

# Osage County R-III High School 2013-2014

A+

## Tutoring Handbook



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**Created by: A+ Advisory Committee & A+ Coordinator**

## INTRODUCTION TO TUTORING

One of the requirements for the A+ Program is for students to perform fifty (50) hours of school supervised tutoring. The A+ Tutoring Program provides students with tutoring opportunities during the school day, before school, after school, and during summer school. All tutoring hours must be completed by April 15 of the student's senior year, unless you are finishing up the tutoring class. This handbook tells the policies and procedures for A+ student tutors and their supervising teachers.

## PURPOSE

The tutoring course is designed to assist students in completing the minimum requirement of fifty (50) hours of school-based tutoring. Students may also earn tutoring hours before/after school or during summer school, but this must be arranged by the A+ Coordinator.

## GRADES-CREDITS

No grade/credit will be given for the A+ Tutoring class. This class is taken strictly to satisfy the A+ requirement of 50 hours of school supervised tutoring. Supervising teachers will fill out an evaluation at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> terms. If tutors are doing a poor job, they will be removed from the tutoring class and their schedules will be changed.

## PREREQUISITES

- 1) Students must be a junior or senior and must have earned a minimum of 14 credits to be eligible.
- 2) Student must have at least a 2.0 cumulative GPA. If their GPA is below a 2.0 then they must receive permission from the High School Counselor and the A+ Coordinator to enroll in the tutoring class. Students must have a minimum cumulative GPA of at least 2.5 by the time they graduate to be eligible for the A+ Program.
- 3) Students must sign an A+ Student Participation Agreement Form.
- 4) Students and parents must sign an A+ Tutoring Agreement and Confidentiality Contract.
- 5) Students must be approved by the A+ Coordinator to enroll in the tutoring class.
- 6) Students must have a good citizenship record.
- 7) Students must have a minimum attendance record of 90%. Students must increase their attendance to 95% by the time they graduate high school.

**\*\* Some prerequisites are intentionally lower than the A+ Program qualifications.**

## GUIDELINES

- 1) Tutoring must involve other public school students within the district. Students will not be allowed to leave campus to tutor students at other public or private schools.
- 2) All tutors must complete the orientation process prior to logging tutoring hours. This orientation will be conducted by the A+ Coordinator and will take place the first day of each semester.
- 3) Tutors will be placed with a supervising teacher within the district by the A+ Coordinator. Students may request a certain grade level or teacher, but the final decision will be made by the A+ Coordinator.
- 4) Tutors should keep "THEIR OWN" tutoring time log as a back-up to the log sheet that their supervising teacher will keep. You are responsible for making sure the log sheets get filled out.
- 5) Student tutors may not be paid.
- 6) Tutors must be on time, and not leave early.

- 7) Tutors must notify the High School office when they are absent (field trips, illness, doctor's appointments, etc.). It is also strongly encouraged that they let their supervising teacher know when they will not be at school. They can do this by sending them an e-mail or by calling the elementary office (455-2375 Ext. 143) or high school office (455-2375 Ext. 114).
- 8) Tutors must follow the school dress code. Inappropriate dress will be handled at the discretion of the supervising teacher and the building principal.
- 9) Tutors must keep information about the students they are tutoring confidential.
- 10) Tutors must follow the rules of the building in which they are tutoring.
- 11) Tutors are responsible for verifying all paperwork regarding each semester of tutoring is on file with the A+ Coordinator.
- 12) Tutors must perform tasks assigned by their supervising teacher.
- 13) Tutors who fail to follow the A+ Tutoring Program Guidelines may be removed from the tutoring class and may be removed from the A+ program.
- 14) Tutors who break the A+ Citizenship Standards will be removed from the A+ Program. Because this student will no longer be eligible for A+ Program they will be removed from their tutoring assignment immediately and their schedule will be changed.

### **TUTORING TIPS**

- 1) Tutors must reflect a positive and supportive attitude toward younger students. Always encourage the students you work with.
- 2) Tutors must be patient and understanding when working with younger students. If your first attempt to explain something fails then try explaining it a different way.
- 3) Tutors should listen to the students they are working with. Keep good eye contact with students and truly listen when they are talking to you or asking questions.
- 4) Tutors should be a good role model by acting professionally and treating everyone with respect.
- 5) Tutors will guide students to find answers to questions and not simply tell them the answer.
- 6) Tutors should establish a positive and caring relationship with the students they tutor.
- 7) Tutors should demonstrate professionalism by being punctual, dependable, and appropriately dressed.
- 8) Tutors should have a sense of humor, but never make fun of a student you are working with.
- 9) Tutors must honor the student's rights to privacy.
- 10) Tutors should ask for help if they need it and also admit when they make a mistake.
- 11) Tutors should strive to make learning an enjoyable experience.
- 12) Tutors should be leaders in the class they are working in and are expected to work well with the supervising teacher. Don't expect the teacher to always tell you what to do. Jump in and start helping where you see a need. Always cooperate with your supervising teacher(s).
- 13) Tutors should have good attendance. In order to get your 50 hours of tutoring in during your semester of tutoring you need to be at school as much as possible. Remember to meet the A+ attendance requirements you must maintain 95% attendance for all 4 years of high school.

### **CONFIDENTIALITY CONTRACT**

All A+ students must sign and submit a confidentiality contract to the A+ Coordinator before they will be allowed to start tutoring. Parents must also co-sign this contract. By signing this contract students and their parents are promising to not disclose fact(s) about the supervising teacher and/or any of the students they tutor. It is considered a breach of contract when they disclose any information about tutoring activities, the supervising teacher, or the students they tutor. If a confidentiality contract is breached the student will be removed from tutoring immediately and they could be removed from the A+ Program.

## SCHEDULING PROCEDURES

In the spring of your sophomore year you should consult with the high school counselor about the A+ Program when creating your schedule for the next year. Your junior year is when you need to get started on your fifty (50) hours of tutoring. You need to develop a plan of action on how you want to go about getting your fifty (50) hours of tutoring completed. You may take a tutoring class for a full year or just a semester. If you take the tutoring class for a full year, you should be able to get all 50 hours of your tutoring done during your junior year. If you take it for only a semester you will have to finish your tutoring hours during summer school or before/after school.

The first priority for student tutoring will be serving in the elementary school. The priority within the elementary will be in grades K- 3. Research has shown that tutoring has the greatest impact during the early years. Tutors can have the greatest impact and positive influence at the elementary level. The second priority for student tutoring will be serving junior high students. A focus at the junior high level will be with those students that are considered At-Risk, but tutors will also be placed in other junior high classes. Tutors will be placed in high school classes, but it will generally be in special education, study skills, or lower level (9<sup>th</sup>-10<sup>th</sup>) classes.

### Steps to enroll in the A+ Tutoring Class:

1. Students should meet with the High School Counselor or A+ Coordinator during the spring of their sophomore year.
2. Students should discuss the options with either the counselor or the A+ Coordinator on how to fulfill the requirement of 50+ hour of tutoring.
3. Students must fill out an A+ Student Participation Agreement form if they have not done so previously.
4. Students should obtain an A+ Tutoring Confidentiality Contract from the A+ Coordinator.
5. Students should submit their signed A+ Tutoring Confidentiality Contract. The student and their parents/guardians should sign the contract and it must be returned to the A+ Coordinator.
6. Students should obtain a written approval to enroll in the A+ Tutoring Class from the A+ Coordinator.
7. Students should present the A+ Coordinator's written approval to the High School Counselor to register for the class.
8. Students should meet with the High School Counselor to schedule their classes for the next school year and register for a semester or year of A+ Tutoring.
9. Student schedules will be created by the High School Counselor. Students will be placed in one class period of A+ Tutoring (This will be offered Periods 1-3 and 6-8). This class may be taken for an entire year or just a semester. Students that take the tutoring class for only a semester will have to finish their tutoring hours in either summer school or after/before school.
10. Students should report to the high school office on the first day of school to go through orientation with the A+ Coordinator. This orientation will be on the first day of each semester. On the second day of each semester they will report to their supervising teacher.

## TIME LOG SHEETS

Tutors and the supervising teacher must keep a time log of all the time spent actually tutoring, even those past 50 hours. Time logs must be turned in at the end of each semester to the A+ Coordinator. The official time log sheets must be kept by the supervising teacher and then signed by the student before they are turned in to the A+ Coordinator. When students sign the time log sheets, they are agreeing that the times listed are accurate and official.

## **RESPONSIBILITIES OF THE SUPERVISING TEACHERS**

Supervising teachers are elementary or secondary teachers that have volunteered and agreed to supervise a student enrolled in the A+ Tutoring Class. Although this will be an added time commitment for you it will prove to be mutually beneficial to both the high school student and to you and your students.

To fulfill requirements for the A+ Program, students must complete a minimum of 50 hours of supervised, one-on-one tutoring of younger students. Your job as their supervising teacher is to assist the student tutor in attaining their 50 hours of tutoring. The supervising teacher evaluates the A+ Tutor for the quality of the tutoring under their supervision and will submit that evaluation to the A+ Coordinator at the end of 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> terms. A semester grade will not be given so the supervising teacher will not be required to submit an evaluation at the end of each semester. The supervising teacher will provide instruction to the student tutor on who, what, and how they would like their students tutored.

The supervising teacher in cooperation with their student tutor must ensure that tutoring logs are documented and kept up to date for the time these students spend tutoring. The supervising teacher **MUST** maintain a daily tutoring documentation/log sheet in their class room. The A+ Coordinator will let you know about halfway through each semester to turn the current log sheet in and to start a new log sheet. At the end of each semester you must turn in the 2<sup>nd</sup> log sheet to the high school office or have your A+ tutor turn it in.

The A+ Tutor is also responsible for keeping a daily tutoring documentation/log, but the official log is the one kept and submitted by the supervising teacher. You may have your student tutor turn in the log sheet, but check with them to make sure they really did turn it in to the high school office. The supervising teacher and the A+ Tutor must communicate throughout the semester to ensure that tutoring logs are accurate and kept up to date.

## **DUTIES OF THE SUPERVISING TEACHER**

- 1) You must take daily attendance on student tutors and report it on LUMEN. If you are having problems with doing this then let the A+ Coordinator know immediately.
- 2) Please do not dismiss your A+ Tutor early. Get to know the high school schedule and when each class dismisses.
- 3) The A+ Tutor should only be used for tutoring activities. **DO NOT** use them as a teacher's aide!
- 4) The student tutor should be located in the classroom where they can be observed and evaluated by the supervising teacher. **DO NOT PUT THEM IN A ROOM BY THEMSELVES WITH A STUDENT!**
- 5) Log only the time the A+ Tutor is actually tutoring. If the student tutor is in your class, but they are not tutoring then that time should not be logged. Activities like running errands or grading papers are **NOT** considered tutoring and should not be documented as tutoring time. If your tutor is helping you keep control of the class while you are teaching then please count that as tutoring.
- 6) Keep accurate documentation/logs of the time your student tutor is actually tutoring. At the end of each week compare your log with the student tutors log to check for accuracy. This will prevent confusion when log sheets are turned in.
- 7) Be prepared to defend the tutoring log (documentation) you have kept on your student tutor. Audits will occasionally be conducted by the Department of Elementary and Secondary Education (DESE) and they may require you to defend your tutoring log. Keep short and precise records on the log sheet telling what the tutor has done each day.

## **ACTIVITIES THAT MAY NOT BE LOGGED:**

- 1) Making Copies or Grading Papers
- 2) Running Errands
- 3) Creating Bulletin Boards
- 4) Observing Class Activities
- 5) Other Clerical Activities or Duties
- 6) Supervising Students: Student tutors are NEVER allowed to supervise your students! A+ Tutors are NOT to be used as you would a student teacher. They should never be left unsupervised or given responsibilities other than tutoring students.

## **CLASS TERMINATION:**

If there is a problem with either attendance, lack of performance, or a violation of the citizenship requirements the A+ Tutor will be removed from the supervising teacher's classroom and a course change will be made. When there is a course change, all missed work in the new course must be completed from the start of the semester to earn credit. The A+ Coordinator with the consent of the High School Principal will terminate a tutoring assignment:

- 1) When at the end of a semester the student's cumulative GPA drops below 2.0.
- 2) When an A+ Tutor skips the A+ tutoring class. The termination will be effective immediately and will then be required to complete their tutoring after school or during summer school.
- 3) When an A+ Tutor violates the A+ Citizenship policy (drugs, alcohol, exceeds the ISS or OSS minimum).
- 4) When an A+ Tutor does not annually submit a signed A+ Citizenship Agreement form. It must be signed by the student and their parent/guardian.
- 5) When an A+ Tutor refuses to listen to their supervising teacher and does a poor job of tutoring.
- 6) When the A+ Tutor violates any provisions of the A+ Program.

\*\* There is no appeal process for being terminated from the tutoring class. Students that are terminated from the tutoring class are still eligible for the A+ Program, but they will have to fulfill their tutoring requirements before/after school or during summer school.

## **OTHER TUTORING OPPORTUNITIES**

Besides the tutoring class other methods to get your tutoring hours include:

- 1) Summer School – Students will be assigned to a supervising teacher and all the requirements for the regular school year apply to student tutors during summer school.
- 2) Before or After School – Students must see the A+ Coordinator to set up all tutoring done before or after school. Students must have one or two supervising teachers that they work for during these times. All the requirements for the tutoring class apply to student tutors that are helping out before and after school.

## **TUTORING ELIGIBILITY**

Students in their sophomore year are not yet eligible to take the tutoring class, but they may apply to the A+ Coordinator to start tutoring their sophomore year. They must meet the following criteria in order for the A+ Coordinator to allow them to start tutoring earlier than their sophomore year:

- 1) Have completed their freshman year and have earned a minimum of 8 credits.
- 2) Have a GPA of 3.0 or higher.
- 3) Have 95 % attendance or higher.
- 4) Have maintained good citizenship inside and outside of school.

# TUTORING AGREEMENT & CONFIDENTIALITY CONTRACT

As a student tutor in the Osage County R-III School District I agree to follow all the rules, policies, and stipulations of the Tutoring Handbook and the A+ Student and Parent Handbook. I agree to...

- 1) Complete my tutoring orientation before beginning my tutoring assignment.
- 2) Perform a minimum of fifty (50) hours of unpaid academic voluntary tutoring or mentoring of other students within the district under the supervision of a certified teacher.
- 3) Maintain a record of tutoring hours.
- 4) Notify my supervising teacher if I will be absent or can't fulfill an assigned task.
- 5) Wear appropriate clothing that follows the dress code in the elementary and the high school.
- 6) Treat all of the students I work with and my supervising teacher with respect.
- 7) Be patient and positive with the students I tutor.
- 8) Report any concerns to my supervising teacher.
- 9) Be sensitive to the needs of the students.
- 10) Respect and honor all students' confidentiality.
- 11) Respect and honor the confidentiality of my supervising teacher.
- 12) Follow all of the rules, policies, and requirements.

I agree to all of the conditions listed above and also to all the rules and policies listed in the A+ Tutoring Handbook. I understand that I may be dismissed from my tutoring assignment if I fail to comply with the guidelines of the A+ Tutoring program and the overall A+ Program.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

MOSIS Number: \_\_\_\_\_

(The A+ Coordinator will take care of this)

I agree to allow my child to participate in the Osage Country R-III A+ Tutoring Program. I understand that my child must abide by the rules and policies listed above and in the A+ Tutoring Handbook. I also understand that my child can be removed at any time from their tutoring opportunity should they not follow or meet the requirements (grades, citizenship, attendance, etc.) listed in the Tutoring Handbook. I understand that in order for my child to take advantage of the A+ Program, my child must meet all of the eligibility requirements including the completion of the tutoring hours.

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

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By signing below I agree that I have read and understand the A+ Tutoring Handbook. I agree to fulfill the obligations of a Supervising Teacher by following all of the rules and policies listed in the A+ Tutoring Handbook. At the end of 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> term I will fill out an evaluation on my A+ Tutor. I also agree to maintain and monitor my A+ Tutor's Time Log on a daily basis. At the end of each semester I agree to turn in my A+ Tutor's completed time log to the A+ Coordinator.

Supervising Teacher's Printed Name: \_\_\_\_\_

Supervising Teacher's Signature: \_\_\_\_\_

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



