

# Tufts Literacy Corps Tutoring Logistics

## Working in the Schools

Most TLC tutoring takes place at local schools and after school programs. Tutoring during the day generally happens during the schools' **x-blocks**.

- X-blocks are 40 to 45-minute blocks of time scheduled every day, in which all children who will benefit from extra academic support can leave their classroom room for help, without missing key lessons.
- For each grade, the open blocks are (almost always) at the same time, every day of the week.
- Most TLC tutors who work in the schools visit their school twice a week, during the x-block for a particular grade. With regard to scheduling, this means that you should be able to visit a school twice a week, at the same time.
- If you want to work longer, it is often possible to work with two children from different classrooms, if the grades have consecutive x-blocks. For example, you might work with a 2<sup>nd</sup> grader during a 12:00 to 12:40 x-block, and a 3<sup>rd</sup> grader from 1:00 to 1:40.

## Getting Started

**CORIs:** Before you can begin tutoring, the school must clear your “CORI” (Criminal Offender Record Information). This involves filling out a simple form and taking it to the school, along with a state issued picture ID (either your driver's license or a state ID). The links to the CORI request forms for Somerville and Medford are included below. However, if you have trouble with the link or forget to print out the form – you can pick one up in the school's office. Don't forget your picture ID, though – or they cannot sign off on your form.

Somerville: <https://www.somervillema.gov/sites/default/files/cori-request-form.pdf>

Medford: <https://www.medfordpublicschools.org/wp-content/uploads/2017/04/CORI.pdf>

It generally takes two to three days for the forms to clear. Please visit your assigned school as soon as possible to turn in the form (and get paid for the visit).

**Setting up Email Contact With Your Tutee's Teacher:** When you are scheduled to go to a particular school, you will be given an email contact for your tutee's teacher (you may not have a particular student's name until you arrive at the school on your first day, however). Please email him/her to introduce yourself and make sure she knows the days and times you will be coming to the school.

Dear Ms. Hanover:

I'm emailing to let you know that I am one of the Tufts Literacy math tutors this year, and will be visiting the school on Tuesdays and Fridays to work with one of your students. Is it convenient for me to be on Tuesday on next week?

I'm really excited to be working with you and (your student) this year!

Thank you,  
Melinda Lovelace

## Tutoring On Campus

If you are tutoring on campus, you will receive contact information for your tutee's family. It is your responsibility to contact the family and arrange tutoring logistics that work for everyone.

*As soon as you receive the information,* please email your student's parents AND call them to speak or to leave a phone message (this is important; some families do not have access to email).

Give parent 2 days to return your call or your email. Then, if you have not heard back, contact them a second time. If you do not receive a response within another day, ask for a second referral.

**Please remember that reliability is critical,** despite the increased flexibility of meeting children on campus. Do NOT cancel or re-schedule tutoring sessions casually, even if the parents are accommodating. Dinners with friends or club meetings are *not* good reasons for cancelling. You want to communicate the importance of this tutoring relationship, so unless you are really ill, you should not ask to rework a schedule.

**CORI** checks for on-campus tutors are conducted by the University. As you begin the year, you will receive instructions for completing this process.

