



Undergraduate Agreement Form

Participation in this program requires dedication, reliability, and a sincere interest in helping young children. The program, the school districts, and the teachers will be counting on you to provide quality instructional time to young children with special needs in reading. Only agree to participate in this program if you are sincerely interested in working with young children and are willing to make a strong commitment to this program and to the children it serves.

In accepting participation in the America Reads Program, I, _____, agree to adhere to the standards of excellence expected of me. I agree to

- ❖ Attend every day I am scheduled. Your student(s) will be expecting you.
- ❖ Email or call my assigned school **and** the America Reads Program Coordinator if I am unable to attend or will be late. **Two unexcused absences or two unreported absences will result in termination.**
- ❖ Arrive on time and sign in and out at the America Reads site.
- ❖ Wear a nametag at all times while at the site.
- ❖ Arrive at the school prepared to deliver quality lessons to my assigned student(s).
- ❖ Complete Record Keeping Forms every time I meet with my student(s).
- ❖ Complete Time Sheets in an appropriate manner
- ❖ Be sensitive to the needs of the school, teachers, and children at my assignment. If a problem with a child, teacher, or staff member arises, the America Reads Program Coordinator is available to assist me in resolving the problem. Any immediate concerns should be addressed to the Site Liaison.
- ❖ Maintain strict confidentiality about my student(s).
- ❖ Exhibit professional behavior at all times, including my dress.
- ❖ Read and follow the Professional Code of Conduct (UCTE).
- ❖ Follow the reading approach learned at America Reads training. I am not allowed to supervise classrooms or recess and am not to perform any type of work that does not involve the tutoring of a child. If you have any questions concerning the nature of the work you are being asked to perform, please contact the America Reads Program Coordinator.

My signature on this form attests to my acceptance of these standards and requirements. I realize that failure to demonstrate professional standards and meet the program expectations will result in my immediate termination.

(Signature)

(Date)