Setting Expectations with Tutors

Purpose: This guide helps school districts establish clear, consistent, and legally compliant expectations for tutors to promote student safety, support tutor success. While not exhaustive, these expectations serve as a foundation. Each district should review and tailor expectations based on its specific program needs.

This tool is not legal advice. Consult an attorney to ensure program compliance with all federal, state, and local laws.

Why Set Expectations?

- **Clarity:** Helps tutors understand their responsibilities.
- **Equity:** Ensures fair treatment for all tutors.
- **Safety:** Protects students, tutors, and the district.
- **Accountability:** Supports tutor evaluation.

How to Communicate Expectations

- **Tutor Handbook:** Outline all district policies, procedures, and expectations.
- **Verbal Discussions:** Review key points with tutors during onboarding and reiterate them in training.
- **Opportunities for Questions:** Provide opportunities for clarification.
- **Written Acknowledgment:** Have tutors sign a form confirming they understand expectations.
- **Regular Updates:** Revise policies as needed and inform tutors of changes.

District Responsibilities to Tutors

- **Legal Protections:** Clearly explain legal protections (e.g., anti-harassment, confidentiality).
- **Training and Support:** Training timelines, ongoing support, and performance evaluation details.
- **Accountability:** Processes for discipline, termination, and retaliation protection.
- **Resources:** Access to materials and tools needed for success.

District Commitments to Tutors

- **Location:** Where tutors work (e.g., in-person or virtual).
- **Time:** Hours, schedule, and attendance policies.
- **Absences:** Procedures for reporting lateness or absences.

What the District Expects From Tutors

Professionalism
- **Conduct:** Adhere to expected behavior, dress code, and ethical standards.
- **Collaboration:** Work effectively with colleagues and supervisors.
- **Training:** Complete required sessions by set deadlines.

Job Duties
- **Tutoring:** Follow structured plans during sessions.
- **Preparation:** Prepare materials before sessions.
- **Documentation:** Submit session data and reports.

Communication
- **With Staff:** Report issues like absences or student concerns promptly.
- **With Students/Families:** Adhere to policies for contact outside of sessions.

Technology Use
- **Confidentiality:** Protect student data and follow privacy policies.
- **Appropriate Use:** Follow the rules for district-provided devices and software.
- **Virtual Sessions:** Maintain a quiet workspace and use approved platforms.

Student Safety
- **Confidentiality:** Keep student information private.
- **Mandated Reporting:** Report suspected child abuse as required by law.
- **Media Sharing:** Follow district rules for photos and videos.
- **Supervision:** Ensure proper oversight during sessions, especially virtual ones.