

Rules and Regulations for Teachers

- 1. (READING) The tutors are to be used in Kindergarten through 6th grade. They should be tutoring in literacy by having the students read TO them, helping the students with specific reading problems, and/or in group settings. The tutors should be allowed to pull out specific students for tutoring times and should be working mostly on a one-on-one basis with students that are BELOW grade level in reading.**
- 2. (MATH) The tutors are to be used in Kindergarten through 6th grade. They should be tutoring in mathematics by having the students figure out and prove problems and concepts using classroom based instruction, helping the students with specific math problems, and/or in group settings. The tutors should be allowed to pull out specific students for tutoring times and should be working mostly on a one-on-one basis with students that are BELOW grade level in mathematics.**
- 3. (ALL) Tutors should NOT be used for the following activities: making copies, used for recess duties, making bulletin boards, setting up for classroom activities they will not be involved in, used as a supervisory adult within the classroom, no going off campus for activities such as field trips, unless previously approved by the Program Coordinator, used inappropriately (such as reading to students that are at or above grade level, used for any tasks that seem questionable, etc). If you have questions about what we deem to be “inappropriate” please call the America Counts coordinator for further instructions.**
- 4. (ALL) Tutors are required to fill out and turn in time sheets for every time period in which they are working in your classroom. Your (the teacher) signature MUST be on file with the America Reads/Counts Program. (Please call 738-4236 if you have not given our program your signature for verification). You are responsible for signing off on your tutor's time sheet every month and verifying that the time on the time sheet is correct.**