## Disclosure Statements

Those affiliated with the Utah Reads Program are expected to maintain professional interactions, support the subsequent statement, and observe the following policies while on duty or at a function in which they are representing themselves as an affiliate of the Utah Reads program.

The Utah Reads program does not discriminate in the admission of elementary students, the recruitment and/or employment of university students, or in access to or operation of its programs and activities on the basis of age, color, ethnicity, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, status as a person with a disability, or veteran’s status.

## Utah Reads Tutor Policies

**As a Utah Reads Tutor:**

### Communication

* I will maintain open communication with my Site Team Leader and make effort to bring up pending issues with them.
* I will check my email frequently and respond to emails from the program coordinator and my Site Leader in a timely manner.
* I will record accurate “in” and “out” times on the site or training sign in sheet every time I work.

### Appearance

* I will wear my Utah Reads nametag at all times while I am at my community partner site unless prior approval has been extended from my Site Team Leader or the Program Coordinator.
* I understand that clothing worn on-site is to be opaque and cover to at least 2 inches above the knee while at rest.

I understand that messages or pictures that are demeaning, vulgar, crude, offensive, or related to drugs, alcohol, tobacco or anything that is intended, recognized, or acknowledged by the Salt Lake Area Gang Task Force to signify affiliation with, participation in, or approval of a gang will not be permitted.

### Attendance

* I will arrive on time to my community partner site prepared for my shift every day I am scheduled and the site is open.
* I will notify my Site Team Leader as soon as possible, but at least 10 minutes before my shift begins, if I will be more than 7 minutes late.\*
* I will notify my Site Team Leader before 9AM or 30 minutes before the beginning of my shift (whichever comes first) if I will be absent due to sickness or need to leave my shift early for a personal circumstance.\*
* I will notify my Site Team Leader as soon as possible, but at least 24 hours before my shift begins, if I am going to be absent for any reason other than sickness, including using my consequence-free “study day”.\*
* I will notify my Site Team Leader before I leave- if I choose to do so because my last student of the day is absent or unavailable.
* I understand that only absences communicated 2 weeks in advance will be considered excused and all others will be taken into account during performance evaluations (modifications to schedule will count as 1/3 absence each).
* I will attend all required meetings, trainings, observations, and other scheduled program events or provide 24 hour notice to the Program Coordinator and/or my Site Team Leader if I am unable to attend for a valid reason.
* I will complete make-up trainings in a timely manner, at the latest within a month of the scheduled training.

### Conduct

* I will only use the computers at my community partner site for work-related purposes. Acceptable activities include utilizing Kronos, checking and responding to emails from the Program Coordinator or my Site Team Leader, researching information for my tutoring sessions, and updating and approving AmeriCorps service hour logs.
* I will only use language that is appropriate for children at all times.
* I will not let my cell phone or other personal belongings disrupt or interfere with my responsibilities or that of others while I am at my community partner site. What is considered disruptive is at the discretion of my Site Team Leader.
* I will only eat in front of students during a designated and appropriate time such as group lunch/snack time.
* I will not give students from my community partner food, candy, drinks, or anything else intended for consumption- even with the permission from a teacher or administrator.
* I agree to keep all student information confidential and I will not use their names outside of the organization.
* I will not work on my own homework or other personal activities while students are in the vicinity and then only while not “on the clock”.
* I will fill out all paperwork in entirety, neatly and on time including lesson plans, assessments, tutor reports, child checks, tracking sheets, and any additional site-specific forms requested by the Site Team Leader or Program Coordinator.
* I will check and approve my Kronos timecard twice a month, by the 15th and the last day of the month, at the end of the University of Utah pay period (only applicable to employees).
* I will not take, post, or print in any medium photos of or with my student.

### Schedule

* I will follow the schedule- including breaks and tutoring times- provided to me in its entirety.
* I will not modify my schedule without previous discussion with my Site Team Leader.
* I will openly communicate to my Site Team Leader in a timely manner if I need to modify my schedule or require any additional breaks for personal reasons.
* I will efficiently use my time to ensure lessons and activities are prepared for my students.
* I will spend all of my hours on site towards the better academic achievement of the students at my community partner site.

### Supervision

* I will directly supervise my student the entire time they are scheduled to work with me including escorting them to and from our tutoring sessions.
* I will ensure I am able to be properly observed when working with a student and tutor in an area that can be supervised.
* I will never allow a teacher or staff to leave me alone with more than three students at a time.

### Transportation

* I am in charge of ensuring my safe arrival to and departure from my community partner site.
* I agree to take defensive driver training as required, at minimum every two years

### Warnings

Unless the infraction is severe or endangers the safety of a student, school staff, or program personnel, violation of the above policies will result in the following actions.

**Minor Infractions:** E.g. late Kronos approval, late AmeriCorps Monthly forms, incomplete lesson plans, inadequate responsiveness to emails, requesting a schedule change without a valid reason, unexcused absences, etc.

First Offense: Verbal/Written Reminder

Second Offense: Written Warning and STL/Coordinator Documentation

Third Offense: Lower scores on the semester evaluation

**Major Infractions:** E.g. No-Call/No Show, leaving early/coming late without informing the Site Team Leader, dishonesty in hours reported, disregarding Site Team Leader authority, persistent, negative behavior, etc.

First Offense: Written Warning and STL/Coordinator Documentation

Second Offense: Formal Warning and Corrective Plan

Third Offense: Suspension/Termination

*For major infractions and actions that endanger the safety of a student, school staff, or program personnel, the Site Team Leader and Program Coordinator reserve the ability to skip one or more of the above steps.*

**I have read and understand these policies and expectations and agree to abide by them as a condition of affiliating with the Utah Reads Program through the Lowell Bennion Community Service Center at the University of Utah during the 2019-2020 academic year.**

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

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