CUA DC READS GENERAL OVERVIEW
Program Year 2014–2015

Program Overview: CUA DC Reads is a tutoring program sponsored by the Catholic University Office of Campus Ministry. University students tutor elementary and middle school aged children at public and private schools and non-profit after school organizations. Tutors work with students one-on-one or in small groups based on the needs and curriculum of each community partner. At its conception, DC Reads began as an initiative to improve elementary literacy, but in recent years the program has broadened to include math, history and technology, in order to improve elementary and middle school academic performance over all.

Program Outcomes: The outcome of the DC Reads program at CUA is to provide CUA students with the opportunity to tutor at off-campus sites throughout Washington, DC and to increase student interest in community involvement, social justice, and/or other service opportunities. The DC Reads program would also positively impact the academic performance of students being tutored.

STAFF:
Tutors: DC Reads tutors consist of full-time students with Federal Work Study (FWS) funds and volunteers from the CUA. Tutors are primarily undergraduate, first year students.

Team Leaders: Each tutoring site has at least one tutor who serves as a Team Leader. The Team Leader serves as a liaison between students, staff, and CUA DC Reads staff at each site. They are responsible for maintaining timesheets, tracking attendance, sending weekly reports to CUA staff, and ongoing team building and communication. CUA is responsible for selection, training, and supervision of Team Leaders' duties above and beyond tutoring. Each site is responsible for keeping the Team Leader(s) up-to-date with any information or changes to the program. Team Leaders receive a higher pay rate than other tutors.

DC Reads Graduate Assistant: The Graduate Assistant is responsible for general management of the DC Reads program. Responsibilities include day to day management of program, placement of tutors, managing and training tutors and Team Leaders, scheduling DC Reads events, tutor payroll, evaluating tutors at the end of the year, organizing site evaluations, and communicating directly with the sites. The Graduate Assistant is the primary contact for the CUA tutors as well as community partners.

Associate Director of Campus Ministry & Community Service: The Associate Director of Community Service oversees all of the community service programs and events within the CUA Campus Ministry Office. The Graduate Assistant reports directly to the Director. The Director is in charge of overall maintenance, goals, and mission of the program.

Recruitment/Selection of Tutors: CUA will recruit, select, and hire tutors for the DC Reads program. Once tutor applications have been processed, tutors will be placed at one or two tutoring sites. A list of tutors with contact information will be sent to community partners within two weeks of the Mandatory DC Reads Meeting. The Graduate Assistant will continue to send updated lists, as changes will occur during the first weeks of classes.

Each tutoring site will have the opportunity to table/recruit at the beginning of the semester and present information. Tables will be reserved for DC Reads. Sites can sign-up for a designated day/time to recruit.

A representative from each community partners is required to attend and present at the Mandatory DC Reads Meeting. Each site will give a 3-5 minute presentation about their site, including:
- Demographic of children at the site (including age, academic background, socioeconomic background)
- Type of curriculum

- Number of students each tutor will be tutoring
- Location

Each site is given a table for the Mandatory Meeting to talk to students and present information about the site. Sites are not permitted to bring applications to the Mandatory Meeting.

Calendars: CUA staff will provide each site supervisor with the CUA academic and DC Reads programming calendars at the beginning of the fall semester.

Each site will provide CUA staff with a calendar of closings and holidays at the beginning of each semester. In the event of testing or field trips, each site will ensure CUA staff, Team Leader, and tutors are aware in on any schedule changes.

Background Checks/Fingerprinting: CUA ensures all tutors sign a Background Statement (created by CUA General Council) as part of the application process. CUA does not run background checks or fingerprinting tests on tutors. CUA will adhere to the fingerprinting/background check requirements of each site. CUA staff can send reminders to tutors who need to complete these tests as supplied by the tutoring site when requested.

TB Tests: CUA staff requires all tutors to have a negative, up to date TB Test on record. CUA will provide the opportunity for a TB test at the Fall Mandatory Meeting. Upon request, CUA will send copies of tutors' TB tests to the site. CUA can provide copies of the TB tests if needed.

Basic Tutor Training/Tutor Workshops: CUA tutors are required to attend a DC Reads 101 training session. Each site will have an opportunity to help facilitate one of these meetings and to assist the DC Reads staff in teaching the basic tutoring skills (i.e. how to handle motivation and behavior problems, student confidentiality, appropriate student/tutor relationships, learning/teaching techniques, etc.). This meeting will also outline CUA DC Reads administrative policies, such as payroll procedures, schedules, dress code, and attendance policy. DC Reads Staff will organize, host, and run the meeting and will be responsible for reviewing the administrative policies.

CUA will also provide supplementary tutoring skills workshops throughout the semester. CUA will invite representatives from the sites present on a topic of their choosing (diversity, behavior management, etc.) that will help tutors to be more effective in the classroom.

Site Specific Training of Tutors: CUA requires all tutors to be trained by each site on their specific curriculums, policies, and emergency procedures. The site may require additional training throughout the semester, at their discretion. CUA will enforce attendance of the trainings. Sites will notify DC Reads staff if tutors have been delinquent in training/orientation.

Each site will send CUA staff all information about training, including: dates and times, directions and location of each training, whether or not returning tutors must attend the training and whether or not make-up trainings are allowed. The tutoring site will provide tutors with an orientation to the building, logistics of tutoring, emergency procedures and a training of their curriculum and behavior modification system. The site supervisor, along with the Team Leader, is responsible for monitoring tutors' attendance of the initial training and any additional meetings or required trainings throughout the semester. The tutoring site agrees to inform DC Reads staff if any tutors are absent from training or other mandatory meetings.

Attendance: Tutors are expected to go to all training and tutoring sessions. In the event that the University is closed, tutors are not expected to go to their tutoring session. Tutors are also not expected to attend tutoring during finals week.

CUA has a maximum two absence policy. There will be a two week grace period at the beginning of each semester during which attendance will be tracked but forgiven on a case-by-case basis. In the event of additional absences, the tutor will be required to meet with CUA staff and determine a plan to improve attendance for the remainder of the semester. If more absences occur, the tutor will be dismissed from the tutoring program. This policy applies to volunteers and federal work study tutors.

Sites are encouraged to help enforce the two absence policy in the following ways:
- Email CUA staff if a tutor has been consistently absent, including the dates of absences.
- Remind tutors of the importance of their attendance at site, and ensure they are well-trained and supported.

Timesheets and Payroll: CUA is responsible for timesheets and payroll. The Team Leaders oversee timesheets and turn them in to DC Reads staff. Sites will not accept or sign timesheets, or any other documents related to payroll. Sites will refer the tutor to CUA staff to sort out any problems or questions and, if possible, will contact CUA staff when a payroll problem is brought to their attention.

Transportation: In most cases, tutors are responsible for their own transportation and are expected to walk or take the metro in groups.

In the case that a site is not accessible by public transportation CUA will provide transportation in the form of Campus Ministry vans, driven by tutors who have trained and certified. If there is any issue with transportation for these sites, the site will inform the DC Reads staff right away.

Sites that provide their own transportation are expected to have transportation depart and arrive at a consistent time for each tutoring session.

Site Visits/Site Meetings: CUA staff will make one site visit to each site per semester. CUA will work with the site supervisor to schedule a convenient day and time for their visit. CUA staff will tour the site, take pictures of the students as they tutor, meet with the site supervisor(s), and have a brief discussion with the site supervisors about tutoring during that semester.

Photos: CUA staff will take photos during site visits of tutors working with children for slideshows, newsletters, promotional materials and DC Reads website. Sites will communicate any hindrances to CUA staff regarding photo release of children at the site or individual children at the site.

Dismissal of Tutors: As the employer of CUA DC Reads tutors, only CUA staff can dismiss a tutor from the tutoring program. If an issue occurs at a tutoring site that could lead to a tutor's termination, the tutoring site will contact CUA staff immediately so the issue may be addressed. If the problem persists, the tutoring site will notify CUA staff about the issue with ample time to notify and meet with the student. The CUA staff will determine whether or not to terminate the tutor from the program.

Grievances: Any grievances held by CUA will be reported to the tutoring Site Supervisor as soon as possible. Any grievances held by the tutoring site will be reported to the DC Reads staff as soon as possible.