

A+ TUTORING HANDBOOK

The **A+** Tutoring Program provides tutoring opportunities during the school day, after school and during summer school. An **A+** Tutoring class is offered as an elective semester course available to juniors and seniors. This course is designed to assist students in completing a minimum of 50 hours of school-based tutoring required for the **A+** Schools Financial Assistance after graduation.

Objectives:

The student will:

1. Evaluate teaching as a profession.
2. Act as a positive role model for younger students.
3. Appreciate and apply the concept of confidentiality.
4. Understand the value of unique and different individuals.
5. Learn and appreciate the responsibilities of working with others.
6. Attain a minimum of 50 tutoring hours required by the **A+** Schools Program.

Semester class qualifications (these are intentionally lower than the **A+ Program qualifications):**

In order to enroll in the **A+** Tutoring class, student tutors must:

1. Be a junior or a senior.
2. Have a 2.0 grade point average.
3. Have a good citizenship record.
4. Have a 90% overall attendance record.
5. Be a participant in the **A+** Schools program.
6. Receive permission from a teacher to tutor in his/her class.
7. Make application and be approved through the **A+** Office prior to scheduling.

Grading Criteria:

1. Performance Points 500 pts. – 15 pts. each day you report to your tutoring assignment. It is possible to earn more than 500 pts, but this portion of your quarter grade will be computed using only the 500 pts.
2. Teacher Evaluation 100 pts. – The supervising teacher will complete an evaluation at the end of each quarter.
3. Tutoring Test 100 pts. – You will be tested on your knowledge of the **A+** Program and the Tutoring Handbook each quarter.

NOTE: Each quarter grade will be based on 700 pts; 1400 points possible for the entire semester. It is possible to earn more than 1400 pts, but your semester grade will be figured on only 1400 pts.

Tutoring Guidelines:

1. Tutors must complete the orientation process prior to logging tutoring hours. Orientation will include active participation in discovering the characteristics of an effective **A+** tutor. Tips will be shared on how to communicate with children and also how to build a positive working relationship with the supervising teacher. An emphasis will be placed on strategies that can be used when working with struggling readers. This Tutoring Handbook will also be reviewed and discussed.
2. The **A+** Office will assist in placing student tutors throughout the district, but student tutors are responsible for contacting a teacher and receiving permission from that teacher to tutor in his/her class.
3. **Supervising teachers must report to the high school office immediately if a student tutor is absent.**
4. Tutors must be on time, and not leave early.
5. When a tutor is going to be absent, i.e., field trips, illness, etc., the tutor must notify the High School Attendance Office as well as the **A+** Office; the **A+** Coordinator will contact the supervising teacher.

Note: It would be a good idea to let your supervising teacher know that you will be gone for whatever reason.

6. Students should keep **THEIR OWN** tutoring time log as a back-up to the computer spread sheets being used by the supervising teacher.
7. Tutors will perform tasks assigned by the supervising teacher completely and respectfully.
8. Tutors must reflect a positive and supportive attitude toward younger students.
9. Tutors must keep information about the students being tutored confidential.
10. Tutors must comply with the rules of the high school as well as the rules of the building in which they tutor.
11. Tutors must dress appropriately and in line with the personal appearance code in the student handbook. Inappropriate dress will be handled at the discretion of the supervising teacher and the building principal.
12. Students are responsible for verifying that all paperwork regarding their semester of tutoring is on file in the **A+** Office. They should stop by the **A+** Office and verify this within 2 weeks after the end of the semester in which they tutored.
13. Students who fail to follow the **A+** Tutoring Program guidelines may be removed from the program and will not receive credit for the semester class.

A good tutor has the ability to:

- Be patient and understanding.
- Honor the student's right to privacy.
- Understand the student's basic interests.
- Strive to make learning an enjoyable experience.
- Treat the person being tutored as you would have them treat you.
- Establish a positive caring and sharing relationship with the student.
- Work with the supervising teacher in order to ensure success for both students.
- Demonstrate professionalism by being punctual, dependable, and dressing appropriately.

A successful tutor has the ability to:

- Encourage – *Become familiar with and use the words of encouragement provided during the orientation classes.*
- Be patient – *Everyone wants to do well; try another explanation if your first attempt fails to get your point across.*
- Withhold personal opinions – *Withhold personal opinions..*
- Accept people as they are, where they are and like them for it – *Look for the potential in each student.*
- Use good listening skills – *Listening is not the same as hearing and taking time to understand.*
- Demonstrate self-discipline – *Dress appropriately: you are a role model.*
- Demonstrate a sense of humor – *Be mature enough to laugh at your mistakes.*
- Admit to error and ask for assistance – *Do not be embarrassed to ask for assistance.*
- Plan and be prepared – *Look at the students' work to determine their needs.*
- Respect confidentiality – *Treat the student as you would expect to be treated.*
- Be in attendance – *Come to school; your grade depends upon your presence.*
- Share information – *Keep your supervising teacher up-to-date with regard to your school activities.*
- Keep good records – *Don't assume someone else is doing it for you!*
- Cooperate in the classroom – *Follow the wishes of your supervising teacher.*

Supervising Teachers:

Thank you for agreeing to assist with the **A+** Schools Tutoring Program. We realize that this is an added time commitment for you. This is a good program that will be mutually beneficial to both the high school student who is serving as the tutor as well as the student who is being tutored. The student will attend your class every day for a full semester. During the first 3 days of the semester, the students will be attending **A+** Tutoring Orientation and a special Tutoring Class.

To fulfill requirements for the **A+** program, students must complete a minimum of 50 hours of supervised, one-on-one tutoring of younger students. As a supervising teacher, you should assist the student tutor in attaining the necessary 50 hours.

The following is a list of suggested activities for earning tutoring hours. This list is not all inclusive.

Tutoring Activities:

- Working with flash cards
- Assisting with a class project
- Helping students study or review
- Reading to students or being read to
- Assisting students with assignments
- Helping students select reading materials
- Helping students to review spelling words or math drills
- Mentoring playground activities (if actively participating with the student being tutored)
- Mentoring lunchroom activities (if actively participating with the student being tutored)

Activities for which students may NOT log tutoring hours:

- Making copies
- Grading papers
- Running errands
- Creating bulletin boards
- Observing class activities
- Any other clerical activities

A record of student tutoring hours must be maintained by entering the start time and stop time spent tutoring on the spread sheet provided to the supervising teacher by the **A+** Office. *It is advisable to keep back-up copies of time logs.* Supervising teachers should verify that the student is documenting time accurately on the spread sheet before awarding performance points. Performance points will be given each day a student reports for the tutoring session. Performance points will be awarded using the following criteria:

- 15 performance points per day will be awarded for each day the student arrives promptly at the tutoring site.
- 10 performance points will be awarded for any day a student is tardy.
- 5 performance points will be awarded for any day a student is absent and a parent/guardian has notified the **A+** Office the day of the absence.
- 0 performance points if a student is absent and the **A+** Office has not been notified prior to the tutoring time.

Note: If a student is absent and has followed procedures for notifying the **A+** Office, he/she may earn the daily performance points by making up the tutoring session. Contact the **A+** Office for assistance in arranging to make up the time.

As the Supervising Teacher, you should maintain the tutoring time log and performance spread sheet mentioned above on a daily basis. This will greatly diminish the amount of work for you at the end of the quarter or semester. You may also be asked to e-mail it to the **A+** Office anytime it is necessary for review purposes. When the time log/performance spread sheet is complete at the end of the quarter or semester, you will need to e-mail it and your completed supervising teacher evaluation spread sheet to the **A+** Coordinator.

Tutoring is a scheduled class. Students get credit for tutoring. If they are not there to tutor they are absent, just like any other scheduled class. At the end of each semester, the **A+** Coordinator will complete the grade report portion of the spread sheet and enter the grade in the computer.

CHADWICK R-I SCHOOL DISTRICT

A+ ATTENDANCE POLICY

The Chadwick R-I School District Mission Statement is as follows: ““It is the mission of Chadwick R-1 Schools, in partnership with parents and community, to establish high standards of learning, high expectations for achievement, and guidance for success!”

Participation in the A+ Schools Program is both an honor and a privilege. To qualify for the A+ financial incentive, a student must have at least a 95% attendance record for the four-year period of high school attendance. A student who exceeds 34.8 absences over the four years will have less than 95% attendance and therefore will not qualify for the A+ financial incentive.

ATTENDANCE UPDATE

The A+ Coordinator will update each student’s attendance status on a semester basis. An A+ Status Review will be mailed home each semester. Updated information will be used to satisfy the attendance requirement of the A+ Schools Program.

APPEALS

Students and/or parents may appeal absences in *special circumstances*. These may include conditions that require on-going doctor visits and/or hospitalization to treat or cure a condition. Long-term illness or injury requires an application for homebound instruction which, if granted, does not count against the days absent.

Appeals of absences must be made to the A+ Office within 14 calendar days after the *A+ Status Review* or *Letter of Ineligibility* has been mailed. An *A+ Attendance Appeal Form* and all documentation provided by doctors should be returned to the A+ Office within those 14 days after the semester in which the absences occurred.

REVIEW PROCEDURES

The review committee (consisting of the principal, a counselor, two teachers and the A+ Coordinator) will respond in one of two ways.

- Grant a waiver of the appealed absences
- Deny a waiver of the appealed absences

The student and/or parents may or may not wish to attend the review committee meeting. The A+ Coordinator will make notification of the appeals decision to the student and parent/guardian.

Appeals of the review committee decision may be made to the Superintendent and Board of Education in writing within 14 calendar days of notification. Appeals after 14 days will not be considered. The Superintendent will make notification of the appeals decision to the student and parent/guardian.

DROP/RE-ENROLL

A student who drops and/or transfers to another school, but re-enrolls at CHS within 15 days, will still be eligible for the A+ financial incentive. Any absences during this time will be added to the student's CHS absenteeism total.

CHADWICK R-I SCHOOL DISTRICT A+ CITIZENSHIP POLICY

The Chadwick R-I School District's mission statement is as follows: "It is the mission of Chadwick R-I Schools, in partnership with parents and community, to establish high standards of learning, high expectations for achievement, and guidance for success!"

Participation in the A+ Schools Program is both an honor and a privilege. Good citizenship is a measure of the quality of conduct in school and away from school. All of the A+ Schools' Financial Assistance eligibility factors are indicators of good citizenship. A+ participants are expected to exhibit standards of behavior which will bring credit to themselves, the A+ Schools Program, the school and the community.

To qualify for the A+ financial incentive, a student's behavior shall be in compliance with Board of Education policies, the guidelines in the student handbook, the A+ Schools guidelines, the Safe Schools Act and state and local regulations and laws.

CITIZENSHIP UPDATE

The assistant principals will update the Discipline Tracker Program with each student's citizenship status as required. The updated information will be checked on a semester basis or as needed by the A+ Coordinator and used to satisfy the citizenship requirements of the A+ Schools Program.

CITIZENSHIP ELIGIBILITY

Student discipline records will be maintained throughout their four years of high school. These records will be reviewed at the end of each semester by the A+ Coordinator. Citizenship/discipline violations that may jeopardize a student's A+ eligibility status include, but are not limited to, the following:

- ***In-School Suspensions***

05 days of ISS – students will be counseled with regard to their A+ eligibility status.

10 days of ISS – students will receive additional counseling and placed in a ***warning status***.

15 days of ISS – students will be immediately removed from the A+ Financial Assistance Program.

- ***Out-of-School Suspensions***

01 or more days of OSS – students will be counseled with regard to their A+ eligibility status.

05 or more days of OSS – students will receive additional counseling and placed in a ***warning status***.

10 days of OSS – students will be immediately removed from the A+ Schools Financial Assistance Program.

- ***Review/Action***

Individual citizenship/discipline records of all A+ students will be reviewed at the end of each semester. Students who are placed in a warning status will be counseled by the A+ Coordinator. The parents/guardians of students who are placed in a warning status will also be notified via certified mail of the student's status in the A+ Schools Financial Assistance Program.

Students who are to be removed from the A+ Schools Financial Assistance Program and their parent/guardian will also be notified via certified mail that the student has been removed from the A+ Schools Financial Assistance Program and will not be eligible for the A+ financial assistance.

A review committee (consisting of the principal, a counselor, two teachers and the A+ Coordinator) will review any appeals regarding placement in a warning status or removal from the A+ Schools Financial Assistance Program.

AUTOMATIC INELIGIBILITY

In compliance with the regulations of the Missouri Department of Elementary and Secondary Education's A+ Schools Financial Assistance Program, a student will be removed immediately from the program and thus forfeit the opportunity to receive funds through the program for any of the following:

Drugs/Alcohol/Substance Abuse

- Violations of the Chadwick R-I School District's Drug/Alcohol/Substance Abuse policy outlined in the board policy during the A+ Agreement time
- Unlawful possession and/or selling of drugs or alcohol which is formally reported to the school through the Safe Schools Act

Violation of Local, State or Federal Criminal Laws

- Conviction of a felony
- Conviction of criminal activity which is formally reported to the school as defined by the Safe Schools Act

APPEALS

Appeals of the review committee decisions (regarding warnings or ineligibility) or appeals of the automatic ineligibility (regarding drugs, alcohol, Safe Schools Act, etc.) must be made to the Superintendent and the Board of Education in writing within 14 calendar days of notification. Appeals after 14 days will not be considered. The Superintendent will make notification of the appeals decision to the student and parent/guardian.

C. H. S. **A+ TUTORING PROGRAM**

Tutoring Class Application and Parent Agreement

Name _____ Student ID # _____ SSN _____

Address _____

Phone Number _____ Graduation Year _____

As a student enrolled in the **A+** Tutoring Program, I agree to follow the “***Tutoring Guidelines***” listed in the Tutoring Handbook. I will dress in accordance with the guidelines of the building in which I have permission to tutor. I will strive to attend each scheduled class session and work diligently to attain a minimum of 50 tutoring hours. If I am unable to attend the scheduled class, I will notify the attendance office as well as the **A+** Office as soon as possible.

My interests or strongest areas are: Math Science English Social Studies
 Other (list) _____

I have contacted _____ who has agreed to fulfill the obligations of a supervising teacher
CLEARLY PRINT NAME OF TEACHER
by maintaining a tutoring time log/performance spread sheet daily and e-mailing it along with my evaluation at the end of the quarter or semester to the **A+** Office. I will be tutoring at the Chadwick Elementary School.

I understand that I must be in the **A+** Schools Program, have a 2.0 cumulative GPA, 90% average attendance and in good standing in **A+** citizenship status to be enrolled in the **A+** tutoring class. I agree to accept the opportunities and obligations of the **A+** Tutoring Program. I understand I may be dismissed from the program for failure to comply with the guidelines of the program. Should this occur, I would not receive credit for the semester class.

Student Signature _____ Date _____

I agree to cooperate in the development and implementation of my student's **A+** Tutoring Program.

Parent/Guardian Signature _____ Date _____

<i>Office use only:</i>	_____ Cumulative GPA	_____ % Attendance	
_____ <i>Initials</i>	<input type="checkbox"/> A+ Student	<input type="checkbox"/> Citizenship OK	

CHADWICK

A+

SCHOOLS

Tutoring Handbook

Mr. Clay Wheeler– A+ Tutoring Coordinator