

Math + Mandate Employee Handbook

Safety & Supervision Procedures

At Math + Mandate, student safety, professionalism, accountability, and educational excellence are our top priorities. To maintain a safe, structured, and professional learning environment for all students, families, and staff members, the following policies and expectations must be followed at all times.

Adult Supervision Policy

An adult supervisor will always be present during tutoring sessions. Mr. and Mrs. Wilson oversee daily operations and maintain active supervision during all scheduled tutoring hours to ensure student safety, professionalism, and program structure.

Emergency Contact Requirements

All employees are required to provide:

- At least two (2) emergency contacts
- Updated phone numbers
- Current medical or emergency information when applicable

Employees are responsible for notifying management immediately of any changes to their contact information.

Sign-In / Sign-Out Procedures

All employees are required to sign in and sign out daily.

This system is used for:

- Attendance tracking
- Payroll documentation

- Scheduling records
- Employee safety / Emergency accountability purposes

Failure to properly sign in or sign out may result in attendance discrepancies, disciplinary action, or payroll delays.

Professional Expectations

All Math + Mandate employees represent the company, its mission, and the families we serve. Employees are expected to maintain professionalism, reliability, and appropriate conduct at all times.

Employees are expected to:

- Treat students, parents, coworkers, and management with respect
- Maintain a positive and supportive learning environment
- Follow all company policies and procedures
- Maintain confidentiality regarding students and families
- Prioritize student safety and academic success

Disrespectful behavior, inappropriate language, harassment, gossip, bullying, or unprofessional conduct will not be tolerated, and may result in suspension or termination.

Dress Code

Employees are required to maintain a clean, neat, and professional appearance during all working hours.

Required Attire

- Official Math + Mandate collared shirt
- Professional bottoms

Acceptable Clothing

- Khakis

- Dress pants
- Appropriate jeans without holes, rips, or distressing

Unacceptable Clothing

- Joggers
- Pajamas
- Athletic shorts
- Short shorts or short skirts
- Leggings worn as pants
- Flip-flops or slides
- Clothing that is excessively tight, revealing, or inappropriate
- Clothing displaying offensive language or graphics

Management reserves the right to determine whether attire is appropriate for the tutoring environment.

Attendance & Punctuality

Punctuality and reliability are essential expectations at Math + Mandate.

Employees are expected to:

- Arrive at least 10–15 minutes before their scheduled shift
- Review assignments and student needs
- Prepare tutoring materials
- Be fully prepared before students arrive

Repeated tardiness may result in suspension or termination.

Cell Phone Policy

Personal cell phone use is prohibited during tutoring sessions unless approved for business or emergency purposes.

Employees are expected to remain fully engaged with students during instructional time. Excessive or inappropriate phone use may result in suspension or termination.

Staff Absence Policy

Employees must provide at least twenty-four (24) hours notice if they are unable to report for a scheduled shift or tutoring session.

Failure to provide proper notice creates scheduling disruptions for students, families, and staff members.

No-Call / No-Show Policy

More than two (2) no-call/no-show absences may result in immediate termination of employment.

Transportation Requirement

Reliable transportation to and from the tutoring facility is a mandatory job requirement.

Because tutoring sessions operate on strict scheduling expectations, dependable transportation is required for continued employment. Applicants without reliable transportation may not be eligible for employment consideration.

Employee Compliance

Failure to comply with company policies, procedures, or professional expectations may result in:

- Verbal warnings
- Written disciplinary action
- Suspension

- Immediate termination of employment

Math + Mandate reserves the right to terminate employment at any time due to violations involving professionalism, safety concerns, misconduct, repeated policy violations, or behavior deemed harmful to students, families, staff, or the company.