

LUTIE HIGH SCHOOL

A+ SCHOOLS PROGRAM

**Empowering all students to succeed in a changing world and that all students
are well prepared to pursue advanced education and employment**



Guide for Supervising Teacher in A+ Peer Tutor Program

The Peer Tutor you receive in your classroom will have completed training to be a successful tutor.

Supervising teacher volunteer:

Thank you, for accepting an A+ Schools Program student into your classroom. A major goal of this program is to provide a mutually beneficial experience to all involved. This booklet should answer some of the questions you might have concerning this program.

Every effort will be made to make a good fit with you and your classroom tutor. If problems arise, please notify me. If a problem is discovered early in the session, changes can be made to help the situation.

The tutors are to be responsible for recording their time and listing the activities that they used in tutoring. They should be responsible for obtaining your initial on their time sheet on a daily basis. The student tutors need an on going time sheet for accuracy. They will turn in a teacher signed time sheet by the first day of the week after each week of tutoring.

I will need to receive a quarter evaluation for each tutor. These evaluations will become part of their A+ file. Sample forms are included in this booklet and more will be placed in your mailbox as the end of quarter approaches.

Please note that each tutor will present you with a resume. Hopefully this information will help give you ideas for making the best use of their experiences and talents.

The peer tutor will be asking you for a letter of recommendation. This might be used when filling out job applications and also for college admissions/scholarships. Your assistance in this matter will be greatly appreciated.

Thank you again for your time and cooperation. If you have any suggestions or concerns, please call me or stop by the A+ office. It is my sincere effort to keep this simple and beneficial to all involved.

Joyce Coombs
A+ Coordinator

Peer Tutor Training

Peer tutoring is a requirement for the A+ financial incentive. It is a service program which is designed to assist students in elementary and high school. This program provides students the opportunity to explore the Human Services career path as they assist and encourage other students. Each student accepted into the A+ Program shall commit to satisfactorily serving as a tutor for a minimum of 50 hours. Training for this program will take place prior to the actual tutoring component. Students that participate will be expected to maintain a clear record of their peer tutoring time and be responsible to their supervising teacher.

Peer tutors will be assigned to a teacher following tutor training. Students must have met the eligibility requirements (or be very close to these requirements):

- At least 95% attendance
- GPA of at least 2.5
- Maintained good citizenship

Goals:

1. To fulfill the 50 hours of peer tutoring required for the A+ Schools Program
2. To learn the responsibilities of working with others while strengthening one's own self-image.
3. To understand and appreciate the differences in people and the uniqueness of each individual
4. To understand and apply the concept of confidentiality
5. To develop positive rapport with tutored students

Requirements:

1. Supervision by district staff at all times
2. Maintain your time sheet (hours worked) daily
3. Be on time and remain until dismissal
4. Notify your supervising teacher in advance of an absence. Call the elementary office: 417- 273-4274 or the high school office: 417-273-4150
5. Submit your tallied time sheet by the first school day following a week you have tutored. Be sure you and your supervising teacher have signed the time sheet
6. Request, from your supervising teacher, a letter of recommendation (for employment or college admissions/scholarships) Letter must be submitted by the end of the semester.

Request for Peer Tutors

Teacher name _____ Grade level _____

Date _____

Please check the times and days that you would use a tutor:

_____ Before school (in your classroom) subject area _____

Day of the week _____

_____ After school (in your classroom or in tutor classroom) subject area _____

Day of the week _____

Return this form to Mrs. Coombs in the A+ office or my mailbox in the work room as soon as possible. Tutors will be assigned on a first-come, first serve basis.

Joyce Coombs
A+ Coordinator
Room # 108

Sample resume: Due from your tutor on first working day; should help to identify your peer tutor's strengths and talents.

Tommy Tutor
123 Lakeside Drive
Theodosia, MO 65761

Objective: To assist young learners who struggle in school

Education: 1998-2007 Lutie Elementary School Theodosia, MO
2007-2011 Lutie High School Theodosia, MO

Skills & Abilities

Creativity

- Group power point presentation in which I helped to create and advertise a product.
- Assistance with school play's backdrop
- Assistance in designing the dance decorations for homecoming

Speaking

- Presentation to a government committee on improving education
- Participation in Speech Tournaments
- Participation in Youth in Government contests

Interpersonal

- Employee of the Month award-for being a team player
- Promotions/raises at work
- Working cooperatively in several class projects

Activities: **School:** Speech team, Youth in Government, FFA Club Officer
Outside: Job at local resort, church youth group.

Experience

With Children: Vacation Bible School teacher 2nd graders, babysitting, summer school camp program, younger cousins

References:

Sally Jones	Vacation bible school director	852-8585
Walter Woods	Employer at resort	252-2525
Susie James	Neighbor	454-4545

A+ Peer Tutoring Guidelines

On-site Conduct

A+ students will be expected to remain on task during the peer tutoring/mentoring service time and will be under the direct supervision of the supervising teacher.

The Lutie High School Discipline policy will apply during peer tutoring times. This time can be before school, during school, after school or during summer school.

A+ students should be aware that they will be role models for younger students and should behave accordingly.

If problems occur relating to student behavior, the supervising teacher will remind student of his/her responsibilities, if the problem continues, the supervising teacher should notify the A+ Coordinator, who will have the option of dismissing the student from the tutoring program.

Record-keeping

Time sheets will be provided from the A+ office for students to record their service times. Time sheets are located in the A+ office (room# 108). All hours must be logged on the provided forms, and A+ students will be responsible for ensuring that the completed forms are returned to the A+ office to be filed. Students may log their own hours, but the supervising teacher must verify the recorded times (signature & initials).

If a student works with more than one teacher the student should use a separate log sheet for each teacher.

If a completed time sheet is lost, students may expect to forfeit those hours unless satisfactory verification can be established between the A+ coordinator and the supervising teacher. It is suggested that students make copies of all completed forms that are submitted to the A+ office. Students must turn in their time sheets to receive tutoring hours; time sheets may be turned in to the A+ office at any time by leaving them in the folder inside room. The time sheet is due in the A+ office no later than the first school day after a week when tutoring took place.

Tutor/Mentor Time Sheet Lutie High School

Tutor name _____ grade level _____

Subject _____ Period # _____

Supervising teacher _____

Date	Activity	Min. tutored	Hours tutored	Teacher's initial
Total				

Tutor Signature: _____ Date _____

Supervising teacher signature: _____

If tutor is not engaged with tutoring activities do not count as time tutored. Turn in time sheet on the first school day of the week to the A+ office; students are encouraged to keep a copy for their records.

Office Use: total tutoring minutes: _____ date: _____ initials _____
50 required hours = 3,000 tutoring min.

Roles and responsibilities of all participants in the A+ Peer Tutoring Program

Tutor:

- Successfully complete tutor training
- Be on time arriving at assigned tutoring site
- Dress appropriately
- Work with cooperating teacher to determine which students need assistance, tasks to be accomplished and appropriate rewards to be given to student that is receiving peer tutoring.
- Work with classroom student (s) in positive, upbeat way; be a good role model
- Accept constructive criticism from supervising teachers and A+ coordinator
- If you must be absent from a tutoring session, contact the A+ coordinator, the high school secretary or the supervising teacher before the tutoring session.
- Be honest when calculating the number of minutes spent tutoring each session.
- Properly complete the tutoring time sheet
- Obtain supervising teachers signature to verify your time sheet
- Return filled tutoring time sheets to the A+ office by the first school day of the week after a week in which tutoring took place.
- Maintain good citizenship and good grades.
- **Respect the principle of confidentiality**

Supervising teacher will:

- Provide tutoring opportunities and guidance during each session
- Give clear directions to the tutor about expectations and goals for tutor and classroom student
- Provide a suitable place for tutoring to occur.
- Encourage and support peer tutor
- Address concerns (if they occur) with the tutor.
- Contact the A+ Coordinator if concerns persist.
- Sign tutoring time sheet. Initial daily, check and sign at end of each week.
- Complete evaluation forms at the end of each quarter.

A+ Coordinator

- Conduct training sessions.
- Verify that training has successfully been completed.
- Assist in finding tutoring placements for the tutors
- Supervise tutors throughout the semester
- Serve as mediator between tutor and supervising teacher as needed
- Verify attendance at each tutoring session.
- Keep spreadsheet of number of hours completed by each tutor.
- Send verifications, of completion of all 50 hours of tutoring, to the Department of Elementary and Secondary Education

Tutoring Activities

Appropriate

Demonstrating methods/ideas
Assisting in Cooperative Learning Activities
Assisting Individual students with math, reading, writing, and other subjects
Offering encouragement to individual students
Reviewing test material with students
Playing educational games one-on-one

Inappropriate

Making copies
Running errands
Stapling papers
Recording grades
Handling class discipline
Being left alone in the classroom with students

The list above only gives a few examples please remember that the whole intent of this program is for the peer tutor and classroom student to mutually benefit from the one-on-one experiences.

**Quarterly Evaluation of peer tutor by supervising teacher
A+ tutoring program
Lutie High School**

Please complete an evaluation for each of your tutors. Return the evaluation to the A+ office (#108) by _____. Thank you.

Tutor Name: _____

Please place an **X** in the appropriate box for your response. Use the following grading scale.

1= poor 2= below average 3= average 4=above average 5=excellent

Attitudes & Behaviors	1	2	3	4	5
Listens and follows instructions					
Willingly accepts assigned tasks					
Completes assigned tasks					
Shows initiative					
Uses good judgment					
Respects the principle of confidentiality					
Works well with others					
Projects a positive attitude					
Possesses self-confidence					
Arrives on time					
Is absent only in emergencies					
Notifies you or the A+ office when they will be late or absent					
Dresses appropriately					
Overall performance					

Comments: _____

Teacher Signature: _____ Date _____

A+ Tutoring Quarterly Assessment

Student Name _____

Supervising Teacher _____ Date _____

	Exceeds Expectations	Acceptable	Unacceptable
Professionalism	Follows rules and procedures. Protects confidentiality: does not exceed authority	Tentative: few minor lapses	Cannot be trusted: gossips
Responsibilities	On time: does duties without prompts: can be trusted alone	Tentative: needs a few prompts; few minor lapses; attendance issues	Cannot be trusted: requires frequent supervision; frequently absent
Interpersonal Skills	Clear, pleasant, mature manner: responsive; respects other people displays friendly manner	Tentative: some minor lapses	Makes poor impression: immature
Record-Keeping	Enters data on time sheet promptly, accurately; obtains supervising teacher's signature daily	Tentative, a few errors	Significant errors

Other comments which will help in accessing this student's efforts and success as a tutor _____

**Final Evaluation of Tutor by Supervising Teacher
A+ Tutoring Program
Lutie High School**

Please complete an evaluation for each of your tutors. Return the evaluation to the A+ office (#108) by _____. Thank you.

Tutor Name: _____

Please place an **X** in the appropriate box for your response. Use the following grading system.

1= poor 2= below average 3= average 4=above average 5=excellent

Attitudes & Behaviors	1	2	3	4	5
Listens and follows instructions					
Willingly accepts assigned tasks					
Completes assigned tasks					
Shows initiative					
Uses good judgment					
Respects the principle of confidentiality					
Works well with others					
Projects a positive attitude					
Possesses self-confidence					
Arrives on time					
Is absent only in emergencies					
Notifies you or the A+ office when they will be late or absent					
Dresses appropriately					
Overall performance					

Comments: _____

Teacher Signature: _____

Date _____