

LITERACY COUNCIL OF THE BLACK HILLS
TUTOR POLICIES

1. Maintain confidentiality. Any discussion pertaining to a student should be held in private with Literacy Council of the Black Hills staff or a member of the board.
2. Follow the home tutoring and transportation policies: home tutoring and transportation of tutors by students or students by tutors are prohibited.
3. Follow the signed agreement with your student:
 - a. Use program strategies and recommended texts.
 - b. Report hours monthly, including tutoring, transportation, and preparation time.
 - c. Meet with your student and staff every six months for assessment of progress.
 - d. Notify your student at least one hour in advance if you need to cancel a session.
4. Do not bring children or other guests to tutoring sessions.
5. During tutoring sessions, neither religion or politics should be the focal point of discussions unless both the tutor and student are willing to discuss these topics.
6. Report any concerns regarding inappropriate behavior or student need for other services to staff or a board member.
7. Complete initial tutor training and two additional training sessions each year.
8. Notify staff of changes in your or your student's contact information or suspension of tutoring sessions for more than one month.
9. Notify staff of concerns about materials, student progress, lesson ideas, or methodology.
10. Use the suggestions and methods recommended by training staff:
 - a. Seek to understand the cultural, emotional, physical, and psychological conditions that may cause a student to have difficulty learning to read or speak.
 - b. Work with your student to set goals and prepare for each lesson.
 - c. Actively involve your student in decisions about the learning process.
 - d. Give immediate and appropriate feedback throughout each session.
 - e. Encourage your student by being supportive rather than critical.
 - f. Affirm your student's thinking and progress in each session.
 - g. Help your student become an independent learner.
 - h. Model appropriate cultural behavior.

A tutor may be dismissed for disregarding tutor policies or refusing to participate in board initiatives.

- Complaints regarding a tutor should be documented in writing and given to staff or a board member.
- The tutor will meet with staff to discuss infractions.
- A plan will be developed to remedy the situation.
- If the infractions continue after the designated date of compliance, staff will ask the board to proceed with dismissal of the tutor.

Your signing and dating of this agreement is your acknowledgement that you have read, understood, received a copy of, and agreed to the above policies. These policies are subject to modification and/or amendment at the board's discretion.

SIGNATURE

NAME

DATE

LITERACY COUNCIL OF THE BLACK HILLS

HOME TUTORING POLICY

It is the policy of the Literacy Council of the Black Hills to prohibit tutoring at sites that are not public. This prohibition includes home tutoring.

Most tutoring is done at the Rapid City Public Library. To accommodate both student and tutor, the Literacy Council of the Black Hills has made arrangements with churches and other public institutions for tutoring time and space at their facilities. A list of currently approved alternate tutoring sites is available in the copy of the tutor training manual on the shelves of our holdings at the Rapid City Public Library.

TRANSPORTATION POLICY

Transportation of a student by a tutor in a vehicle or the transportation of a tutor by a student in a vehicle for any activity directly or indirectly related to the Literacy Council of the Black Hills is prohibited by the Council for reasons of liability.

Tutors and students who do not follow these policies regarding tutoring sites and transportation will be dismissed. Your signing and dating of this agreement is your acknowledgement that you have read, understood, and agreed to the above policies.

SIGNATURE

NAME

DATE

LITERACY COUNCIL OF THE BLACK HILLS

**RENEWABLE CONTRACT STATEMENT
TUTORS AND STUDENTS**

TUTOR

I, _____, with the assistance of Literacy Council of the Black Hills staff, make a commitment to _____, my student in the tutoring program:

1. To meet at least once per week except by mutual agreement with the student.
2. To practice the strategies of the program and texts.
3. To report my hours monthly to staff.
4. To meet with my student and staff every six months to assess student progress and reassess student goals.
5. To maintain contact with staff and other tutors for continuing training.
6. To contact my student at least an hour in advance in case I cannot attend a session.
7. To be on time.

I agree to abide by the tutor policies of the Literacy Council of the Black Hills. I understand that I am entering into an at-will relationship that can be terminated by the Council.

SIGNATURE OF TUTOR

NAME OF TUTOR

DATE

STUDENT

I, _____, make a commitment to my tutor, _____:

1. To meet at least once per week except by mutual agreement with the tutor.
2. To practice my newly learned skills.
3. To keep track of my tutor's name.
4. To take part in evaluations so that I can see my progress and, together with my tutor, decide which skills need work.
5. To contact my tutor at least an hour in advance in case I cannot attend a session. If I miss three tutoring sessions without notifying my tutor or if I do not attend class regularly, I understand that I will be dismissed from the program.
6. To be on time.

SIGNATURE OF STUDENT

NAME OF STUDENT

DATE

The Literacy Council of the Black Hills does not discriminate on the basis of race, creed, color, national origin, ancestry, ethnicity, religion, gender, age, physical appearance, sexual orientation, familial status, or disability.