



## **Frequently Asked Questions For REAL Tutors**

### **What do I need to do with my background clearances?**

Please provide a copy to the REAL administrator, but keep the originals for your records. REAL will provide the paperwork to your respective school.

### **Do I need to get new clearances every year?**

No. Returning volunteers only need to renew their clearances every 5 years.

### **Why do I need clearances?**

Clearances help keep everyone as safe as possible. Visit our website for helpful guidance through the process of obtaining your background clearances. [www.RealTutoring.org](http://www.RealTutoring.org) under the *Get Involved* tab.

### **What do I need to bring to school?**

Please bring a photo ID to school – driver's license is acceptable.

### **What if I cannot attend a tutoring session?**

If you know you are unable to attend an upcoming session, please request a substitute tutor, at least 24 hours in advance through the VSP website. [www.rotundasoftware.com/volunteer/REAL](http://www.rotundasoftware.com/volunteer/REAL). You can also download the VSP app to check on your schedule and request a sub.

We understand that there may be conflicts that arise at the last minute. If you need to request a substitute for a tutor job less than 24 hours, please email Diane Ward, [dward@partnersinoutreach.org](mailto:dward@partnersinoutreach.org), or text 610-308-3357.

### **What if my student is absent from school on the day of my tutoring?**

If your student is absent, you can pull a stand by student from the list provided at each school. Or in some cases, the teacher may send out another student.

### **How can I find out about early dismissals, delays, and school closings due to inclement weather?**

If school is closed or opening late due to inclement weather there will be **NO** tutoring. Please refer to the school's website to check for closures, delays AND for the school calendar. You can access each school calendar on our website, [www.realtutoring.org](http://www.realtutoring.org) under Tutor Resources.

Although there is communication in place for the school to contact REAL when there is a change in the schedule that will affect tutoring, (i.e. assembly/special event) there are times that we are unaware. We appreciate your understanding if this rare case should occur.

### **Am I responsible for providing a lesson plan for my student, or for providing any materials?**

No. The tutor cart and student binders will have all of the information and materials you need. Follow the **Tutoring Session Outline** during your REAL time. A copy of this outline is located in your tutor manual, and also in each student's binder. If you wish to add some additional activities to your session, please see the tutor resources link on our website, [www.REALTutoring.org](http://www.REALTutoring.org), or follow us on Pinterest, <https://www.pinterest.com/REALTutoring/>.

If you need additional tutor supplies please contact Diane Ward at [dward@partnersinoutreach.org](mailto:dward@partnersinoutreach.org).

### **When do I give my students the book, *Where the Wild Things Are*?**

When you have completed reading *Where the Wild Things Are* with your student, please put a message inside, sign it and give to your student as a gift to take home. Before sending the book home, please remember that your student will see another tutor for a ½ hour on another day of the week, so make sure both tutors sign the book before sending it home. \*in the case of "partners" sharing tutoring, all tutors should sign the book.

### **What do I do if I am concerned about the student's behavior or something he has shared?**

If you encounter an issue during the session (behaviorally or developmentally) please contact Diane Ward [dward@partnersinoutreach.org](mailto:dward@partnersinoutreach.org) and the proper school authorities will be notified. If you feel that the situation requires the teacher's *immediate* attention, please write a note and hand it to the teacher after the session.

***All volunteers shall maintain confidentiality in working with students, staff, and all privileged information in the school.***

### **May I give my students gifts for birthdays, holidays or other reasons?**

Stickers or bookmarks are acceptable during a tutor session. REAL has a no-gift giving policy, however you may give your students a book before the winter holiday break, and/or at the end of the tutoring year in May.

### **Will there be opportunities for me to connect with other REAL tutors and Partners in Outreach?**

Yes. There will be an end of year optional get-together for an opportunity to connect and dialogue with fellow tutors. You may also reach out to other tutors via text or email. Volunteer contact information can be found on the VSP website.