

Handout for SES Tutors

ADVERTISING

- District employees cannot promote one SES provider over another during the hours when the District employee is working for the District.
- District employees will not campaign, recruit, solicit for, or otherwise work for the purpose of gaining students for the provider during hours of employment by the district. This includes talking to parents about a specific provider and the provider's program.
- Once students are signed up with an SES provider, tutors or provider employees cannot encourage them to change to another SES provider.
- No district employee may represent an SES provider during parent/student night, school functions at which the employee is required to attend by the district, or other school activities.
- No employee may have access to student lists, phone numbers, free/reduced lunch lists, or other student information at any time to be used for the purpose of recruiting students for an SES provider.

ENROLLMENT FORMS

- ONLY parents/guardians may complete information on the enrollment forms. Teachers/Tutors cannot select the company for the parent/guardian or complete any other part of the form.

STUDENT LEARNING PLAN

- SLP must be approved by the provider and district along with 3 documented attempts to get approval from parent BEFORE student begins tutoring. **However, before payment for service is made to the PROVIDER the parent signature must be on the Student Learning Plan.**
- SLP should contain no more than five academic achievement goals per subject area with specific pre-assessment data and expected percentage of mastery of goals verified during the post-assessment.
- If all academic achievement goals are completed, a new SLP should be approved by parent, provider, and district.
- SLP should contain the total hours of prescribed program.
- Individualized tutoring - tutoring must be based on the skills indicated on the SLP that the student needs to work on. These skills are different for each student so individualized or small group tutoring should be taking place at all times.

ATTENDANCE

- MONTHLY Attendance Roster must be turned in with the invoice in order for payment to be made.
- Times must be included on the Attendance Roster.
- Attendance times only include the actual tutoring time.

Handout for SES Tutors

1. Session Begins – the time the student starts tutoring for that day (if the tutor shows up late or if a child comes late, then the start time should show the time the student actually begins tutoring)
2. Session Ends – the time the tutoring ends (if the parent picks the student up early, then the pick up time should be recorded at the time the student ends tutoring, if the parent picks the students up late and tutoring has already been completed for that day then the time tutoring stopped would be recorded not the time the parent picks the student up)

QUALITY OF TUTORING

- District is paying up to \$70 per student per hour. The tutoring time should not include breaks longer than five minutes, homework help, time for the tutor to do paperwork, conference with parents, etc. These duties must be done outside of the tutoring time.
- Tutoring should not take place after 7:00 PM CST

CONTROL OF STUDENTS

- Tutor should be aware of provider procedures for handling and/or removing disruptive students.
- Tutor must escort all students to the proper caregiver or approved means of transportation at the end of each tutoring session.
- Tutor must check the ID of the person picking up the child to make sure it matches an individual allowed to care for that child if the person is unknown to the tutor.

PROGRESS REPORTS

- District requires a progress report on each student to be completed at the end of each month and submitted with the invoice.
- Provider must regularly notify each student's parents and teachers of the student's progress.
- All Progress Reports shall contain:
 1. Student's name
 2. School
 3. Teacher's Name
 4. The goal(s) the student is working towards
 5. The percentage of each tutoring goal accomplished as evidenced by tutoring work completed.
 6. The student's level of attendance
 7. The student level of participation
 8. Total number of hours to date in Reading/Language Arts, Mathematics, and/or Science
- Final Progress Reports shall contain the following additional information:
 1. All student achievement goal(s) with the pre- and post-assessment scores.

Handout for SES Tutors

2. Total number of hours in Reading/Language Arts, Mathematics, and/or Science.

COMMUNICATION

- If a student fails to attend two consecutive tutoring sessions, the PROVIDER/TUTOR must contact the parent prior to the next tutoring session. If PROVIDER/TUTOR is unable to contact the parent after three documented attempts, the PROVIDER should notify the DISTRICT immediately and the DISTRICT may drop the student from the program for non-attendance.
- The tutor must contact the company to make sure you have the correct forms, tutoring materials and supplies have been provided.
- The company should train tutors to use the materials and complete the forms BEFORE you begin tutoring.
- Any problems with pay should be addressed with the company.
- Do not contact the principal regarding problems with the tutoring company. Please contact the Title I Department: Vicki Davis - 674-8733 ext 22 or Jenny Hill – 674-8734 ext 223.

MISCELLANEOUS

- Tutors are prohibited from using district materials and supplies, such as paper, pencils, books, computers, printers, crayons, etc. for the purpose of administering the SES program, even if the tutor is a school district employee.
- Employees of SES providers do not have access to copiers, phones, or other equipment owned, leased, or operated by the school district, even if the tutor is a school district employee.
- District employees are not necessarily able to tutor in the classroom they are assigned to during the regular school day. Providers can request space at the school. Principals (with input from the Assistant Superintendent) make the decision as to whether there is space available and principals determine where the provider will be placed in the school.
- SES providers are required to supply their tutors with all materials needed to implement the program described in the provider's RFA to the State of Florida.
- Distribution of materials by providers to school staff requires the permission of the principal of the school. Distribution of these materials can only take place before or after regular school hours.

By signing this form, I acknowledge that I have received and read the Handout for SES Tutors and I agree to comply with these requirements.

Name

Date