

# Tutoring Handbook



**INSPIRED LEARNING.**  
**MASTERFUL TEACHING.**

THE COLORADO SPRINGS SCHOOL

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*Thank you very much for partnering with CSS families and staff to help students achieve success!*

## **The Colorado Springs School Mission**

Through superior academics and mentoring, The Colorado Springs School prepares students to think independently and to meet the challenges of a dynamic world with leadership, ingenuity, problem-solving skills, and personal integrity.

## **Purpose of Tutoring**

We believe that a student's teacher is the first resource for a student or a family, especially when a student is struggling in a subject area. We encourage students to consult with teachers directly regarding questions about expectations or homework. When extra support is desired, a parent may wish to hire a private tutor to work with his/her child. It may be possible for a student to work with a tutor on campus; such arrangements can be made through the Learning Specialist.

## **Eligibility**

- A. All adults who work with children on the The Colorado Springs School (CSS) campus must undergo a background check every 3 years. The business office tracks this and will notify the Learning Specialist when a tutor needs to renew. Tutors need to pay the \$35 fee to CSS when background check updates are needed.
- B. Since private tutors choose to enter the CSS campus, they release CSS from any liability for their personal practice or potential injury on campus. Please read, fill out, and sign the form on p. 8, to state your interest in tutoring at CSS.
- C. Furthermore, each tutor must purchase and provide a copy of the insurance policy to show that they are covered by the required liability insurance to operate their business.

## **Insurance Requirements**

If you are tutoring for other schools/organizations, your cost may be slightly higher to name additionally insured organizations to your policy. If you belong to a national organization, such as a dyslexia organization, your cost may be less. Please contact insurance companies to find the actual cost for your situation.

- A. Professional Liability E&O Coverage (\$1,000,000)
  - a. Additionally Insured (The Colorado Springs School)
- B. Sexual Misconduct Endorsement Coverage (\$25,000)

## **Partnership**

Student success is our goal! To that end, when tutoring is needed, we desire a strong partnership among students, parents, tutors, and faculty. Building skills, including executive functioning and self-advocacy skills, will make lasting impacts and set a student up for success well beyond the school year.

## Expectations

*You have access to CSS students on campus under the condition of your support of its faculty, its Learning Differences Policy, and its mission.* Editorializing on the level of accommodations to families is not within the spirit of cooperation required and may result in separation from the school if this expectation is violated.

While students benefit from your professional work, it is imperative to respect the boundary of **appropriate aid**. For example, teaching a student how to add better vocabulary to his/her essay will benefit him/her much more than telling the student which words to add and where to add them.

## Procedure for Reporting and Investigating

If you believe you have been the subject of sexual or other harassment by any employee or person at CSS, you should report the alleged conduct immediately to a Division Director or department supervisor, the Head of School, or any member of the administration of CSS with whom you feel comfortable. You are not required to directly confront any persons who are the source of your issue or closely associated with the person who is the source of such issue. Instead, you may utilize any of the other various avenues of internal complaint. You are required to make a reasonable effort to bring forward any allegations of unlawful discrimination, harassment, or sexual harassment so that CSS may work to stop such wrongdoing and prevent future occurrences.

All complaints will be investigated in a timely and impartial manner. All persons involved in an investigation are required to maintain confidentiality about the matter to the greatest extent possible. However, it may not be possible to maintain complete confidentiality while conducting a complete investigation. CSS may utilize a neutral third-party investigator to address allegations of work-related discrimination, harassment, sexual harassment, or other work-related misconduct. CSS will make every effort to ensure that those named in a complaint, or are too closely associated with those involved in the complaint, will not be part of the investigative team or efforts.

## Learning Differences Policy

### Our Mission

Through superior academics and mentoring, The Colorado Springs School prepares students to think independently and to meet the challenges of a dynamic world with leadership, ingenuity, problem-solving skills, and personal integrity.

### Philosophy

The goal of The Colorado Springs School (CSS) is for all students to achieve academic success and to build confidence as active, engaged learners and citizens. Teachers and administrators work with families in an effort to foster success in all areas. We recognize that students with diagnosed learning differences may need additional support to be successful. With appropriate accommodations, family support, and the on-going development and evaluation of learning strategies, we strive to promote academic excellence and foster the growth of all learners.

## Process

In determining which accommodations will be provided by CSS, a student must have a current formal psycho-educational evaluation\* or come to CSS with a public school IEP or 504 plan. In either case, recommended accommodations will be reviewed by appropriate staff members. Accommodations will be considered based on needs, in accordance with the CSS policies regarding accommodation implementation, and the extent to which the family and student will support the recommended accommodations. Following that, a formal accommodation plan will be written. After accommodation plans are implemented, staffings will be held. Staffings at the MS and US levels will take place during lunch and include parents, the Division Lead, Associate Head of School, Learning Specialist, and any other relevant staff members who are available. Staffings at the CS level will be held at a mutually agreed upon time.

Students who come in with a former IEP or 504 plan may be granted accommodations at CSS, but accommodations for college entrance exams may necessitate formal psycho-educational testing. ACT and College Board, as governing bodies, are the decision-makers for determining accommodations for their assessments. Please refer to their websites for details of their requirements:

- [ACT - Accommodations](#)
- [College Board \(SAT\) - Accommodations](#)

Similarly, it is not uncommon for formal psycho-educational testing to expire during a student's tenure at CSS. The life span of testing is typically 3 to 4 years. It is worth noting that updated testing may be required as students transition in to either the middle or upper schools and requests are made either for classroom accommodations or testing accommodations.

Students who are medically diagnosed with Attention-Deficit/Hyperactivity Disorder will be granted accommodations **only** if they have formal psycho-educational testing showing the demonstrated need for accommodations. Not all people with AD/HD need accommodations.

\*Formal psycho-educational testing must be conducted by a qualified professional, stating a diagnosed need, the current level of functioning, and recommended accommodations.

## Accommodations

CSS will make all final decisions regarding accommodations and considers them based on recommendations made by diagnosticians, the observed needs of the individual, and the date of when testing was administered. CSS cannot offer accommodations in all circumstances and may, on occasion, determine that a student's needs would be better served in a different academic setting.

The following accommodations may be granted, but are not limited to:

- Extended time on quizzes and tests, up to time and a half
- Clarification of test directions
- Use of a laptop or other device in class
- Audio recording or photocopying notes of class lectures and discussions as available

- Preferential seating
- Audio versions of texts as available
- Reduced assignments to key concepts when practical
- Oral check-ins
- Spelling amnesty except for spelling tasks and final drafts

Given our structure, CSS **cannot** provide the following accommodations:

- Oral presentation of quizzes and tests
- A scribe
- Extended time beyond time and a half
- Audio responding for tests

Often, for weekend college entrance exams, families need to provide a family member or adult designee to be present during their child's special testing sessions. This is the case when a student is being tested alone because CSS policy does not allow a staff member to be alone with a student.

### **Contact Information**

For questions regarding CSS's Learning Differences Policy, testing, or accommodations, please contact Lisa Hughes, Learning Specialist, at 719-434-3521.

### **Conclusion**

Through the strong collaborative effort of staff, parents, and students with learning differences, we seek to help students adjust to and thrive in our academically and experientially-rich learning environment which is the hallmark of every CSS student's education.

### **Tutor Referrals**

Tutor referrals will be made through the Learning Specialist. Upon parent requests, when possible, the Learning Specialist will refer two to three candidates so that families have the opportunity to determine the best candidate for their child.

### **Communication**

Communication with families about tutoring expectations, fees, payment method, and student progress is up to the discretion of the tutor and family involved. Tutor contracts defining expectations are encouraged. Private tutors contract *directly with parents and are paid by parents*. The Business Office will not participate in the billing or payment of private tutors, except for international students.

Questions about schedules, tutor spaces, and accommodations should be directed to Lisa Hughes. Lisa is available through email: [lhughes@css.org](mailto:lhughes@css.org) or phone: 719-434-3521. Drop in visits are not recommended. Questions about specific projects, curriculum, and classes should be directed to specific teachers or the Division Directors. The Children's School Division Director is Jody Bliss,

[jbliss@css.org](mailto:jbliss@css.org). Nicole Goyette is the Middle School and Upper School Division Director; she can be reached at [ngoyette@css.org](mailto:ngoyette@css.org). If you are uncertain to whom a question needs directed, please contact Lisa and she can help channel it to the appropriate person.

To aid with communication about schedule changes, the Kodiak bulletin, which lists information for the entire school will be shared with tutors weekly. **Please look carefully at the documents for any changes to the schedule so that you don't make an unnecessary trip to find that your student is off campus.** Additionally, tutors can have access to the MS and US Master Calendars where tests, projects, and changes in the schedule are noted. In order to do so, tutors must have CSS email addresses. The Learning Specialist can help coordinate this. Tutors for CS students may want to check with classroom teachers to receive updates about schedule changes. If teachers send out weekly schedules, you might want to ask to receive them.

It is the responsibility of a **family** to let you know when their child is absent from school. You may want to discuss with families how you handle missed appointments. Some tutors excuse the first missed appointment and charge thereafter. I would encourage you to be clear with families on that so that there isn't resentment on the end of either party.

## Confidentiality

Please maintain strict confidentiality about students. In other words, please do NOT discuss information about a student with whom you are working with another student, family, or tutor. That includes diagnostic information, what you are working on with a student, etc. If you want to share an anecdote about a student, do not use the student's name. Please be vigilant about this!

## Schedules

Tutors are expected to have a google account and to update their page in a master calendar schedule. The schedule is used to locate students and is used to find who is available during certain times when tutor referrals are requested. Maintaining an updated schedule is critical.

## Tutoring Times

For students in CS, tutoring times are worked out with the classroom teacher. Students in MS or US usually meet with tutors during their study hall blocks.

When emergency drills/notifications are made, please join your student's class, as all students must be accounted for.

Please sign in at the office in Trianon and wear a visitor's badge when on campus. Exceptions have been made for US tutors who are on campus all day, every day.

If you need additional time to work with a student, alternative arrangements should be made with the family to tutor off-site and outside of school hours.

## Tutoring Spaces

The Learning Specialist will help secure tutoring spaces as space is limited at CSS. CS tutors will mostly work in Maytag in the area outside the Learning Specialist's office; MS tutors should work in the Trianon Learning Center, upstairs next to Margaret Rich's office (please see Ann Runte to unlock the room); US tutors can work in the El Pomar Learning Center or Learning Specialist can help find an alternate space in El Pomar or Maytag. Since space is limited, there may be more than one tutor/student working in a space at any given time. Please be respectful of one another and keep the volume to a minimum.

## Tutor Checklist

- \_\_\_\_\_ Sign and share Building Use Request Form for Private Tutoring, p. 8, with LS either electronically or via a paper copy. CHANGE for 2018-19 and beyond: Please update this year. Moving forward you will only need to complete and share when changes are made.
- \_\_\_\_\_ Update background check when needed (required every three years).
- \_\_\_\_\_ Share insurance documentation with CSS.
- \_\_\_\_\_ Update schedule on shared google doc (google doc will be shared with you).
- \_\_\_\_\_ Have parents sign Parent Release Form for Private Tutoring, p. 9, and share with CSS, either electronically or via paper copies. These are required documents for on-campus tutoring. CHANGE for 2018-19 and beyond: Verbiage about the tutor agreement remaining in effect until parents notify the school that they would like to terminate communication between CSS and the tutor. In other words, you won't need to have parents sign this form every year for returning clients. Please do have them sign this new one this year, though, so they are aware of the change. Thanks!





## BUILDING USE REQUEST FORM for PRIVATE TUTORING THE COLORADO SPRINGS SCHOOL [CSS]

Please fill portions with an \* only if any information has changed.

Tutor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Current/Pending CSS clients: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

\*Level/Grades to Tutor: \_\_\_\_\_

\*Subjects/Specialties: \_\_\_\_\_

\*Availability: \_\_\_\_\_

\*Emergency Contact Name and Phone Number: \_\_\_\_\_

In consideration for CSS providing building access to me, I, to the maximum extent permitted by law, hereby: (a) waive, exempt, release and discharge The Colorado Springs School and its employees, officers, trustees, directors, agents and any volunteers assisting in any activities of CSS (collectively, the "CSS Parties"), from and against any and all claims, liabilities, costs (including, without limitation, attorneys' fees), damages, demands, actions and causes of action, arising out of or relating to my student's use of a tutor (collectively, the "Claims"); (b) agree not to sue any of the CSS Parties for any Claims; (c) agree to defend (with counsel selected by The Colorado Springs School), indemnify and hold harmless the CSS Parties from and against any and all Claims, including, without limitation, any and all Claims arising from or relating to loss or injury to me or to my property, or any harm, injury, damage or loss to any other person or to property that I may cause while tutoring and/or while having access to CSS's buildings and campus; and (d) agree that CSS shall not be liable in any manner for the acts or omissions of others in connection with my presence on campus. The foregoing provisions shall apply even if the Claim arises from the negligence of any of the CSS Parties, and shall be in addition to, and shall in no way be in limitation of, any liability exemptions or limitations provided under Colorado or any other applicable law.

***Additionally, I agree to abide by the policies and procedures outlined in the 2019-20 Tutor Handbook. I understand that any violation may result in separation from CSS.***

\_\_\_\_\_  
Tutor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## PARENT RELEASE FORM for ON-CAMPUS TUTORING

Student Name: \_\_\_\_\_ Tutor Name: \_\_\_\_\_

In consideration for The Colorado Springs School providing building and campus access for my student's tutor, I/we acknowledge and understand the following:

- The tutor is not hired by The Colorado Springs School.
- The tutor is not supervised or trained by CSS staff.
- The tutor does not necessarily have first aid, universal precautions, medication administration or child safety training -- as well as familiarity with the School's evacuation and emergency preparedness procedures.
- After 4:00 the office is no longer staffed, meaning there is not immediate access by tutors to student medications, medical permission forms, emergency contact info, etc.
- Other tutors who are similarly not hired, supervised or trained by CSS and who also lack medical and safety training may be in this building at the same time my student is being tutored after school hours.

In consideration for The Colorado Springs School providing building access for my student's tutor I/we, to the maximum extent permitted by law, hereby: (a) waive, exempt, release and discharge The Colorado Springs School and its employees, officers, trustees, directors, agents and any volunteers assisting in any activities of CSS (collectively, the "CSS Parties"), from and against any and all claims, liabilities, costs (including, without limitation, attorneys' fees), damages, demands, actions and causes of action, arising out of or relating to my student's use of a tutor (collectively, the "Claims"); (b) agree not to sue any of the CSS Parties for any Claims; (c) agree to defend (with counsel selected by The Colorado Springs School), indemnify and hold harmless the CSS Parties from and against any and all Claims, including, without limitation, any and all Claims arising from or relating to loss or injury to my student or to my property, or any harm, injury, damage or loss to any other person or to property that my student's tutor may cause while tutoring my student and/or while having access to CSS's buildings and campus; and (d) agree that The Colorado Springs School shall not be liable in any manner for the acts or omissions of others in connection with my student's use of a tutor. The foregoing provisions shall apply even if the Claim arises from the negligence of any of the CSS Parties, and shall be in addition to, and shall in no way be in limitation of, any liability exemptions or limitations provided under Colorado or any other applicable law.

***Furthermore, to facilitate teamwork and ease of communication between school, family, and tutors, I/we release to the private tutor, named above, whom I/we have hired, any CSS academic records, grades, or class comments for my child and allow communication back and forth between CSS faculty and the tutor. I/we understand that this does not include health-related information unless specifically authorized in writing or via email.***

**I/we understand that this agreement will be in effect until I/we notify CSS in writing that I/we would like to terminate communication between CSS and the tutor.**

Name/s (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_