

**POLICIES AND PROCEDURES
FOR THE
SEMINOLE TRIBE OF FLORIDA
CENTER for STUDENT SUCCESS and
SERVICES**

**TUTORING AND HOMEWORK ASSISTANCE
PROGRAM**

February 1, 2017



The Seminole Tribe of Florida Tribal Council and the Seminole Tribe of Florida Center for Student Success and Services have the right to interpret the content of these Policies and Procedures. Nothing contained in these Policies and Procedures confer any right, contractually or otherwise upon any third party. These Policies and Procedures may be amended at any time.

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****All program forms are available online and may also be obtained at the local Center for Student Success and Services office.*



CENTER FOR STUDENT SUCCESS AND SERVICES – MAIN OFFICE

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TUTORING POLICY AND PROCEDURES

The Mission of the Tutoring Program is to empower each participant in the Tutoring Program to reach his/her academic potential by providing learning enrichment activities that develop skills to become an independent self-learner.

I. Purpose

The purpose of the Tutoring Program is to provide an eligible Tribal Member student with an approved Tutor who will assist in promoting his/her academic growth through supporting the student to develop the skills and confidence needed to maximize his/her academic potential and become an independent learner.

II. Eligibility

To be eligible for the Tutoring Program, the applicant must:

- A. Be an enrolled member of the Seminole Tribe of Florida (STOF) and enrolled in **one** of the following:
 - STOF approved educational institution (Grades 2-12) that is accredited by a nationally recognized and/or registered agency
 - STOF approved post-secondary academic institution that is accredited by a nationally recognized and/or registered agency (i.e. General Education Requirements)
 - STOF approved post-secondary career/technical program (diploma, certificate, degree); that is accredited by a nationally recognized and/or registered agency
 - STOF approved continuing education program (CIE, CEC) that is accredited by a nationally recognized and/or registered agency
 - STOF approved Adult Basic Education (i.e. reading, writing, basic math); TABE required
 - GED Preparation; Pre-Official GED assessment is required
 - Academic college entrance exam preparation (ACT, SAT, GRE, GMAT, LSAT, etc.) to be taken within six (6) months

- B. Submit a complete Tutor Request Application Packet to the STOF Center for Student Success and Services Tutoring Program.

III. Application Review

All applications will be screened by the Tutoring Program Coordinator and approved by the Education Services Manager or his/her designee. A complete application packet must include the following:

- Fully completed Tutor Request Application
- Fully completed and signed Student Tutor Policy Agreement
- Copy of Individual Education Plan (IEP) or Student Learning Plan (SLP), if applicable.

The Tutor Request Application must be completed for all tutoring requests and sent/delivered directly to the STOF Tutoring Program for processing. Applications that are incomplete or missing required information and /or documents will not be processed until all information and required documentation is received by the Tutor Program.

IV. Guidelines

Tutor Vendors will be selected by the Center for Student Success and Services to provide professional tutors to be assigned to approved students. Tutoring fees will not be paid for any student who has not been approved for tutoring by the Center for Student Success and Services.

- A student approved for the Tutoring Program is eligible for:
 - A maximum of four (4) hours of tutoring per week for grades 2-12, Adult GED and Higher Education Students.
 - i. Tutoring is provided for students enrolled in a higher education institution taking general requirements or developmental classes.

- ii. Tutoring is provided for students enrolled in Adult Basic Education taking General Academic courses (i.e. Entry Level Reading, Writing and Math.)
- A maximum of ten (10) hours of tutoring per week for GED Minors (If applicable).
- Students with an Individual Education Plan (IEP) or Student Learning Plan (SLP) will be allotted a maximum of six (6) hours of tutoring per week.
 - i. The parent/legal guardian must submit a copy of the current IEP or SLP evaluation to the Tutoring Program.
 - ii. The parent/legal guardian must complete the ‘Authorization for the Release of Information Form’.
 - iii. Failure to provide the IEP or SLP will render the student ineligible for the allotted six (6) hours.
- Unused tutoring hours expire at the end of the week and cannot be rolled over to the following week.
- After three no shows a student will be removed from Tutoring Services and sent to Homework Assistance.
- Tutoring should take place after regular school hours from Monday to Friday.
- All students receiving tutoring must be pre-assessed by the Tutor Vendor Company and data results should be submitted to the Tutoring Program Coordinator prior to the start of tutoring services.
 - The Tutor Coordinator will coordinate the needs assessment process with the student and the parent/legal guardian, as well as the admission and tutoring completion process plans.
 - If after one (1) full grading period the student’s grades have not improved, a referral will be made to the Center for Student Success and Services Director for further review.
 - If a student fails to show improvement after one (1) full semester, a reassessment of the tutor/student pairing will be conducted for possible alternate tutor assignment to achieve desired results; and/or referral of student for further assessment and evaluation.
- Posttest should be administered to all students who have received service for six (6) months or more.
- Parent/Legal Guardian/Student will be responsible for any costs associated with a failure to cancel a scheduled tutoring session within the three (3) hours notification period.
- Any student not eligible for tutoring will be referred to Homework Assistance. (Please refer to the Homework Assistance section for details.)
- If a participant lives greater than forty-five (45) miles from the nearest Reservation, he/she may elect to receive tutoring from a registered company not contracted (such as, but not limited to, Sylvan and Huntington Learning Centers). Use of non-contracted companies **must** be approved in advance by the Education Services Program Manager or designee.
- Tutoring scheduling and locations will be determined between the Tutoring Provider and Parent/Legal Guardian/Student. The following locations will be available for tutoring services to be provided Mondays through Fridays within the hours stated:

Big Cypress Reservation

Learning Resource Center
31000 Josie Billie Highway
Clewiston, Florida 33440
Hours: 2:30 p.m. – 6:30 p.m.

Brighton Reservation

Pemayetv Emahakv (Library/Cafeteria)
100 E. Harney Pond Rd
Okeechobee, FL 34974
Hours: 2:30 p.m. – 6:30 p.m.

Hollywood Reservation

DSO Library (Tutoring Area)
3100 N. 63rd Avenue
Hollywood, Florida 33024
Hours: 2:30 p.m. – 6:30 p.m.

Immokalee Reservation

Library (Tutoring Area)
295 Stockade Road
Immokalee, Florida 34142
Hours: 2:30 p.m. – 6:30 p.m.

V. Parent Responsibilities

Parents/Legal Guardians are required to:

- Ensure the student is punctual and arrives on time ready for tutoring.
- Notify the tutor or tutoring company at least three (3) hours prior to the scheduled tutoring session if the student is not able to attend a tutoring session on a given day or if there are anticipated changes in the tutoring schedule.
- Provide educational materials necessary for learning (pencils, pens, paper, etc.)
- Support the Center for Student Success and Services in its efforts to maintain proper discipline and resolve conflicts in a productive and positive manner.
- Maintain communication with the Center for Student Success and Services/Tutor regarding the student's progress.
- Communicate with the Tutor Coordinator for guidance and/or addressing any issues that may arise
- Provide the Center for Student Success and Services with copies of all report cards within two (2) weeks of the end of each term.
- Provide quarterly or mid-term reports to the Center for Student Success and Services within two (2) weeks of distribution.
- Complete and sign the Rules and Procedures for Unaccompanied Minors Form.

VI. Student Responsibilities

In order to remain in the tutoring program, all students are required to adhere to the following rules and regulations of the Center for Student Success and Services. The student must:

- Arrive ready to begin work at the assigned time.
- Maintain regular and timely attendance to all sessions.
- Complete all assigned work (student is expected to complete a significant amount of independent work outside of the assigned tutor sessions, as appropriate for the curriculum and coursework).
- Maintain respect for all tutors and adults.
- Maintain respect for all peers.
- Avoid disturbing, disrupting or interfering with others and/or the tutoring process.
- Obey all rules, regulations and requests.
- Bring all required and necessary educational materials for each tutoring session.
- Work quietly during each tutoring session.

VII. Tutor Responsibilities

Tutors are required to ensure the following:

- Maintain a safe and orderly environment conducive to learning.
- Assist in promoting each student's academic growth through supporting the student to develop the skills and confidence needed to become an independent learner.
- Demonstrate care and concern for each student and their individuality, culture, strengths and needs.
- Establish and maintain a professional collaborative network with others (Teachers and Center for Student Success and Services, etc.) in support of student academic achievement.
- Maintain regular communication with the Parents/Legal Guardian regarding each student's progress.
- Submit student progress to Parent and the Tutoring Program Coordinator every month.
- Immediately report any student's conduct that is in violation of this policy to the Tutoring Program Manager and/or designee.
- If students in grade levels 3-8 are not picked up by/before 5:30pm, Tutors are required to follow the rules and procedures as delineated on the 'Unaccompanied Minors Form'.
- Maintain professionalism and adhere to the STOF Code of Conduct and dress code requirements.

VIII. Billing

The contracted vendor is responsible for:

- Submitting invoices by/before the 15th of each month. All submitted Attendance should include signature of Tutor and parent/legal guardian (if a minor), or student signature (18 years of age or older).
- Submitting a detailed, official invoice listing approved Purchase Order Number, approved and billed hours, billing rate and dates of services.
- Not accepting direct payments or discussing billing issues with the parent/legal guardian and/or student
- Directing billing questions to the Education Services Manager or designee.
- Submitting all student data within two (2) weeks of administering (pre-assessment, mid-term and post assessment).
- Submitting copies of Parent Communication Logs.

HOMEWORK ASSISTANCE POLICIES AND PROCEDURES

I. Purpose

The purpose of the Homework Assistance Program is to provide eligible Tribal Member students with approved Homework Helpers to assist in the completion of student's individual school assignments/tasks in a group setting.

II. Eligibility

To be eligible for the Homework Assistance Program, an applicant must:

- Be an enrolled member of the Seminole Tribe of Florida (STOF) and
- Be enrolled in an approved STOF educational Grades K-12 institution that is accredited by a nationally recognized and/or registered agency;
- Submit a completed Homework Assistance Application Packet to the Center for Student Success and Services

III. Guidelines

- Parent/Legal Guardian is required to complete the Homework Assistance Application Packet. A complete application packet must include the following:
 - i. Homework Assistance Request Application
 - ii. Signed Unaccompanied Minors Rules and Procedures Form
- Only those students approved by the Center for Student Success and Services will be allowed to utilize the Homework Assistance Program.
- A student who is admitted into the Homework Assistance Program will receive assistance in completing homework assignments with the aide of an approved Homework Helper in a group setting.
- Homework Assistance will be provided based on the following timelines:
 - Homework Assistance for the new school year begins the first Monday in the month of September except when the first Monday falls on a public holiday, then the program will begin on the first Tuesday.
 - Homework Assistance for the regular school year will end as published on the official last day for either public or private schools, whichever is later.
 - Homework Assistance will resume on the first Monday in July for students with summer packets to complete prior to returning for the new school year.
 - Applications will be accepted for the upcoming school year during the month of August each year. Applications received after August will be reviewed on a case-by-case basis.

Homework Assistance is available at each of the following Reservations below between the hours of 2:30 p.m. to 6 p.m., Monday through Thursday.

Big Cypress Reservation

Ahfachkee School
30290 Josie Billie Highway
Clewiston, Florida 33440
**Operated by the school*

Hollywood Reservation

DSO Library (Tutoring Area)
3100 N. 63rd Avenue
Hollywood, Florida 33024
Hours: 2:30 p.m. – 6 p.m.

Brighton Reservation

Pemayetv Emahakv (Library/Cafeteria)
100 E. Harney Pond Rd
Okeechobee, FL 34974
**Operated by the school*

Immokalee Reservation

Library (Tutoring Area)
295 Stockade Road
Immokalee, Florida 34142
Hours: 2:30 p.m. – 6 p.m.

Each location will maintain a "Sign-in Sheet" with the student's name and a record of their attendance.

Homework Helper Requirements

Each Homework Helper must meet the following requirements:

- Have an Associate's degree (or higher) from a regionally accredited institution, **or** (2) two year vocational certification from a regionally accredited institution.
- Have a minimum of one (1) year prior experience working as a tutor, instructional aide or in a similar position.
- Have a complete and cleared background check.
- Have a complete and cleared drug test.

Parent Responsibilities

Parents/Legal Guardians are required to:

- Ensure the student is punctual and arrives on time ready for homework assistance.
- Provide educational materials necessary for learning (pencils, pens, paper, etc.)
- Support the Center for Student Success and Services in its efforts to maintain proper discipline and resolve conflicts in a productive and positive manner.
- Communicate with the Tutor Coordinator for guidance and/or addressing any issues that may arise.
- Provide the Center for Student Success and Services with copies of all report cards within two (2) weeks of the end of each term.
- Provide quarterly or mid-term reports to the Center for Student Success and Services within two (2) weeks of distribution.

Student's Responsibilities

In order to remain in the homework assistance program, all students are required to adhere to the following rules and regulations of the Center for Student Success and Services. The student must:

- Abide by all the rules and regulations of the Center for Student Success and Services.
- Arrive ready to begin work at the assigned time.
- Maintain regular and timely attendance to all sessions.
- Submit a monthly homework progress report to Parent and Tutoring Program Coordinator weekly.
- Maintain respect for all Homework Helpers and adults.
- Maintain respect for all peers.
- Avoid disturbing, disrupting or interfering with others and/or the tutoring process.
- Obey all rules, regulations and requests.
- Bring all required and necessary educational materials for each tutoring session.
- Work quietly during each tutoring session.
- Provide Quarterly Academic Reports (Progress, Mid-Term, Report Cards).

Homework Helper Responsibilities

Homework Helpers are required to ensure the following:

- Maintain a safe and orderly environment conducive to learning.
- Assist in promoting each student's academic growth through supporting the student to develop the skills and confidence needed to become an independent learner.
- Demonstrate care and concern for each student and their individuality, culture, strengths and needs.
- Establish and maintain a professional collaborative network with others in support of student academic achievement.
- Immediately report any student's conduct that is in violation of this policy to the Tutoring Program Manager and/or designee.
- Follow the rules and procedures as delineated on the Unaccompanied Minors Form if students in grade levels K-8 are not picked up by/before 5:30 p.m.
- Maintain professionalism and adhere to the STOF Code of Conduct and dress code requirements.

