

ELON UNIVERSITY



America Reads

Tutor Handbook

Coordinators: Clint Edmondson and Jana Murdock
2009-2010

AMERICA READS

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Mission Statement

Elon University America Reads Tutoring Program is committed to improving the literacy and mathematical skills of youth in Alamance County by cultivating within young students a love for learning and by providing local schools with trained tutors to support their education efforts.

Vision

To positively impact children by teaching them life-long learning skills and developing within them the desire to attend secondary and higher education institutions.

To develop a community relationship between Elon University and Burlington/Elon communities, which has positive effects beyond improving literacy.

Goals

1. Increase standardized test scores in reading and math for elementary age children.
2. Develop a positive relationship with community partners.
3. Expand the number of cooperating teachers we work with.
4. Develop study/test-taking skills with tutees.
5. Foster a desire for secondary and higher education in tutees.
6. Provide tutees with tools to engage in learning.
7. Help tutees to develop bases which they can return to as “a safe spot” when learning a new concept.

AMERICA READS

America Reads

America Reads Staff

Supervisor: Mary Leigh Frier

Mary Leigh is the associate director of the Kernodle Center for Service Learning. She meets with the America Reads coordinators once a week. She provides input on changes, additions, growth plans, and many other aspects of America Reads. Mary Leigh provides the coordinators with direction, while encouraging them to take initiative on projects themselves. She is the professional staff member who connects America Reads to Elon University.

Interns

Carmen Isaac: Leadership Development

Carmen works extensively with leaders in the Kernodle Center to develop techniques and skills of being an effective leader.

Caitlin Mercer: Collaboration and Morale

Caitlin focuses on inter- and intra-office relations among programs and other organizations on campus.

Andrea Medinaceli: Outreach

Andrea's job is to promote EV! and the Kernodle Center among the study body.

Coordinators: Clint Edmondson and Jana Murdock

Clint and Jana are the main resource for tutors. They determine placements at the beginning of each semester after they have completed the hiring process. The coordinators make sure that the program is running smoothly, and that all of the tutors are sufficiently trained to be effective in the classrooms. The coordinators are also the liaisons between Elon University and the cooperating schools. They are the true "operators" of the America Reads program.

AMERICA READS

America Reads Tutors: Position Description

Supervisors: Clint Edmondson, Jana Murdock, and Mary Leigh Frier

Summary of Position:

Tutor elementary school age children in basics of math and reading in order to keep them at the same level of their classmates. This includes working one-on-one or in small groups (of no more than 5) in order to most effectively teach them learning techniques and to efficiently cement reading and math concepts for them. Tutors are also expected to impart study skills and a general “love for learning” in these students in order to encourage secondary and higher education.

Essential Duties and Responsibilities:

1. Attend all training sessions.
1. Employ effective tutoring techniques to raise children to the appropriate math and reading levels for their age-group.
2. Work with the cooperating teacher to most effectively implement these strategies.
4. Communicate often, at least once a week, with cooperating teachers, coordinators, and carpool members.
5. Complete all paperwork – timesheets, evaluations, etc., in a timely fashion.
6. Report any and all inappropriate behavior exhibited by teachers/teaching assistants in the classroom to coordinators and curriculum facilitators immediately.
7. Set an appropriate example and be a role model for elementary students.
8. Complete any other task as assigned by America Reads staff and cooperating teachers.

Position Specifications:

- Federal Work Study financial aid required.
- No formal tutoring experience necessary.
- No vehicle necessary.

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General Tutor Expectations

As an America Reads tutor, you are representing Elon University, the Kernodle Center for Service Learning, America Reads, and yourself. You are expected to leave a positive impression with your teacher by being responsible, punctual, hard-working, and cooperative. While you may not always be scheduled with the teacher you requested or the grade level you're most comfortable with, you should make the best of your situation. Go for at least two weeks before voicing any concerns to the coordinators. If you still feel entirely uncomfortable with your placement, set up a meeting with the coordinators to discuss the situation.

Eligibility

It is important to note that every tutor is required to have **federal work study** listed as part of his/her financial package for the current year. If this is not the case, the student may not participate in America Reads.

You may check your financial aid package by logging in to Ontrack. Under "Financial Aid" (the second heading in the left column), click on "financial aid status by year." Select the year in which the current academic year began. If Federal Work Study is listed as an option, **and** it is listed as "accepted" (in the right hand column), you qualify to be an America Reads tutor. If it is listed, but it is not "accepted," you will not qualify to be an America Reads tutor. You also will not qualify if it is not listed at all.

Without federal work study, you will be unable to work with America Reads. Even if you work with America Reads one year, you are not automatically eligible to be hired the next academic year. If federal work study is no longer a part of your financial aid package, we would be glad to refer you to the EV! volunteer tutoring program.

Behavior in the Classroom

Acceptable:

- Tutoring one child in reading or math.
- Tutoring a small group of children in reading or math.
- Helping answer questions as a teacher is explaining his/her lesson in reading or math.
- After discussion with cooperating teacher, disciplining children while in a large group setting.

Unacceptable:

- Working on your homework.
- Talking or texting on your cell-phone.
- Eating/drinking.
- Causing disruptions while the teacher is trying to teach.

Attendance

Tutors are allowed a total of four (4) absences per semester. Three of these may be from tutoring sessions, and one may be from a monthly training session. Acceptable reasons for absence include: illness, emergencies, carpool malfunction, etc.

If/when you miss a tutoring session, follow these steps.

1. Compose an e-mail which includes the date, why you will be unable to attend tutoring that day, and the date you expect to be back.
2. Address the e-mail to your cooperating teacher.
3. Place kernodle@elon.edu in the "Cc" line.
4. Send the e-mail as soon as you know you will be unable to attend tutoring.
5. Call the school where your cooperating teacher is to make sure that s/he realizes you won't be able to make it that day.

If you are absent and do not notify the appropriate people, it will count as two of your three allotted absences from tutoring. With notification, it will only count as one absence. Once you have surpassed your total four allowed, you will be required to have an individual meeting with the coordinators to discuss your future with America Reads, and you will be placed on probation (see page 13).

Sign-in Sheets

At every school in the front office, two sign-in sheets will exist: one for the school and one for America Reads. You are required to fill out all of the information on both in order to receive credit for being in the schools.

Communication

Any and all communication from any staff member of America Reads must be responded to within 2 business days. They will provide this same courtesy to you. Blackboard is another way to stay informed about the program. It is updated regularly, and has a great deal of information such as attendance, tutor phonebook, and a link to the website to check for school closings.

Staff Contact Information:

Mary Leigh Frier: mfrier@elon.edu; 336-278-7250
Clint Edmondson: kernodle@elon.edu; 678-438-3239
Jana Murdock: kernodle@elon.edu; 717-304-8336

Communicating with the Schools:

All teacher e-mail addresses are in this format: firstname_lastname@abss.k12.nc.us

Issues may arise when teachers go by nicknames or change their last names. It's best to double-check with your teachers about their e-mail addresses, or you may find them on the official school websites, linked from www.abss.k12.nc.us.

America Reads

School Phone Numbers and Important Names to Know

These are the phone numbers you will call if you need to leave a message for your teacher about being unable to tutor.

- **Altamahaw-Ossipee:** (336) 538-6030
Principal: Donna King
Curriculum Facilitator: Natalie Hornaday
- **Andrews:** (336) 570-6170
Principal: Martha Caulder
Curriculum Facilitator: Anita Choim
- **Elon:** (336) 538-6000
Principal: Amy Harper-Wallace
Curriculum Facilitator: Tammy Yeatts
- **Grove Park:** (336) 570-6115
Principal: Jennifer Reed
Curriculum Facilitator: Anita Choim
- **Highland:** (336) 538-8700
Principal: Nan Wooten
Curriculum Facilitator: Natalie Hornaday
- **Hillcrest:** (336) 570-6120
Principal: Robin Woody
- **Boys and Girls Club:** (336) 226-4462
LINCS: Tara Nager
- **Burlington Housing Authority:** (336) 226-6793
LINCS: Caroline Taylor

Communicating With Carpools

It is vital that members of a carpool have good communication. A Tutor Phonebook will be posted on Blackboard, so please be proactive and get in touch with the other members. Should a carpool driver be unable to make it to a tutoring session, notify the coordinators as soon as possible in order to find another vehicle.

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Hiring Policies

In order for an Elon student to be considered for a position with America Reads, s/he must fill out an official application. After this application is submitted, the student may or may not be invited for an interview. If the student is not invited, s/he will be sent a letter and an explanation of other FWS opportunities. If s/he is invited, s/he will attend a professional interview. Once the coordinators have interviewed the entire pool of possible tutors, they will make a decision based on the application, the interview, need for new tutors, and tutor availability, among other things. Each person who was invited for an interview will be notified of whether they have received the position or not within one week of the last interview.

Re-Hiring Policies

Tutors are generally hired for one year. America Reads requires a minimum of one semester of service due to study abroad, schedule changes, or position fit. Tutors are **not** required to reapply at the end of the fall semester. At the end of an academic year, tutors will have an individual meeting with the coordinators, and submit a returning tutor application. The interview, the application, teacher evaluations, and adherence to policies will all be considered when deciding whether or not to rehire a tutor for the upcoming school year.

Other Policies

Dress Code

America Reads dress code has only a few rules. Follow the basic school guidelines, as well as using your common sense. In general, if you're unsure about wearing something, don't wear it. Don't wear clothing that promotes sex, drugs, bad language, violence, etc., as you are role models for the elementary school students. Wear clothing that does not have holes. Don't wear pajamas. You don't have to be dressed up, but you shouldn't look sloppy either. Keep in mind that you are representing America Reads and Elon University.

Confidentiality

As always, when working with students, you must consider a need for confidentiality: between you and the student, about what happens in the classroom, etc. Remember that if you find out they are being mistreated or threatened in any way (abuse at home, bullying, etc.), this is grounds to break confidentiality. At that point, you are required by law to notify the coordinators and the curriculum facilitator immediately.

Substance Abuse

While you are on school grounds, you absolutely may not smoke, drink, or engage in any other drug-related activity. Also, arriving at the school smelling of smoke or alcohol, or having a hangover and/or being intoxicated from the previous evening are all grounds for dismissal from the program.

America Reads

School Policies

When you are in the school, you are expected to follow any and all policies that they have as well. This includes policies on dress code, confidentiality, substance abuse, honor codes, weapons policies, treatment of school resources, etc. A full script of school policies may be found at: http://abss.k12.nc.us/modules/groups/homepagefiles/cms/32236/File/policies_procedures/code_of_conduct.pdf?sessionid=c84ed5b4840157cablc9d1e749d22a4c.

If any of these policies are violated, the consequences will be the same as if you had violated one of the America Reads policies.

Nametags

Nametags are an extremely important marker when in the schools. You are required to wear your America Reads issued nametag every time you attend a tutoring session. This identifies you as an America Reads tutor and gives you permission to be in the school. You are expected to return your nametag at the end of your working time with America Reads. Nametags are issued once when you begin tutoring, so don't lose yours. You may receive *one* free replacement, but each replacement after that will cost \$1.

Probation

If any of the above policies are violated, the tutor will be placed on probation. This consists of bi-weekly, one-page reports which reflect on the tutor's experience in the classroom. It also requires monthly individual meetings with the coordinators in order to assess the effectiveness of the tutor. After one semester of probation, the coordinators will determine whether the student will remain on probation, revert to regular tutoring status, or be released from the program. If a student is required to remain on probation, the above procedure will not change. If, after two semesters of probation, the tutor has not shown increased dedication and ability to tutor, s/he will be released from the program.

Observations in the Workplace

Tutors will be observed randomly while in the schools. This will be executed by their cooperating teachers, but America Reads coordinators and Curriculum Facilitators may also come during a tutoring session to monitor the tutors.

In addition to these random sessions, teachers will fill out performance evaluations at the end of each semester which comment on tutor attendance, professionalism, communication, appropriate dress, appropriate behavior, interaction with students, and interaction with school staff/teachers. These evaluations will be carefully considered when the coordinators decide who to rehire for the upcoming year.

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Scheduling and Site Placement

Each hired tutor must submit a class schedule and times of other non-negotiable commitments. S/he will also submit requested times to tutor. The coordinators match this information up with teacher schedules/requested times.

Please keep in mind that tutor requested times do not always match up with teacher requested times. Often a tutor will be asked to go to the schools at a time when s/he did not originally request. This is due to the availability of a driver and the avoidance of sending tutors during lunch/recess/specials. Since we expect a tutor to be tutoring while in the school (NOT playing with the kids, doing paperwork for the teacher, etc.), going during class time is crucial.

Site placement may also be requested, but is not guaranteed. Often tutors who have worked for more than one semester have a preference, but new tutors do not. We do our best to honor these preferences, but they are not guaranteed.

Tutors are required to work four hours per week, unless the coordinators are unable to schedule them for four hours per week (due to limited teacher requirements, carpools, etc.).

Transportation

Tutors are not required to have a car on campus for this job. Tutors who do have a car on campus are asked to volunteer their driving services for those tutors who do not. America Reads is able to go to 4 of its 5 cooperating schools because tutors carpool. Carpooling is an essential part of America Reads.

Tutors who are willing to serve as carpool drivers receive an additional payment in order to cover gas. All tutors who go to schools which require driving receive a small bonus for drive time.

In addition to carpooling, America Reads has a car solely for tutor use. In order to drive this car, however, tutors must be van certified. Van certification is a requirement for those who are eligible (explained at training). When a normal driver is unable to go to the school, it's possible for the other tutors to go in the America Reads Car. This car has several policies of its own.

The America Reads Car is parked in the back of the McMichael parking lot. The key is located in the Kernodle Center (Moseley 230) on the America Reads desk in a binder labeled "America Reads Car Sign-Out." Inside this binder, the key is clipped to the rings. Also, in order to use the car, the driver must fill out the sign-out sheet. S/he also must take an eighth-sheet of paper to be filled out upon the return of the key (gas, start/end mileage, etc). The coordinators keep track of gas and mileage in order to substantiate the need for the car.

Recording Hours Worked/Payroll

Tutors are required to set up an online timesheet, which serves as the work agreement between Elon University and the student. This must be completed before tutors may start work in the schools. To set up this work agreement, follow these steps:

1. Visit Financial Planning (the small, white house between Belk Library and McMichael).
2. Make sure to tell them that you have a Federal Work Study job.
3. Follow their instructions for setting up the online timesheet.
4. Enter "Service Learning" under "Department."
5. Enter "Mary Leigh Frier" under "Supervisor."
6. Send an e-mail to kernodle@elon.edu to verify that the process has been successfully completed.

It is also possible to choose between direct deposit and receiving a paper check. Should you choose to receive a check, it will be available the 16th of each month in the Kernodle Center for Service Learning (Moseley 230). To retrieve it, look in Box 20 for a brown envelope. Inside of the envelope will be your check, as well as a sheet with tutor names. Sign next to your name when you pick up your check. If you choose to receive direct deposit, you will receive a payroll voucher in your campus box on the 15th of each month so that you know the financial information you'll need for your records. In order to set up direct deposit, please pick up a direct deposit form from the coordinators or Financial Planning and then visit Renie Thompson in Accounting (down Haggard, past the B.P., but before Arts West. It's on the right).

Tutors are also required to complete a paper timesheet. This timesheet goes with the tutor to and from the schools. It is signed each time by the cooperating teacher. Without a signature, the time you worked that day will not count towards service hours or being paid.

In the example, please note the highlighted areas. The "Driver" and "Carpool" boxes apply *only* to drivers. Tutors who ride with someone else or walk do not need to mark them at all. Drivers need to check the "driver" box if they work somewhere other than Elon. They need to check the "carpool" box if someone else rides in their car. Coordinators will double-check the days when they carpool, but only if this box is checked.

Also, if a tutor does not work for his/her entire scheduled time (see Monday, 9/21), s/he needs to record the time s/he was actually in the school. We cross-reference your timesheets with the sign-in sheets, so please be honest.

Finally, if there is a reason a tutor does not attend tutoring one day, write the reason in the line for that day (see Tuesday, 9/22 and Monday, 9/28).

Both timesheets are due on the last school day of the month. This allows the coordinators and Mary Leigh sufficient time to process and submit them so that you may be paid. Processing involves the addition of drive time, the carpool incentive, monthly training sessions, and reflections/journals.

Falsifying your timesheet is a violation of the Elon Honor Code and a federal crime (because you are paid with federal funds). This is grounds for immediate dismissal and judicial charges.

Other Information

Hours worked for America Reads count as service hours. It's kind of like double-dipping - you get a check and service hours for America Reads tutoring, with no extra effort (like validating the hours) on your part. What could be better?

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Holidays/Breaks

Tutors are not expected to work during Elon University breaks (fall break, Thanksgiving, winter break, fake break, and spring break). For one-day holidays, tutors are also not expected to work, but please notify your teachers. Tutors should not work when the cooperating schools have breaks either. Sometimes, these breaks coincide with Elon University breaks, sometimes they don't. Please check the ABSS school calendar to determine when you will not need to go to the schools (www.abss.k12.nc.us). Also, if the class you are tutoring is on a field trip or has a special activity (assembly, etc.) during the time that you normally tutor, you are not required to go. Please discuss with your teacher whether s/he will have anything for you to do.

In the case of inclement weather, you should check to see whether your school will be in session or not. Please see external links on our Blackboard site to determine this. If the school is still open, but you feel unsafe driving, it's your prerogative to attend or not. Please follow the appropriate absence procedure if you decide not to attend (e-mail the cooperating teacher and kernodle@elon.edu), as this will count as an absence.

Reflections/Journals

These are two page papers designed to give you more working hours each month. Please see the detailed description of each on our Blackboard site. Note that only one or the other may be turned in each month, and a different prompt must be used each month.

Tutoring Materials and Resources

Elon University is unable to provide the tutors with material resources. You can find lots of ideas/techniques/games on the websites we have under external links on Blackboard. In general, teachers will be providing lesson plans/activities for tutors to complete with their students, as well as the materials required to complete those activities. If tutors would like to write their own lessons plans, this is something to be discussed with the teachers.

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Directions to Community Partners

A.O. Elementary School: From Haggard Ave., turn right onto Williamson Ave. Continue straight to Hwy. 87, road changes to Shallowford Church Rd. At signal light, turn left onto Hwy. 87. Travel approx. 5.2 miles. School located on left.

R. Homer Andrews Elementary School: Take Haggard Ave until Highway 100 (Webb Ave). Turn Right onto Webb Ave. Take this to Church St (rt70). Turn left on Church St. Keep straight until you see McKinney St. (it is past the Habitat ReStore and Rose's on your left). At the light turn left onto McKinney Street. Take the first right onto Buckingham Road. The school will be located on the right.

Avalon: Turn right out of the Moseley parking lot. Turn right onto Haggard Ave. Turn left onto N. Williamson. Turn right onto Boone Station Rd. Turn left onto University Dr. Merge onto I-40/I-85 going west/south. Merge right to take Bus. 40/85. Take the E. Lee St. exit. Turn right onto E. Lee St. Turn right onto S. English St. Turn right onto Apache St. Take the first left once you enter the development. Follow it about 500 yds, and you will see a driveway on your left (before you reach the apartments at the end of the road). Turn left into this driveway and follow it around. After it curves around to the left, you will see a parking area on your left. To find the correct building, get out of the car, look back towards the driveway that you were just on, and it will be the furthest to the left.

Boys and Girls Club: From Elon take Haggard Avenue past Danieley Center and Crest Apartments. Turn RIGHT at the first light-Webb Ave. Take this street for about 3 miles. During these 3 miles you will go through about 5 lights, then go through 70 and past the Police Station. After that go through about 4 more lights, and at the light right before the Family Dollar store (on the left) take a LEFT on Flanner St. Take your first RIGHT onto Dixie St. and the club will be on your left.

Burlington Housing Authority: Turn right onto E Haggard Ave. Turn right onto W Webb Ave. Turn left onto US-70 E/N Church St/NC-62 N. Continue to follow US-70 E/N Church St. Turn left onto Fulton St. Turn right onto Apple St. Turn left onto Hampton Ct. Turn right onto Chandler Ct. End at 1209 Chandler Ct Burlington, NC 27217-1737

Elon Elementary: Walk down Haggard Ave. toward Danieley Center. The elementary school will be on your left directly after you pass McMichael Science building.

Grove Park Elementary: Take Williamson Ave to Church St. Turn left onto Church St. Keep straight on Church St until you see Huffman Mill Rd. Turn right onto Huffman Mill Rd. Turn left on Mebane St. On that street, you will cross over Alamance St. Turn left on Trail One. Go to the very end of the street and the school is on your right.

Highland Elementary: From Haggard Ave, turn left onto Williamson Ave. Williamson Ave turns into St. Marks Church Rd after the Church St intersection. Turn right onto Boone Station Rd. Make a left on University Drive. Turn right on Danbrook Road. Turn left on Bonnar Bridge Parkway. The elementary school is on the left.

Hillcrest: Turn right out of the Moseley parking lot. Turn left onto Haggard Ave. Turn right onto Webb Ave. (highway 100). Turn right onto W. Davis St. Turn right at the stop light into the school driveway (you'll see the entrance sign).

America Reads

America Reads Tutor Contract 2009-2010

As a tutor for the America Reads Tutoring Program, a part of Elon University's Kernodle Center, I, _____, agree to the following terms and conditions of the tutoring position.

Attendance Policy

Scheduled Tutoring: I agree to miss no more than **three** scheduled tutoring days per semester. If I miss more days than those allowed, I understand that I can be placed on **probation** or **released from my position**.

Scheduled Meetings: I agree to miss no more than **one** monthly meeting and training session unless I have provided the America Reads coordinators with a **valid** and approved excuse. If I miss more than one of these meetings, I will participate in any alternate assignment given by the coordinators. If I miss more than the day allowed without approval, I understand that I can be placed on probation or released from my position.

Communication: In the case that I am unable to be present for a day I am scheduled to tutor, I will provide prior notice to my cooperating teacher(s) as well as the coordinators of America Reads. I will call the school office to leave a message for the teacher(s) as well as send an email to the teacher(s) that is also sent to Kernodle@elon.edu.

Carpools: If I am unable to be present for my tutoring time and participate in a car pool as a driver or rider, I will contact the driver/riders of my carpool **the day before** I have to miss so that they can find alternate transportation if need be. I have read and agree to abide by the information on attendance. _____ (initial here)

Schedules

Official Schedule: I understand that America Reads has placed me with the following schedule:

School/Teacher: _____

Days/Times: _____

Official Breaks: I understand that my teacher(s) expect(s) me to be present for each of the scheduled days and times throughout the semester. When I arrive, I will tell my teacher(s) the dates of Elon University's official breaks so he/she can plan in advance for those days. I will ask my teacher(s) for a copy of the class's schedule so I will know about any times my class will not be at school.

Schedule Changes: If for any reason I need to make a change in my schedule, I will contact the America Reads coordinators immediately to set up a meeting to discuss my needs. I understand that the coordinators for America Reads are the only ones who can make any changes to my schedule, so I will not alter my schedule on my own. There is no guarantee that additional hours will be scheduled for me.

I have read and agree to abide by the information on scheduling. _____ (initial here)

Timesheets

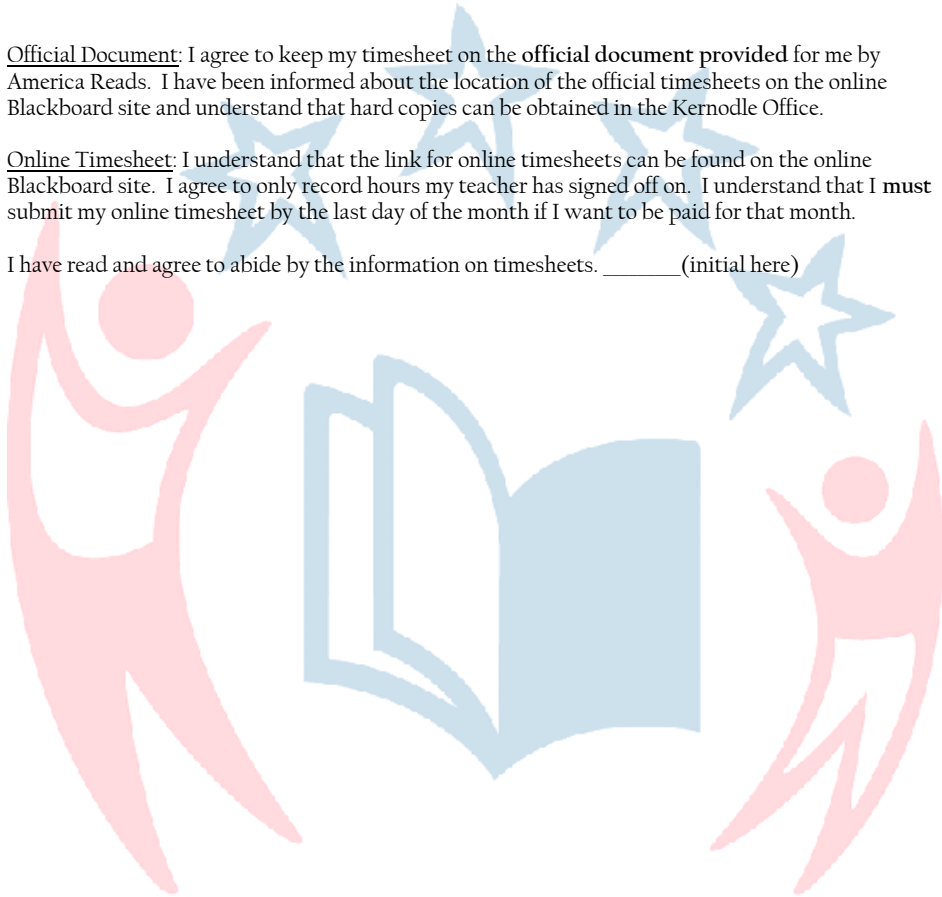
Teacher Signatures: I understand that I need my teacher to sign or initial **each day** I tutor in the classroom. I agree to ask my teacher for his/her signature each day. I will have my teacher signatures before the day I am supposed to turn my timesheet into the America Reads staff.

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Official Document: I agree to keep my timesheet on the **official document** provided for me by America Reads. I have been informed about the location of the official timesheets on the online Blackboard site and understand that hard copies can be obtained in the Kernodle Office.

Online Timesheet: I understand that the link for online timesheets can be found on the online Blackboard site. I agree to only record hours my teacher has signed off on. I understand that I **must** submit my online timesheet by the last day of the month if I want to be paid for that month.

I have read and agree to abide by the information on timesheets. _____ (initial here)



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America Reads Timesheet (Example)

Name: Jana Murdock Month: September Driver: Carpool:

Day	Date	School	T.I.	T.O.	Total	Initial	School	T. I.	T. O.	Tot al	Initia l
M	9/7	Elon	10	11	1						
T	9/8	Highland	9	10	1	(SZ)	Highland	10	11	1	(KLM)
W	9/9	Elon	10	11	1	(PK)					
Th	9/10	Highland	9	10	1	(SZ)	Highland	10	11	1	(KLM)
F	9/11	Elon	10	11	1	(PK)					

Comment [EU1]: Everything will be lined up when the comments aren't showing...

Comment [EU2]: Check this box only if you are a driver. If you are NOT driver, leave it unchecked.

Comment [EU3]: Check this box if you drive a carpool. Again, if you don't drive, don't check the box.

Comment [EU4]: Day of the week

Comment [EU5]: Date (Day/Month)

Comment [EU6]: Time in

Comment [EU7]: Time out

Comment [EU8]: Total time in the school

Comment [EU9]: Teacher initial

Comment [EU10]: This "school" is for if you attend more than one school per date that you tutor

M	9/14	Elon	10	11	1	(PK)					
T	9/15	Highland	9	10	1	(SZ)	Highland	10	11	1	(KLM)
W	9/16	Elon	10	11	1	(PK)					
Th	9/17	Highland	9	10	1	(SZ)	Highland	10	11	1	(KLM)
F	9/18	Elon	10	11	1	(PK)					

Comment [EU11]: Each grid represents one week of the month. The very top grid - the first week (ex. Sept 1-5), the second grid - the second week, etc.

M	9/21	Elon	10:15	11	.75	(PK)					
T	9/22	SICK DAY									
W	9/23	Elon	10	11	1	(PK)					
Th	9/24	Highland	9	10	1	(SZ)	Highland	10	11	1	(KLM)
F	9/25	Elon	10	11	1	(PK)					

M	9/28	FIELD TRIP									
T	9/29	Highland	9	10	1	(SZ)	Highland	10	11	1	(KLM)
W	9/30	Elon	10	11	1	(PK)					
Th											
F											

M											
T											
W											
Th											
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Comment [EU12]: The gray box is for coordinator use only. This is where we calculate and add drive time, monthly meetings, carpool driver incentive, and extra time for journals/reflections.

Office Use Only

Drive time: 3 Carpool Driver: X Monthly Meeting: 1 J/R: 2

America Reads

Office Use Only

Drive time: _____ Carpool Driver: _____ Monthly Meeting: _____ J/R: _____



AMERICA
READS