

Hialeah Reads – For Kids!
TUTOR RULES and REGULATIONS



DRESS CODE

- Dress conservatively/professional
- **No revealing garments**
- No revealing body art
- **No tank tops or halter tops**
- **No shorts**
- **No jeans**
- **No flip flop sandals**
- Shoes and shirt must be worn at all times
- Maintain a clean and neat appearance
- Wear name tags at ALL times

TUTOR SCHEDULE AND ATTENDANCE

- Tutors are to agree on a schedule with the Literacy Program Director or Program Coordinator before they begin working at any of the sites.
- No changes are to be made to the tutors' schedules until the 4-month session is completed.
- Tutors must be in the auditorium at their scheduled time. No Exceptions!
 - *If there is an emergency and you need to leave the auditorium for a few minutes, inform all other tutors currently in the auditorium of your whereabouts.*
- If tutors need to come in late, leave early, or miss a workday, a "Miscellaneous Request Form" **MUST BE COMPLETED** and returned to the Program Coordinator minimum 24 hours in advance. (The earlier the form is turned in the better). Forms are located in the **CABINET AT THE AUDITORIUM** downstairs.
- If a true emergency should occur and the tutor is not able to come in to work, the tutor must call the Program Coordinator and/or the supervising tutor immediately.
- **Missing 3 or more days without prior notification will result in termination.**
- Tutor's arrival time should always be the same as the time they are scheduled to begin tutoring.

TIMESHEETS AND BI-WEEKLY REPORTS

- Tutors must sign in and out daily. (Example: If you are schedule to start at 2:30pm we will check the sign in sheet at 2:35pm. If you are not signed in you will be docked for the time.)
- Sign in sheets are located outside the door of the Literacy Office.
- Tutor information (such as student messages, and updated schedules) will be posted in your tutor mailbox located upstairs.
- Tutors are responsible for their own timesheets.
- Corrections to the timesheet must have a single line through it and the initials of the person making the correction.
- The America Reads timesheets are to be signed by the Literacy Director, Program Coordinator or by the Literacy Assistant.
- Falsification of hours and/or signature will result in termination of employment, as well as suspension and/or expulsion from college.
- Late timesheets will result in pay delays of up to six weeks.
- Chronically late timesheets, and failure to sign in and out will result in verbal and/or written warnings and finally termination.

PLANNING TIME

- Tutors will be allowed a total of 30 minutes paid planning per week.
- During this time tutors may update files, select books, work on lesson plans, prepare for activities (cutting, coloring, making copies, etc.).
- *Tutors must stay on site during planning time.*

BREAKS

- Tutors who work less than 4 hours a day = NO paid break.
- Tutors who work more than 5 consecutive hours in a day = 30 minute paid break.
- *You may leave the site during scheduled break.*

TUTOR STAFF MEETINGS

- Follow the America Reads guidelines.
- All meetings must be pre-arranged with the Literacy Director or Program Coordinator.
- The Supervising Tutor, the Literacy Program Director and/or the Program Coordinator will conduct meetings.

IN-SERVICE TRAINING

- Follow the America Reads guidelines.
- Please inform the Literacy Office Staff by filling out a Miscellaneous Request form if the training will interfere with your workday.

STUDENT ACCOUNTABILITY

- The person bringing the child to the tutoring session must sign the student in upon arrival and the person picking up the child must sign the student out upon dismissal.
- Tutors must have one parent sign-in sheet *per* child.
- **DO NOT accept a child who is not accompanied by an authorized adult.**
- Student Sign-In Sheets are to be kept in the tutors crate at all times.
- It is the tutor's responsibility to obtain the arrival and dismissal signatures/times on the Student Sign-In Sheet.
- The person picking up the child must be listed on the child's Emergency Contact Card (ECC).
- Do not release a child to a person not listed on the ECC.
- Parents must complete the ECC before the child can begin tutoring.
- Students are not to be dismissed by themselves.
- If a student needs to use the restroom; the tutor must walk them to the restroom door and wait for them outside of the restroom for them to exit.
TUTORS MUST NOT enter the restroom with A STUDENT!
- At no point should the tutor leave his/her student alone or unattended.

TUTOR – PARENT COMMUNICATION

- Tutors may show the parent their child's work, upon parent's request.
- Tutors may explain the activities/lessons they are doing with the child.
- Tutors may **NOT** recommend to the parent that they seek any type of evaluation (psychological, neurological, medical, physical, etc.) for the child.
- If the parent requires further clarification regarding their child's progress, the tutor must refer them to the child's homeroom teacher.
- Tutors may not inform parents of any open slots that they might have in their schedule or suggest to parents that their child's schedule can be changed if they speak to someone at the Literacy Office. Parents have been informed that once they agree to a schedule no changes can be made, if they cannot come at that time then their child will go back to the waiting list.

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Tutor Rules and Regulations

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TUTORING SESSIONS

- Cell phones are to be kept on vibrate and used for emergencies only.
- Available tutors are required to tutor the students of other tutors who are absent.
 - *Your respective universities or colleges are paying you for providing tutoring services. This means that when a tutor is absent and their student comes to the tutoring session, whoever is not tutoring at that time needs to tutor that child.*
 - *If you are scheduled to have a student but he/she is running late, inform the parent of this fact and still take the child until your student shows up.*
- Tutors will only be paid for the time they are actively tutoring.
 - *If there is a child who needs to be tutored and you do not tutor him/her you will not get paid for that time or any time when you refuse to tutor a child.*
- No eating permitted in the tutoring area. Tutors may eat and drink fluids in the break room.
- Gum chewing is not allowed during the tutoring session.
- *Be courteous. If you see a parent with a child who seems to be looking for someone and you know that you have a new student coming, please ask approach the parent and offer assistance.*
- Tutors who do not adhere to these rules will be reprimanded accordingly

CONSEQUENCES AND WARNINGS:

- You will be issued 1 verbal warning, accompanied by verbal counseling, the first time you break any of the rules and regulations.
- The second time you will be reprimanded accordingly, and receive a written warning. A copy of the written warning will be given to your America Reads Coordinator.
- The third time you will be terminated.

I fully understand these rules and I agree to adhere by them.

Print Tutor's Name

Literacy Director

Date

Program Director

Date



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