

Lewis & Clark Academic Success Center
Tutor Contract and Confidentiality Agreement
Congratulations on being selected as an ASC Tutor this year!

Hours

Tutoring takes place Monday through Thursday from 2:45-3:45 in the Library. Tutors are expected to work at least one shift per week.

Administrative Duties:

- Sign in each time you work in the ASC and record your hours.
- Wear your student ID on a lanyard or tag to identify yourself.
- Maintain contact with the ASC staff re: any attendance issues.
- Make yourself visible in the library. Circulate and engage with students.
- Sign up for and pay attention to Remind notifications.

Required Training Sessions and Meetings

Tutor Training sessions: Attend all assigned PAWS tutor training sessions.

- If you are unable to attend, please notify Mrs. Maguire (Rm. 128) or Ms. Hochstatter.

New tutor training: Tutor training is required. All tutors must successfully complete New Tutor training session and log time indicating attendance.

Conduct

As a tutor, you are representing Lewis & Clark, the Academic Success Center and yourself. Therefore, we expect that you act appropriately at all times. What does that mean?

- A two-week notice is required prior to resigning as a tutor.
- Be respectful of tutees, and do not criticize teacher(s), even though the students may.
- Use no profanity during tutoring sessions.
- Maintain confidentiality. Please see the “Student Privacy and Confidentiality Policy”.
- Do not allow friends to “visit” you during your sessions.
- Be on time!
- Do not become a student’s counselor. If you feel as though they may need some extra help with academic issues, notify Ms. Hochstatter.
- Do not have any unsupervised contact or communication with tutees at any time.

Student Privacy and Confidentiality Policy

As peer tutors, students must abide by Lewis & Clark high school student confidentiality policies. You may become aware of confidential information about specific students. As a peer tutor, you will keep all interactions with students confidential and not discuss information with anyone other than ASC adult staff, LC counselors or LC administration if necessary. This confidentiality agreement holds even after you have graduated from Lewis & Clark high school.

Tutor Agreement

I understand that as a peer tutor of Lewis & Clark High School that I am responsible for upholding the LC Student Code of Conduct: <http://www.spokaneschools.org/Domain/41>

I understand that any infraction of Lewis & Clark's standards of academic conduct and honesty will preclude my participation in Tutoring as a tutor and student leader.

I have read and understood the policies stated in the Student Handbook that have relevance to my role as a tutor and student leader.

I have read and understood the Student Privacy and Confidentiality policy. I understand that any interaction with students conducted under the auspices of Tutoring is absolutely confidential, and I understand my obligation to protect the privacy of any students who use these services.

I understand that it is my responsibility to sign in and track my hours in the ASC.

I understand that I will not have any unsupervised contact or communication with a tutee at any time.

I understand that I am responsible for keeping an accurate record of my work times, a complete set of student attendance data, and completing any required documentation.

I understand that my performance as a tutor will be monitored and evaluated.

I agree to maintain grades in accordance with good academic standing at Lewis & Clark.

I, _____, hereby state that I have reviewed / received the policies governing the Tutoring program, and information, including LC student handbook information concerning student code of conduct.

(Student Signature)

(Date)

(Parent Signature)

(Date)