



# School on Wheels General Procedures

## Commitment

- **Be consistent in your tutoring sessions.** Providing the students we tutor with consistency and structure will help them focus on their education.
- **Use the School on Wheels Programs provided on the Volunteer Resources page of our website:** Academic, BUS, Digital Learning and Summer Program.
- **Attend the mandatory Advanced Tutor Training 2-3 months after you begin tutoring.** This training is intended to help strengthen tutoring skills to better serve our students.

## Communication

- **Notify your student's parent/legal guardian or location staff if you will be late or miss a session.** If you cannot reach either party, call your regional coordinator. You must report any permanent schedule changes to your coordinator.
- **Wear your School on Wheels badge and give your student/family your contact information.** Your badge helps identify you as a volunteer to staff and families.
- **Connect with your regional coordinator on a regular basis, at least once per month.** Make sure to follow up with your regional coordinator when he/she reaches out to you. If your student moves into permanent housing, let your coordinator know. Alternate tutoring locations must also be pre-approved by your regional coordinator.

## Respect

- **Learn your location's rules and regulations and follow them at all times.** Your coordinator will orient you and answer any questions you may have.
- **Limit gift giving to special occasions and always get parent/guardian approval.**
- **Be sensitive and respectful of differences.** This may be the first time you have been in a homeless shelter, worked with a homeless child, or interacted with a particular culture. Accept the differences. Cultural diversity, life experiences and situations combine to create your student's point of view.



## **School on Wheels Mandatory Safety Policies**

- 1. Work with your student(s) only in a public area and within view and earshot of at least one other tutor, parent or a designated staff member at your location.**
- 2. Establish healthy boundaries and exhibit professional behavior, including refraining from physical contact or inappropriate language with your student.**
- 3. Ensure the confidentiality of students, their families, and all other families at the location(s) where you volunteer.**
- 4. Immediately report any information that would suggest child abuse occurring at this time in your student's life.**
- 5. Strictly follow the School on Wheels Field Trip Procedures if you would like to participate in an activity with your student outside of the regular tutoring session.**
- 6. Record the details of your tutoring sessions via the School on Wheels online database.**

**Failure to comply with our procedures or safety policies may lead to termination from our program.**