

Chicago Tutoring Connection House Rules

The program expectations state what is expected of both volunteers and students. Please become familiar with them and model them at all sessions.

1. Treat everyone with respect (including yourself, other students, volunteers, staff and guests).
2. Be ON TIME – sessions start at 6:00 pm. If you arrive to the session after 6:30 pm you will either be allowed in without attendance credit OR you have the option of returning home (either way you will not receive credit for attending AFTER 6:30 pm).
3. Snacks are put away at 6:15pm.
4. Use appropriate language at all times. (No cursing or swearing.)
5. No hitting/fighting/pushing, even if it's only "playing."
6. No food or beverages are allowed in the computer area!!!
7. Always ask permission before using a staff computer or phone.
8. Students' use of computers will be monitored and the viewing of inappropriate websites will not be tolerated. Facebook (and other social media sites) is not allowed from 6:00 – 8:00 pm. If you are found in violation, you will not be able to use the computers without a tutor by your side.
9. Cell phone usage during the tutoring session should be for emergency use only (both students and volunteers should be focused on the session).
10. No music headphones when you are working with a tutor. If you are working alone, you may use headphones as long as the music is not heard by others and you respectfully remove them when conversing with others.
11. Do not write on desks or deface other property.
12. Pay attention to guest speakers and do not be disruptive during their presentations.
13. Act appropriately on all field trips and treat hosts with respect.
14. No leaving early from the program without permission (note or phone call) from a parent/guardian.

15. Dress for success-no underwear showing, inappropriate exposure of skin or hats/scarves/hoods. **Please make sure that pants are pulled up. No hats, scarves or hoods are to be worn on the premises. This means both male and female students.** If you are warned twice you will not receive attendance points and your hat/scarf/hood will be confiscated for the evening.
16. Each student and tutor is required to complete SVHATS weekly, as well as for any off-site sessions.
17. If you have a problem – please talk to one of the coordinators or staff.
18. Only students that are enrolled in the tutoring program will be allowed on the premises during tutoring sessions. If you need to bring a sibling/friend, you will need to call and let us know by 5:00 pm. **LIMIT: ONE GUEST PER TERM**
19. This is not a hangout! If any student refuses to work with their tutor on an academic activity until 7:15 pm, he/she will be required to leave.
20. All students are to sit with their tutors during announcements, be respectful and attentive, and ask appropriate questions.
21. Both students and volunteers should get permission and be escorted by a staff member to enter any Staff Only areas.
22. All students must have a volunteer or staff member escort out of the tutoring room.