Coretta Scott King Young Women’s Leadership Academy



**CSKYWLA Afterschool Tutoring Expectations 2015-2016**

**Tutoring Days:**  Mondays, Wednesdays, Thursdays & Fridays\* based on teacher discretion. Students should check with their teacher to determine official tutoring day(s). NO tutoring exists on Tuesdays due to staff meetings & professional development.

**Total Time:**  3:45p-4:45p\* (check with teacher to determine official end time)

***NEW* Expectations**

* Tutoring begins promptly at 3:45. At 3:45, teachers will close their doors and tutoring will begin. All hallways will be swept at this time and no scholars will remain inside the building.
* All students will to sign in for Afterschool tutoring.
* Once entering a tutoring session, students MUST remain for the entirety of the time period. No students will be allowed to leave until the end of the tutoring session.
  + In cases where a scholar simply needs to retake a quiz that lasts less than the allotted time, then student will continue to remain and use the remainder of the time as a study hall.
  + In some cases, a student will need to split their after school tutoring time with two teachers. The student should report to their first teacher and remain for at least 30 minutes. The student should then leave to go to the next teacher for tutoring. The 1st teacher should call/text the 2nd teacher that the student is on the way. The receiving teacher should call/text the first 1st teacher confirming that the student arrived.
  + If a parent arrives and needs their scholar earlier than the scheduled end of the tutoring session, the parent will have to enter the building and physically escort their child from the tutoring session.
* Tutoring should end between 4:45-5pm. Upon conclusion of the tutoring session, students will be escorted from the tutoring session and ALL students must exit the front doors. It is expected that all scholars be picked up between 5:00pm-5:30pm as no adult supervision will be available for tutoring scholars beyond this point.

**Rationale of Expectations:** The expectations regarding hall sweeps, signing in for tutoring, and students remaining for the entirety of the tutoring session helps ensure our students are promptly and safely where they need to be, creating greater accountability for everyone involved. Students will sign in and teachers will outline the targeted support the student needs which expectedly will lead to greater retention and enhanced performance in the classroom.

**CSKYWLA Strategic Priority #1:**

*Targeted Intervention for ALL Students*

***#HARDWork #HEARTWork***