.
- Follow online classroom procedures.
- Ensure lessons remain educational and appropriate.
- Avoid unauthorized recordings, screenshots, or sharing of information.

Students and parents should have access to clear procedures for reporting concerns.

## **7. In-Person Safety Procedures**

For in-person tutoring sessions:

Tutors must:

- Conduct sessions in approved locations.
- Maintain professional behaviour.
- Follow supervision requirements.
- Avoid situations that create unnecessary risk.
- Follow company-approved scheduling procedures.

Parents/guardians are responsible for transportation and supervision arrangements unless otherwise agreed.

## **8. Prohibited Conduct**

Student Succession has zero tolerance for:

- ☐ Abuse or mistreatment of students.
- ☐ Harassment or discrimination.
- ☐ Threatening behaviour.
- ☐ Inappropriate communication.
- ☐ Exploitation of student relationships.
- ☐ Any behaviour that compromises student safety.

## **9. Reporting Concerns**

Any student, parent, employee, or representative who becomes aware of a safety concern should report it immediately.

Concerns may include:

- Unsafe behaviour.
- Boundary violations.
- Inappropriate communication.
- Suspicious conduct.
- Student complaints.

Reports should include:

- Date and time of concern.
- Individuals involved.
- Description of the situation.
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When a concern is reported, Student Succession may:

1. Review available information.
2. Speak with involved individuals.

3. Document findings.
4. Take appropriate action.

Actions may include:

- Additional training.
- Increased supervision.
- Removal from student responsibilities.
- Suspension.
- Termination.
- Reporting to appropriate authorities when required.

## **11. Background Screening & Hiring Standards**

Student Succession is committed to responsible hiring practices.

Where appropriate, educators may be required to provide:

- ☐ Identification verification.
- ☐ References.
- ☐ Qualifications or experience information.
- ☐ Criminal record screening documentation where applicable.

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Students and families have the right to:

- A safe learning environment.
- Respectful treatment.
- Professional educators.
- Privacy protection.
- A process to report concerns.

Student Succession encourages families to communicate concerns early so they can be addressed appropriately.

### **13. Employee Acknowledgement**

By signing below, I confirm that:

- ☐ I have read and understand the Child Protection & Safeguarding Policy.
- ☐ I understand my responsibility to protect student safety.
- ☐ I agree to maintain professional boundaries.
- ☐ I agree to report safety concerns appropriately.
- ☐ I understand violations may result in disciplinary action.

### **Employee/Tutor Information**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Student Succession Representative**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Student Succession**

Ontario, Canada

Child Protection & Safeguarding Policy – Version 1.0

## STUDENT SUCCESSION

### Tutor Employment Agreement

### Educator Employment & Professional Responsibilities Agreement

#### 1. Purpose of This Agreement

Student Succession is committed to providing students and families with professional, safe, and high-quality educational services.

This Tutor Employment Agreement establishes the responsibilities, expectations, confidentiality requirements, professional standards, and obligations of tutors and instructors working with Student Succession.

By accepting employment or providing tutoring services through Student Succession, the tutor agrees to follow all company policies and maintain the highest level of professionalism.

#### 2. Tutor Information

**Tutor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Subjects Taught:**

☐ Mathematics

☐ English

☐ Science

☐ Homework Support

☐ Other: \_\_\_\_\_

### **3. Employment Relationship**

The tutor acknowledges that they are providing educational services through Student Succession according to the terms established by the company.

The tutor agrees to:

- Follow Student Succession policies and procedures.
- Represent the company professionally.
- Provide tutoring services according to company standards.
- Maintain professional relationships with students and families.
- Complete assigned responsibilities accurately and responsibly.

### **4. Tutor Responsibilities**

Tutors are responsible for:

#### **Educational Responsibilities**

- Preparing organized and effective lessons.
- Providing instruction appropriate for the student's grade level.
- Supporting student understanding and academic growth.
- Encouraging confidence and independent learning.
- Following Student Succession curriculum guidelines and teaching expectations.

#### **Professional Responsibilities**

- Arriving prepared and on time.
- Communicating professionally.
- Maintaining appropriate behaviour and language.
- Providing a positive learning environment.
- Reporting concerns regarding students or sessions.

### **5. Student Safety & Professional Boundaries**

Tutors must maintain professional boundaries with all students and families.

Tutors agree that they will:

- Communicate with students only through approved Student Succession platforms.
- Avoid inappropriate personal relationships with students.
- Avoid private arrangements with students or families outside the company.
- Never request personal payments from students or parents.
- Never exchange unauthorized personal contact information.
- Maintain professional conduct at all times.

Any concerns involving student safety, inappropriate behaviour, or boundary violations must be immediately reported to Student Succession management.

## **6. Confidentiality Agreement**

Tutors understand that they may have access to confidential information, including:

- Student information.
- Parent contact information.
- Academic records.
- Learning assessments.
- Company procedures.
- Teaching materials.
- Business operations.

Tutors agree not to:

- Share confidential information.
- Use company resources for unauthorized purposes.
- Distribute Student Succession materials without permission.
- Discuss private student information with unauthorized individuals.

These confidentiality responsibilities continue after employment ends.

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## **7. Company Materials & Intellectual Property**

All materials created, provided, or developed for Student Succession remain the property of the company unless otherwise agreed in writing.

This includes:

- Lesson plans.
- Worksheets.
- Assessments.
- Teaching resources.
- Training materials.
- Business documents.

Tutors may use company resources only for authorized Student Succession activities.

## **8. Outside Tutoring & Conflict of Interest**

To protect students, families, and the integrity of Student Succession, tutors agree that they will not:

- Offer private tutoring services to current Student Succession students outside the company.
- Encourage students or parents to leave Student Succession.
- Accept direct payments from Student Succession families.
- Use company relationships to create unauthorized personal business.

Any request from a parent for additional services must be directed through Student Succession.

## **9. Attendance & Scheduling Responsibilities**

Tutors agree to:

- Maintain availability accurately.

- Attend scheduled sessions.
- Provide reasonable notice if unable to attend.
- Communicate scheduling issues promptly.
- Respect the time commitments of students and families.

Repeated lateness, missed sessions, or poor communication may result in disciplinary action.

## **10. Professional Conduct Standards**

Tutors must not:

- ☐ Use inappropriate language.
- ☐ Display disrespectful or unprofessional behaviour.
- ☐ Discriminate against students or families.
- ☐ Share inappropriate content.
- ☐ Ignore company policies.
- ☐ Act in a way that damages the reputation of Student Succession.

Tutors are expected to act as positive role models.

## **11. Performance Expectations**

Student Succession may evaluate tutors based on:

- Teaching quality.
- Student feedback.
- Parent feedback.
- Reliability.
- Professional behaviour.
- Compliance with company policies.

Tutors may receive feedback, additional training, or performance improvement requirements when necessary.

## 12. Policy Violations & Disciplinary Action

Violations of this agreement may result in:

- Verbal warning.
- Written warning.
- Additional training.
- Suspension.
- Removal from tutoring assignments.
- Termination of employment or contract.

Serious violations involving safety, confidentiality, dishonesty, or misconduct may result in immediate termination.

Student Succession reserves the right to take appropriate action to protect students, families, employees, and the company.

## 13. Tutor Acknowledgement

By signing below, I confirm that:

- ☐ I have read and understand this Tutor Employment Agreement.
- ☐ I agree to follow Student Succession policies and procedures.
- ☐ I understand my responsibilities as an educator.
- ☐ I agree to maintain professional boundaries with students and families.
- ☐ I agree to protect confidential company and student information.

### Tutor Information

Tutor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Succession Representative**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Succession**

Ontario, Canada

Tutor Employment Agreement – Version 1.0

## **STUDENT SUCCESSION**

### **Privacy Policy**

#### **Student, Parent, Employee & Business Information Protection Policy**

##### **1. Purpose of This Policy**

Student Succession is committed to protecting the privacy, security, and confidentiality of all students, parents, employees, tutors, contractors, and business partners.

This Privacy Policy explains how Student Succession collects, uses, stores, protects, and manages personal information.

Protecting personal information is essential to maintaining trust, providing safe educational services, and operating responsibly.

##### **2. Scope of This Policy**

This policy applies to information collected through:

- Student registration.
- Parent communication.
- Tutoring sessions.
- Online learning platforms.
- Employee applications.
- Business operations.
- Website interactions.
- Payment systems.
- Academic assessments.

##### **3. Information We Collect**

Student Succession may collect information necessary to provide educational services.

##### **Student Information**

This may include:

- Student name.
- Date of birth.
- Grade level.
- School information.
- Academic goals.
- Learning needs.
- Progress information.
- Assessment results.
- Attendance records.

#### **Parent/Guardian Information**

This may include:

- Parent/guardian name.
- Phone number.
- Email address.
- Communication records.
- Emergency contact information.
- Payment information.

#### **Employee/Tutor Information**

This may include:

- Name and contact information.
- Employment information.
- Qualifications.
- Application documents.

- Training records.
- Performance information.

#### **4. How We Use Personal Information**

Student Succession uses collected information to:

- Provide tutoring services.
- Create appropriate learning plans.
- Communicate with families.
- Schedule sessions.
- Process payments.
- Monitor student progress.
- Improve educational programs.
- Maintain safety and security.
- Meet legal and operational requirements.

#### **5. Student Academic Information**

Student academic information is used only for educational purposes.

This may include:

- Learning assessments.
- Progress reports.
- Tutor notes.
- Areas requiring improvement.
- Recommended learning strategies.

Student information will only be shared with:

- The student's parent/guardian.
- Authorized Student Succession staff.

- Assigned educators when necessary to provide services.
- Individuals where disclosure is required by law.

## **6. Information Protection**

Student Succession takes reasonable steps to protect personal information by:

- Limiting access to authorized individuals.
- Using secure systems.
- Maintaining confidentiality agreements.
- Training employees on privacy expectations.
- Protecting login credentials.
- Reviewing security practices regularly.

## **7. Employee Responsibilities**

Employees and tutors must:

- ☐ Protect student and parent information.
- ☐ Only access information required for their responsibilities.
- ☐ Avoid sharing confidential information.
- ☐ Use approved company systems.
- ☐ Report privacy concerns immediately.

Failure to protect confidential information may result in disciplinary action.

## **8. Online Learning Privacy**

Student Succession uses online platforms to provide educational services.

During online learning:

- Students may use approved learning platforms.
- Personal information should not be shared publicly.

- Tutors must follow online safety procedures.
- Unauthorized recording or distribution of sessions is prohibited.

## **9. Payment Information**

Payment information is collected and processed through approved payment systems.

Student Succession does not intentionally store unnecessary payment information.

Parents are responsible for ensuring payment information provided is accurate.

## **10. Website & Digital Information**

Student Succession may collect limited information through digital services, including:

- Contact forms.
- Registration forms.
- Website inquiries.
- Online scheduling systems.

Information collected digitally will only be used for legitimate business and educational purposes.

## **11. Information Retention**

Student Succession retains information only as long as reasonably necessary for:

- Providing services.
- Maintaining business records.
- Meeting legal obligations.
- Resolving disputes.
- Maintaining operational records.

When information is no longer required, it will be securely deleted or disposed of.

## **12. Third-Party Services**

Student Succession may use trusted service providers for:

- Online classrooms.
- Scheduling.
- Payments.
- Communication.
- Website services.

These providers may only access information necessary to perform their services.

## **13. Parent & Student Privacy Rights**

Parents and guardians may request information regarding their child's records, subject to applicable requirements.

Individuals may request:

- Access to their information.
- Correction of inaccurate information.
- Information about how their information is used.

Requests should be submitted through Student Succession's official communication channels.

## **14. Privacy Concerns & Complaints**

If you believe your privacy has been compromised, you should contact Student Succession management.

Concerns will be:

1. Reviewed promptly.
2. Investigated appropriately.
3. Addressed with reasonable corrective action.

**15. Policy Updates**

Student Succession may update this Privacy Policy as the company grows or legal requirements change.

Updated policies will be made available to affected individuals.

---

**16. Acknowledgement**

By signing below, I acknowledge that I have read and understand the Student Succession Privacy Policy.

I understand that Student Succession collects and protects personal information for educational and business purposes.

---

**Parent/Guardian or Employee Name:**

---

**Relationship/Role:**

---

**Signature:**

---

**Date:**

---

---

**Student Succession**

Ontario, Canada

Privacy Policy – Version 1.0

## **STUDENT SUCCESSION**

### **Terms & Conditions**

#### **Educational Services Agreement**

##### **1. Purpose of These Terms**

These Terms & Conditions establish the rules, responsibilities, and expectations for individuals and families using Student Succession educational services.

By registering for, purchasing, or participating in Student Succession programs, students, parents/guardians, and users agree to follow these terms.

These terms are designed to ensure a safe, professional, and effective learning environment for students, families, tutors, and employees.

##### **2. About Student Succession**

Student Succession provides educational support services, including:

- ☐ One-on-one tutoring
- ☐ Small group tutoring
- ☐ Homework support
- ☐ Academic skill development
- ☐ Online learning programs
- ☐ Educational enrichment services

Student Succession is committed to helping students improve their understanding, confidence, study habits, and academic skills.

##### **3. Registration Requirements**

To participate in Student Succession programs:

Parents/guardians must:

- Provide accurate registration information.

- Provide required emergency information.
- Review and agree to company policies.
- Maintain updated contact information.
- Complete required forms before services begin.

Student Succession reserves the right to refuse or delay enrollment if required information is incomplete.

#### **4. Educational Services**

Student Succession will make reasonable efforts to provide:

- Qualified educators.
- Organized learning sessions.
- Appropriate academic support.
- Professional communication.
- A safe learning environment.

Tutoring services are designed to support student learning; however, Student Succession does not guarantee specific grades, test scores, or academic outcomes.

Student success depends on factors including:

- Attendance.
- Student effort.
- Practice.
- Participation.
- Individual learning needs.

#### **5. Parent/Guardian Responsibilities**

Parents and guardians agree to:

- Provide accurate student information.
- Support regular attendance.

- Encourage student participation.
- Maintain respectful communication.
- Follow payment policies.
- Notify Student Succession of important concerns or changes.

Parents are responsible for ensuring students are prepared and available for scheduled sessions.

## **6. Student Responsibilities**

Students participating in Student Succession programs agree to:

- Attend sessions on time.
- Participate respectfully.
- Follow tutor instructions.
- Complete assigned learning activities.
- Maintain appropriate behaviour.
- Respect other students and educators.

Failure to follow expectations may result in corrective action.

## **7. Tutor Responsibilities**

Student Succession tutors and educators are required to:

- Maintain professionalism.
- Provide appropriate instruction.
- Protect student privacy.
- Follow company policies.
- Maintain professional boundaries.
- Create a positive learning environment.

Tutors may not provide unauthorized services outside Student Succession to current students or families.

## **8. Payment Terms**

Parents/guardians agree that:

- All fees must be paid according to the selected program.
- Payments must be completed through approved payment methods.
- Outstanding balances may result in paused services.
- Prices and programs may change with appropriate notice.

Student Succession reserves the right to update pricing as services, costs, and programs change.

## **9. Scheduling Policy**

Students and families agree that:

- Sessions must be scheduled through approved Student Succession systems.
- Availability is based on tutor and program schedules.
- Schedule changes must be communicated as early as possible.
- Repeated missed sessions may affect continued enrollment.

## **10. Cancellation & Refund Policy**

Students and families must follow Student Succession cancellation procedures.

Refunds, credits, or rescheduling options will be handled according to the official Cancellation & Refund Policy.

Student Succession reserves the right to establish reasonable deadlines and conditions for cancellations.

## **11. Technology Requirements**

For online services, families are responsible for:

- Reliable internet access.

- Appropriate devices.
- Required software or platforms.
- A suitable learning environment.

Technical difficulties should be reported as soon as possible.

## **12. Privacy & Confidentiality**

Student Succession is committed to protecting personal information.

Users agree that:

- Student information must remain private.
- Company materials may not be distributed without permission.
- Unauthorized sharing of confidential information is prohibited.

Additional privacy requirements are outlined in the Student Succession Privacy Policy.

## **13. Intellectual Property**

All Student Succession materials remain the property of Student Succession unless otherwise stated.

This includes:

- Lesson materials.
- Worksheets.
- Assessments.
- Curriculum systems.
- Training materials.
- Company documents.

Users may not copy, sell, distribute, or use company materials for unauthorized purposes.

## **14. Professional Boundaries**

To protect students, families, and employees:

Parents, students, and tutors agree that:

- All services must be arranged through Student Succession.
- Payments must go through official company channels.
- Unauthorized private arrangements are prohibited.
- Concerns should be reported directly to management.

### **15. Termination of Services**

Student Succession may suspend or terminate services if:

- Payments are not maintained.
- Policies are repeatedly violated.
- Behaviour creates an unsafe environment.
- Confidential information is misused.
- Professional standards cannot be maintained.

Student Succession will make reasonable efforts to address concerns before termination when appropriate.

### **16. Limitation of Responsibility**

Student Succession provides educational support services and does not guarantee specific academic outcomes.

Families remain responsible for supporting student learning outside tutoring sessions.

### **17. Agreement Acceptance**

By registering for Student Succession services, I confirm that:

- ☐ I have read and understand these Terms & Conditions.
- ☐ I agree to follow Student Succession policies.
- ☐ I understand my responsibilities as a student, parent, or guardian.

☐ I understand that tutoring services are educational support and not a guarantee of academic results.

---

**Parent/Guardian Name:**

---

**Student Name:**

---

**Signature:**

---

**Date:**

---

**Student Succession**

Ontario, Canada

Terms & Conditions – Version 1.0

## **STUDENT SUCCESSION**

### **Cancellation & Refund Policy**

#### **Payment, Cancellation, Rescheduling & Refund Guidelines**

##### **1. Purpose of This Policy**

Student Succession is committed to providing reliable, high-quality tutoring services while maintaining fair scheduling practices for students, families, and educators.

This policy establishes clear expectations regarding cancellations, missed sessions, rescheduling, payments, and refunds.

##### **2. Scope**

This policy applies to all Student Succession services, including:

- ☐ One-on-one tutoring
- ☐ Small group tutoring
- ☐ Homework support
- ☐ Online tutoring programs
- ☐ Academic support services

##### **3. Payment Responsibility**

Parents and guardians agree to:

- Maintain accurate payment information.
- Complete payments according to the selected program.
- Pay required fees by the scheduled due date.
- Communicate payment concerns promptly.

Failure to maintain payments may result in temporary suspension or termination of services.

##### **4. Cancellation Policy**

Parents should provide notice as early as possible when cancelling a session.

Student Succession may require:

- Advance notice for cancellations.
- Communication through approved methods.
- Following program-specific cancellation rules.

Late cancellations may be considered a completed session because tutor availability has been reserved.

## **5. Missed Sessions**

If a student does not attend a scheduled session without appropriate notice:

- The session may be considered completed.
- The tutor's reserved time may still be charged.
- Refunds may not be issued.

Student Succession encourages families to communicate scheduling issues as early as possible.

## **6. Rescheduling Policy**

Student Succession may allow rescheduling when:

- Adequate notice is provided.
- Tutor availability allows.
- The request follows company procedures.

Rescheduling is not guaranteed and depends on scheduling availability.

## **7. Refund Policy**

Refund requests will be reviewed individually.

Refunds may be considered for:

- Approved service cancellations.

- Unused prepaid services.
- Exceptional circumstances.

Refunds may not be provided for:

- Missed sessions.
- Completed lessons.
- Lack of student participation.
- Failure to follow cancellation procedures.

## **8. Company Cancellation**

Student Succession reserves the right to cancel or reschedule sessions due to:

- Tutor availability issues.
- Technical problems.
- Safety concerns.
- Emergency situations.

Where possible, Student Succession will provide reasonable notice and alternative solutions.

## **9. Acknowledgement**

By enrolling with Student Succession, I confirm:

- ☐ I understand the cancellation and refund policies.
- ☐ I understand missed sessions may not be refundable.
- ☐ I agree to follow Student Succession scheduling procedures.

---

Parent/Guardian Name:

---

Signature:

---

Date:

---

---

**Student Succession**

Ontario, Canada

Cancellation & Refund Policy – Version 1.0

## **STUDENT SUCCESSION**

### **Anti-Harassment & Anti-Discrimination Policy**

### **Respectful Learning & Workplace Environment Policy**

#### **1. Purpose of This Policy**

Student Succession is committed to providing a safe, respectful, and inclusive environment for all students, parents, tutors, employees, contractors, and visitors.

This policy establishes expectations for professional behaviour and prohibits harassment, discrimination, bullying, intimidation, and inappropriate conduct.

Student Succession believes every individual deserves to be treated with dignity and respect.

#### **2. Scope**

This policy applies to:

- Students
- Parents and guardians
- Tutors
- Teachers
- Employees
- Contractors
- Volunteers
- Representatives of Student Succession

This policy applies during:

- Online tutoring sessions.
- In-person tutoring sessions.
- Communication with Student Succession.
- Company events and activities.

- Use of company platforms.

### **3. Respectful Environment Commitment**

Student Succession is committed to maintaining an environment where individuals are:

- Respected.
- Supported.
- Treated fairly.
- Able to learn and work safely.

Everyone is expected to contribute to a positive environment.

### **4. Prohibited Behaviour**

Student Succession does not tolerate:

- ☐ Harassment.
- ☐ Bullying.
- ☐ Discrimination.
- ☐ Threats or intimidation.
- ☐ Insults or degrading comments.
- ☐ Unwanted inappropriate communication.
- ☐ Retaliation against someone reporting a concern.
- ☐ Behaviour that creates an unsafe environment.

### **5. Professional Communication Standards**

All communication must be:

- Respectful.
- Appropriate.
- Professional.

- Focused on educational or business purposes.

Individuals must not use:

- Offensive language.
- Personal attacks.
- Aggressive communication.
- Inappropriate messages or content.

## **6. Employee & Tutor Responsibilities**

Employees and tutors must:

- Act as positive role models.
- Treat all students fairly.
- Maintain professional boundaries.
- Report concerns appropriately.
- Follow company expectations.

## **7. Student & Parent Responsibilities**

Students and parents agree to:

- Treat tutors and staff respectfully.
- Communicate appropriately.
- Avoid disruptive behaviour.
- Follow company policies.

## **8. Reporting Concerns**

Concerns should be reported to Student Succession management.

Reports should include:

- Description of the concern.

- Date and location.
- Individuals involved.
- Supporting information.

All concerns will be reviewed seriously.

## **9. Investigation & Response**

Student Succession may:

- Review the concern.
- Speak with involved individuals.
- Document findings.
- Take corrective action.

Actions may include:

- Coaching.
- Warnings.
- Training.
- Removal from programs.
- Suspension.
- Termination.

## **10. Acknowledgement**

By signing below, I confirm:

- ☐ I have read and understand this policy.
- ☐ I agree to maintain respectful behaviour.
- ☐ I understand harassment and discrimination are not acceptable.

Name:

---

Role:

---

Signature:

---

Date:

---

**Student Succession**

Ontario, Canada

Anti-Harassment & Anti-Discrimination Policy – Version 1.0

## **STUDENT SUCCESSION**

### **Emergency Response Policy**

#### **Student Safety, Emergency Procedures & Incident Management Policy**

##### **1. Purpose of This Policy**

Student Succession is committed to maintaining a safe learning environment for students, parents, tutors, employees, and visitors.

This Emergency Response Policy establishes procedures for responding to emergencies, safety concerns, accidents, health situations, technology issues, and unexpected events.

The goal of this policy is to ensure concerns are handled quickly, professionally, and responsibly.

##### **2. Scope**

This policy applies to:

- Students.
- Parents and guardians.
- Tutors.
- Teachers.
- Employees.
- Contractors.
- Representatives of Student Succession.

This policy applies to:

- Online tutoring sessions.
- In-person tutoring sessions.
- Company facilities.
- Educational events.
- Company operations.

### **3. Types of Emergencies Covered**

Emergencies may include:

- ☐ Medical emergencies.
- ☐ Injuries or accidents.
- ☐ Safety concerns.
- ☐ Student protection concerns.
- ☐ Technology failures affecting services.
- ☐ Severe weather events.
- ☐ Fire or evacuation situations.
- ☐ Other unexpected incidents.

### **4. General Emergency Procedure**

In an emergency, Student Succession representatives should:

1. Prioritize student and individual safety.
2. Remain calm and professional.
3. Contact emergency services when necessary.
4. Notify parents/guardians when appropriate.
5. Document the incident.
6. Report the situation to management.

### **5. Medical Emergencies**

If a student experiences a medical emergency:

Student Succession representatives should:

- Assess the immediate situation.
- Contact emergency services if required.

- Contact the parent/guardian.
- Follow available emergency information.
- Record details of the incident.

Student Succession does not provide medical treatment beyond reasonable emergency assistance.

## **6. Online Learning Emergencies**

During online sessions, emergencies may include:

- Unsafe student situations.
- Technology failures.
- Inappropriate behaviour.
- Communication concerns.

Tutors must:

- Follow company procedures.
- Notify management when necessary.
- Maintain professionalism.
- Protect student privacy.

## **7. Incident Reporting**

Incidents should be documented with:

- Date and time.
- Individuals involved.
- Description of events.
- Actions taken.
- Follow-up required.

Incident reports should be stored securely.

## 8. Parent/Guardian Communication

Student Succession will communicate emergency information with parents/guardians as appropriate.

Parents are responsible for keeping:

- Contact information updated.
- Emergency information accurate.
- Medical information current.

## 9. Employee Responsibilities

Employees must:

- ☐ Understand emergency procedures.
- ☐ Report safety concerns.
- ☐ Maintain professional behaviour.
- ☐ Follow management instructions.

## 10. Acknowledgement

I confirm that I understand Student Succession emergency procedures.

Name:

---

Role:

---

Signature:

---

Date:

---

---

**Student Succession**

Ontario, Canada

Emergency Response Policy – Version 1.0

## **STUDENT SUCCESSION**

### **Record Retention & Secure Disposal Policy**

### **Information Storage, Management & Disposal Policy**

#### **1. Purpose of This Policy**

Student Succession collects and manages information necessary to provide educational services and operate the business.

This policy establishes guidelines for storing, maintaining, protecting, and securely disposing of records.

#### **2. Scope**

This policy applies to:

- Student records.
- Parent information.
- Employee records.
- Business documents.
- Financial records.
- Communication records.
- Educational materials.

#### **3. Types of Records Maintained**

Student Succession may maintain:

##### **Student Records**

- Registration information.
- Emergency information.
- Academic progress.
- Assessments.

- Attendance records.
- Learning notes.

**Parent Records**

- Contact information.
- Payment records.
- Communication history.
- Agreements and forms.

**Employee Records**

- Applications.
- Contracts.
- Training records.
- Performance documentation.

**Business Records**

- Financial documents.
- Policies.
- Operational documents.
- Legal agreements.

**4. Record Security**

Student Succession will take reasonable steps to protect records by:

- Limiting access.
- Using secure storage systems.
- Protecting passwords.
- Maintaining confidentiality agreements.
- Training authorized individuals.

## 5. Access Restrictions

Records may only be accessed by authorized individuals who require access for legitimate purposes.

Employees must not:

- ☐ Access unnecessary information.
- ☐ Share private records.
- ☐ Remove company records without permission.
- ☐ Store confidential records improperly.

## 6. Record Accuracy

Student Succession aims to maintain accurate information.

Parents, students, and employees should notify Student Succession of changes to:

- Contact information.
- Emergency details.
- Relevant educational information.

## 7. Retention Period

Records may be maintained as long as reasonably necessary for:

- Providing services.
- Maintaining business operations.
- Meeting legal obligations.
- Resolving disputes.

Retention periods may vary depending on the type of record.

## 8. Secure Disposal

When records are no longer required, Student Succession will take reasonable steps to securely dispose of information.

Disposal methods may include:

- Secure deletion of digital files.
- Destruction of physical documents.
- Removal of unauthorized copies.

## 9. Employee Responsibilities

Employees must:

- Protect company records.
- Follow storage procedures.
- Report lost or compromised information.
- Return company documents when requested.

## 10. Acknowledgement

I confirm that I understand the Student Succession Record Retention & Secure Disposal Policy.

Name:

---

Role:

---

Signature:

---

Date:

---

---

### Student Succession

Ontario, Canada

Record Retention & Secure Disposal Policy – Version 1.0

Student Succession | Confidential Business Document |

**STUDENT SUCCESSION****Emergency Medical Consent Form****Student Health Information & Emergency Authorization Form****1. Purpose of This Form**

Student Succession prioritizes the safety and well-being of every student.

This form allows parents and guardians to provide important emergency information so Student Succession representatives can respond appropriately during unexpected situations.

**2. Student Information**

**Student Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**3. Parent/Guardian Information**

**Parent/Guardian Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Primary Phone Number:** \_\_\_\_\_

**Secondary Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**4. Emergency Contact Information****Emergency Contact #1**

Name:

\_\_\_\_\_

Relationship:

---

Phone Number:

---

---

**Emergency Contact #2**

Name:

---

Relationship:

---

Phone Number:

---

---

**5. Medical Information**

Does the student have any medical conditions?

☐ Yes

☐ No

If yes, please explain:

---

---

---

**6. Allergies**

Does the student have allergies?

☐ Yes

☐ No

If yes, please provide details:

---

---

---

## 7. Medications

Does the student require medication?

☐ Yes

☐ No

If yes, provide information:

Medication:

---

Instructions:

---

---

## 8. Special Health Considerations

Please provide any information Student Succession should know:

---

---

---

## 9. Emergency Authorization

In the event of an emergency, I authorize Student Succession representatives to:

- Contact emergency services when necessary.
- Contact the parent/guardian or emergency contacts.
- Provide reasonable assistance until help arrives.
- Share relevant emergency information with appropriate responders.

## 10. Parent Responsibilities

Parents/guardians agree to:

- Provide accurate medical information.
- Update Student Succession when information changes.
- Inform Student Succession of important safety concerns.

### 11. Important Notice

Student Succession is not a medical provider and does not replace professional medical care.

Emergency decisions will be made based on the circumstances and available information at the time.

### 12. Authorization Agreement

I confirm that:

- ☐ The information provided is accurate.
- ☐ I authorize Student Succession to use this information for emergency purposes.
- ☐ I understand the purpose of this form.

---

Parent/Guardian Name:

---

Signature:

---

Date:

---

### Student Succession

Ontario, Canada

Emergency Medical Consent Form – Version 1.0

## **STUDENT SUCCESSION**

### **Homework & Academic Integrity Policy**

### **Student Learning Responsibility & Honest Academic Practice Policy**

#### **1. Purpose of This Policy**

Student Succession believes that effective learning requires honesty, effort, responsibility, and active participation.

The purpose of this policy is to establish expectations regarding homework support, academic honesty, independent learning, and responsible use of tutoring services.

Student Succession provides guidance and support; however, students remain responsible for developing their own skills and understanding.

#### **2. Scope**

This policy applies to:

- Students.
- Parents/guardians.
- Tutors.
- Teachers.
- Employees.

It applies to:

- Homework support.
- Tutoring sessions.
- Assignments.
- Practice activities.
- Assessments.
- Online learning programs.

### **3. Homework Support Philosophy**

Student Succession's goal is to help students:

- Understand concepts.
- Build confidence.
- Improve study habits.
- Develop problem-solving skills.
- Become independent learners.

Tutors will support students by:

- ☐ Explaining concepts.
- ☐ Providing guidance.
- ☐ Helping students organize their work.
- ☐ Teaching learning strategies.
- ☐ Encouraging independent thinking.

Tutors will not complete assignments on behalf of students.

### **4. Student Responsibilities**

Students agree to:

- Make an honest effort.
- Ask questions when they need help.
- Complete their own work.
- Participate actively in sessions.
- Apply skills learned during tutoring.
- Take responsibility for their academic progress.

### **5. Academic Integrity Standards**

Students must not:

- ☐ Copy another person's work.
- ☐ Submit work completed entirely by someone else.
- ☐ Misrepresent their understanding.
- ☐ Cheat during assessments.
- ☐ Use unauthorized assistance.
- ☐ Claim another person's ideas as their own.

## **6. Tutor Responsibilities**

Tutors must:

- Encourage learning and understanding.
- Guide students toward solutions.
- Teach appropriate strategies.
- Support student independence.
- Provide honest feedback.

Tutors must not:

- Complete assignments for students.
- Provide answers without explanation.
- Encourage dishonest academic practices.
- Misrepresent student ability.

## **7. Parent Responsibilities**

Parents/guardians should:

- Encourage effort and responsibility.
- Support positive learning habits.
- Avoid pressuring tutors to complete student work.
- Communicate learning concerns.

## 8. Consequences of Academic Dishonesty

If academic dishonesty occurs, Student Succession may:

- Discuss the concern with the student.
- Notify parents/guardians.
- Adjust tutoring strategies.
- Create improvement plans.
- Restrict certain services if necessary.

The purpose of consequences is education and improvement.

## 9. Acknowledgement

By signing below, I confirm:

- ☐ I understand the Homework & Academic Integrity Policy.
- ☐ I understand tutoring is designed to support learning, not replace student responsibility.
- ☐ I agree to promote honest academic practices.

---

Student Name:

---

Student Signature:

---

Date:

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Parent/Guardian Signature:

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Date:

**Student Succession**

Ontario, Canada

Homework & Academic Integrity Policy – Version 1.0

## STUDENT SUCCESSION

### Final Signature & Acknowledgement Package

#### Student, Parent & Employee Policy Acceptance Agreement

##### 1. Purpose of This Agreement

Student Succession requires students, parents, guardians, tutors, employees, and contractors to acknowledge the policies and expectations that support a safe, professional, and successful learning environment.

This acknowledgement confirms that the individual has reviewed and agrees to follow applicable Student Succession policies.

##### 2. Individual Information

Name:

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Role:

☐ Student

☐ Parent/Guardian

☐ Tutor

☐ Employee

☐ Contractor

Date:

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##### 3. Policy Acknowledgement

I confirm that I have reviewed and understand the following Student Succession policies:

☐ Student Registration Agreement

☐ Parent Service Agreement

- ☐ Parent Code of Conduct
- ☐ Student Code of Conduct
- ☐ Tutor Employment Agreement
- ☐ Tutor Code of Conduct
- ☐ Confidentiality Agreement
- ☐ Non-Solicitation & Conflict of Interest Agreement
- ☐ Child Protection & Safeguarding Policy
- ☐ Privacy Policy
- ☐ Terms & Conditions
- ☐ Cancellation & Refund Policy
- ☐ Complaint Resolution Policy
- ☐ Anti-Harassment & Anti-Discrimination Policy
- ☐ Technology Acceptable Use Policy
- ☐ Emergency Response Policy
- ☐ Record Retention & Secure Disposal Policy
- ☐ Photo & Media Release Form (if applicable)
- ☐ Emergency Medical Consent Form (if applicable)
- ☐ Homework & Academic Integrity Policy

#### **4. Agreement Responsibilities**

By signing this agreement, I acknowledge that:

- ☐ I understand my responsibilities within Student Succession.
- ☐ I agree to follow applicable policies and procedures.
- ☐ I understand violations may result in corrective action.
- ☐ I understand these policies exist to protect students, families, employees, and the company.

☐ I agree to maintain professionalism, respect, and integrity.

### 5. Parent/Student Acknowledgement

I understand that:

- Student Succession provides educational support services.
- Student progress depends on effort, participation, and consistency.
- Respectful behaviour is required.
- Privacy and safety policies must be followed.

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Student Name:

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Student Signature:

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Date:

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Parent/Guardian Name:

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Parent/Guardian Signature:

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Date:

### 6. Employee/Tutor Acknowledgement

I understand that:

- I represent Student Succession professionally.

- I must maintain student safety and confidentiality.
- I must follow company policies.
- I must maintain professional boundaries.
- Violations may result in disciplinary action.

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Employee/Tutor Name:

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Signature:

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Date:

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### **7. Student Succession Approval**

Authorized Representative:

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Signature:

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Date:

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### **Document Completion Confirmation**

Student Succession Policy & Operations Handbook

Status:

☐ Completed

Version:

1.0

Student Succession | Confidential Business Document |

Effective Date:

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**Student Succession**

Ontario, Canada

Final Signature & Acknowledgement Package – Version 1.0