

America Reads Information

Denison University Alford Center for Service-Learning

- **What is the mission of America Reads?**

The America Reads program provides a campus employment opportunity for Denison University students to interact with children and teachers in the surrounding communities. America Reads tutors make a difference by assisting elementary students in reading, providing extra one on one attention, and serving as role models.

- **Who are America Reads tutors and what do they do?**

America Reads tutors are federal work-study students who work with children in grades K – 6 in ten Licking County schools. Tutors travel to local schools and primarily work one-on-one with children.

- **How does the program work at Denison?**

Denison tutors must be eligible for **Federal Work-Study**. If you are not sure if you are eligible, please go to <http://web4prod.denison.edu> to check.

Tutors must **complete several attached forms**: *Tutor Application Form, Tutor Contract, Student Release Form, and the Community Rights and Standards Disclosure Waiver Form*. Tutors who have a valid driver's license must have reliable personal transportation or hold a Denison defensive driving card. Instructions for getting a Denison Defensive Driving card are detailed in a later section of this application.

Tutors receive **\$8.30 per hour** and can work anywhere from **two to ten hours per week** in two hour increments. Tutors are assigned a schedule each semester based on their availability and partner school schedules. The two hour increments allow for travel and tutoring time. Tutors are paid from the time they leave campus until their return. Tutors need to have at least a two hour block of free time between 8:30 and 12:30 pm and/or 12:30-4:00 pm in order to be scheduled for tutoring.

- **Attendance** is crucial to the success of the program. Kids count on and look forward to working with their tutors. Tutors are expected to be punctual and attend work each time they are scheduled. **Three unexcused absences will be cause for termination from the program.** Excused absences include, but are not limited to, missing work because of a pre-planned academic commitment (e.g., a required field trip or speaker) and because of medical illness when the school is notified by 8 am. Unexcused absences include, but are not limited to, missing tutoring because of too much homework and because of medical illness when the school is not notified by 8am. Advance notice, whenever possible, is preferred. If tutors *must* miss a tutoring session, they must contact the school directly as well as the coordinator; consult the *School Absence Procedure* list. If a tutor is too ill to contact the school, they must ask a roommate or someone else to call/e-mail for them. Tutors are not paid for scheduled days off or school cancellations due to inclement weather. Check www.wclt.com for school closings. The America Reads office will supply tutors with a list of other scheduled school closings.

- **Training and reflection sessions** are required of all tutors, both new and returning. Tutors are paid for all training and reflection sessions.

Mandatory tutor training will be held on Sunday, September 18 on the third floor of Slayter Hall from 1:00-5:00 for new tutors and 3:00-5:00pm for returning tutors.

Tutors are also required to attend one one-hour reflection session per month; they may attend more if they wish. **If tutors are unable to attend any of the sessions in a month due to legitimate**

academic or athletic reasons, they must contact the coordinator in advance. These sessions are scheduled approximately two or three times a month so that tutors can discuss ideas, problems, and successes related to tutoring and can interact with professionals on special topics. **Failure to attend a reflection session during the month without contacting the coordinator will be counted as an unexcused absence.**

- Tutors are asked to wear the **uniform America Reads shirt** every time they tutor. While on the job, tutors are considered members of the elementary school faculty and are expected to follow all school rules. Please keep in mind that acceptable dress on campus is not always appropriate in an elementary school. Tutors should not wear shorts, mini-skirts, bare midriff tops, hats, extremely low-riding pants or torn or dirty clothing.

- **Transportation to sessions** will be provided by DCA vehicles except for Granville Elementary School, which is within walking distance. If no DCA car is available for a tutoring shift, students may use their own vehicle and complete a reimbursement request for mileage. Students requesting mileage reimbursement must turn in the reimbursement form on a monthly basis. No reimbursement will be provided for students who choose to use their own vehicle when a DCA vehicle is available, and reimbursement will only be provided to students who are willing to transport other students to the session. Students driving DCA cars must receive their Defensive Driving Card by reviewing the power point presentation at http://www.denison.edu/offices/security/defensive_driving_course.html and following the instructions for completing an online test and road test with a security officer. **All tutors who hold a valid driver's license are strongly encouraged to obtain a Denison Defensive Driving Card so they may drive DCA vehicles. *Special arrangements will be made this fall for an America Reads group road test; time and date to be announced.*** After passing both portions of the test, students will then receive a Defensive Driving Card. The Defensive Driving Card allows students to drive any Denison vehicle for university business only (vehicles may not be used for personal reasons) and is valid throughout their time at Denison; this process only needs to be completed once.

We strongly recommend that all students with a valid driver's license complete this process (even if they have a car on campus) in case of car trouble or problems with carpools.

- **Fingerprints and background checks** are required of all new tutors before they can be placed in a school. This procedure takes place on campus at designated times. There is no cost to students and you will be notified of the date and times that the service is available on campus. You will need to have your Driver's License (or Denison ID if no driver's license is available). Tutors will be paid for thirty minutes to get their fingerprints taken.

- Tutors will be **paid every two weeks** according to the University-wide schedule. Students must go to <http://web4prod.denison.edu> fill out and submit your timesheet.

- The **America Reads Advisory Board** is made up of tutors who are leaders and direct the course of the program. The board assists the coordinator in planning trainings and reflection sessions, setting program policy, and initiating special projects. The Board meets every other week. Please contact the coordinator if you are interested in serving on the board.

- The **School Liaisons Program** places experienced tutor-leaders in partner schools to enhance communication among tutors, teachers, principals, school coordinators, and the Denison coordinator. School liaisons will clarify expectations, provide opportunities for feedback, and solve problems among all constituents. School liaisons will have duties both on-site at their particular school and on-campus.

Checklist for becoming an America Reads tutor:

- _____ Complete the application including the freshman supplemental form if applicable. Turn in the application to the Alford Center for Service Learning in room 021 in the basement of Higley Hall. You will be contacted about scheduling an interview.
- _____ If you have a driver's license and do not have a Defensive Driving Card, follow directions above to get your Defensive Driving card.
- _____ Get your fingerprints taken as soon as possible after you are hired. Deadlines will be announced.
- _____ Attend the tutor training session on Sunday, September 18 from 1:00-5:00pm.

Return all forms by Thursday, September 8 at 4:30 pm to, and direct questions to: Michele Doran, America Reads Coordinator, 21 Higley Hall, 587-8557, doranm@denison.edu.

America Reads Tutor Application Form

Denison University Alford Center for Service-Learning

Name _____ E-mail _____ Class year: _____

Box _____ Phone _____ D number _____ Birthdate _____

Do you have a Federal Work-Study award? (*circle one*) Yes No

- If you are not sure, please go to <https://web4prod.denison.edu> to check.

Have you held an on-campus job at Denison before? Yes No

Please answer the following questions on an attached sheet of paper (300 words each):

1. *Why do you want to be an America Reads tutor?*
2. *What do you think is the most important thing you can do when tutoring a child?*

How many hours a week would you like to work? _____

When are you available to tutor this semester? Please list **ALL** available hours (not just your preferred times) from 8:30 am – 4:30 pm. If you do not have this information yet, please leave blank.

- Monday _____
- Tuesday _____
- Wednesday _____
- Thursday _____
- Friday _____

For returning tutors: Do you have any preferences about your tutoring this semester?

Do you have a driver's license? (*circle one*) Yes No

Do you have a car on campus you are willing to drive to tutor? Yes No

If "yes," are you willing to transport other students in your car? Yes No

Do you already have Denison's Defensive Driving Card? Yes No

Do you plan to get a Defensive Driving Card? Yes No

Are you willing to drive a DCA car? Yes No

If "yes," are you willing to transport other students? Yes No

What size do you want for your America Reads t-shirt? S M L XL

Do you speak other languages and would you tutor children in that language? If so, what?

America Reads Tutor Contract

Denison University Alford Center for Service-Learning

Please read the following and sign below.

- I have read the *America Reads Information Sheet* and will adhere to all requirements of the program. I also understand that a breach of these requirements may result in termination from the program.
- I understand that attendance at my school(s) is crucial and that students and teachers are depending on me. I know that three unexcused absences will result in termination from the program.
- I will have my fingerprints taken every year by the deadline set by the coordinator.
- I understand that if I have a valid driver's license and do not have reliable personal transportation, I must get Denison's Defensive Driving Card in time to begin tutoring.
- I will attend at least one required reflection session each month. Reflection sessions are a crucial part of the program, as they offer a support network for tutors and increase tutor learning. Failure to attend one reflection session a month without prior approval from the America Reads coordinator will be counted as an unexcused absence.
- I will attend a required training session, time and location to be announced.

Tutor

Date

DENISON UNIVERSITY
STUDENT RELEASE FORM

Whereas, the undersigned, _____ (student name) hereafter called "Student" desires to have the privilege of participation in the **America Reads Program**.

Therefore, it is agreed as follows: That in consideration of Denison University, Granville, Ohio, allowing, subject to its rules and regulations, _____ (student name), the undersigned on behalf of themselves and guardian or parent, if under 18, do hereby voluntarily assume all risks of accident or damage to the person or property of the student participating in said project and do hereby release and discharge Denison University, and its agents, from every claim, liability or demand of any kind however caused for or on account of the personal injury or damage of any kind sustained by said student while participating in said project.

The student further promises to indemnify and forever save harmless Denison University or its agents from every claim, liability or demand of any kind however caused, for or on account of the personal injury or damage of any kind sustained by said student, if enrolled in said project.

In the event of an accident, the student's medical coverage, either personal coverage or the student medical plan, should respond. Additionally if a claim is made against the student participant of a personal liability nature, personal homeowners and/or renters insurance should respond.

It is expressly understood that if said student is permitted to participate in said project that such participation is subject to the rules and regulations of Denison University and that said student is subject to the controls exercised by the professors or persons in charge of said project.

Dated this ____ day of _____, 200_.

Student's signature

Parent's signature (If student is under 18)

The student is covered by: Denison University Student Medical Plan ____ Private Insurance ____
If private insurance please provide the following:

Insurance Company Name: _____ Address: _____

Policy Number: _____ ID Number: _____

In case of emergency, illness requiring an operation, or if the parents cannot be quickly reached, will you leave the decision to the physician and the professors-in-charge?

Yes__ No__ (If the answer is "no", kindly explain on the reverse side of this sheet.) Parents may be reached at the following telephone numbers:

Emergency Contact: Name(s) _____

Home Phone _____ Business Phone _____

Home Phone _____ Business Phone _____

Other Close Relative: Name _____

Home Phone _____

STUDENTS UNDER 18 YEARS OF AGE MUST HAVE PARENT'S SIGNATURE.

Denison University
Office of Campus and Residential Life

COMMUNITY RIGHTS AND STANDARDS DISCLOSURE WAIVER FORM

I, (please print) _____, give permission

for a member of the Campus and Residential Life Staff to discuss my community rights and standards status/incident, including disclosure of all past conduct history, with

_____ Michele Doran _____

Relationship: _____ Coordinator, America Reads _____

Student's Signature: _____ Date: _____

Witness: _____ Date: _____