## ppl

**TUTOR POLICIES**

**GENERAL REQUIREMENTS:**

* + Tutors are expected to tutor at least 2 hours per week and at least 50 hours per year.
	+ Literacy Tutors must have a high school diploma or equivalency certificate.
	+ Literacy Tutors must complete a Literacy Department approved tutor certification course before being assigned a class. For more information about the training program please **see “Tutor Training”**

**GENERAL INFORMATION:**

* + Tutors should give the office adequate time to fill materials requests (e.g. copies, supplies, books, etc.).
	+ Tutors are expected to check their e-mail and respond in a timely fashion.
	+ Tutors must keep any student information they receive confidential. Tutors may discuss student information with the staff as it pertains to the program. If tutors receive any information relating to a criminal matter, or to one of personal safety, they must **immediately contact the Literacy Coordinator.**

**ATTENDANCE:**

* + Literacy Tutors must call the office if they will be late or cannot attend a session. If time permits, they should submit a substitute request, and the office will provide coverage or notify students.
	+ Once a month, tutors will submit either a scanned copy of the Departmental Attendance form to literacy@plfdpl.info or a hard copy to the office.
	+ Tutors will inform students of and enforce the attendance policies. **see the Student Handbook.**
	+ Tutors must contact the office as soon as possible regarding student issues. The more information the office has, the better we can support our tutors.

**TUTOR/STUDENT CONTACT:**

* + Tutors and students must meet in a public place. Most tutors use the library, but other sites (e.g. community centers, houses of worship, bookstores, and coffee shops) are acceptable.
	+ Tutors must not transport students in their cars.
	+ Literacy Tutors must never accept money from students whether as a payment for services or

even as a thank-you gift. Tutors may accept reasonable, non-monetary, “thank you” gifts.

**REPORTING:**

* + Tutors must submit out end-of-cycle reports for each of their students. Forms are available in the office or at <http://www.plainfieldlibrary.info> >> Departments >> Literacy >> Literacy Home.

Tutors should call the office (908.757.1111 ext. 122) with questions, concerns, or good news about students (e.g. passed the GED, became a citizen, etc.).

I have read and understood the above.

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 **Participant Name (Print)**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature** **Date**

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**Witness**

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**Signature**  **Date**

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