

A+ Handbook



Pattonburg A+ Program Coordinator:

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Competencies/Objectives

The competencies/objectives of the A+ Tutoring/Mentoring course:

- Students will attend an orientation session prior to placement.
- Students will fill out weekly logs and turn in a printed, signed log quarterly.
- Students will reflect quarterly on tutoring/mentoring experience.
- Students will apply effective tutoring skills with individual students and/org with small groups of students.

Credit

Students receive ½ credit for one semester of tutoring.

Tutoring Placement

Every effort will be made to place students in an area related to their desired preference. Student placement may be changed with approval of the A+ Coordinator and building principal.

School Rules

All school discipline and attendance policies apply to students involved in this program even when at another school building.

Grading

This is a performance-based class. Excellent attendance is a must. The teachers and students with whom you are working depend on the tutor to be in attendance every day possible and to report promptly at the assigned time.

- **Quarterly Reflection, Quarterly Time Logs, and Teacher Evaluations**
 - There will be a quarterly reflection.
 - Signed time logs are due each quarter and a digital log each week.
 - There will be an evaluation of student performance completed by the supervising teacher.

Attendance

The student is required to be in the building/classroom assigned time and may leave only with permission of the supervising teacher. If a student is unable to report during the assigned time, it is HIS/HER responsibility to notify the supervising teacher.

Time Log

Students are responsible for logging tutoring minutes. Each week, the student will turn in a digital copy of their weekly time logs. The quarterly log with total minutes calculated and the signature of the supervising teacher and A+ student should be turned in to the A+ Office at specified due date. The A+ coordinator is required to verify time for tutoring to be added to the student's permanent transcript.

Confidentiality

At **NO** time should a student discuss the progress of a student they are tutoring with anyone other than the supervising teacher. Do not discuss a student's grades or work even with the parent of the student. That information should **always** come from the teacher.

Safe Schools Act

A student should report any information relating to the safety of student(s) to the supervising teacher immediately. Take anything a student says seriously. However, the classroom teacher and building principal will determine if further action (if any) should be taken.

Tutoring Activities

Appropriate Tutoring Activities

- Demonstrating methods/ideas
- Assisting in Cooperative Learning Activities
- Assisting individuals with math, reading, writing, etc.
- Offering encouragement to individual students
- Reviewing material for tests
- Playing educational games

Inappropriate Activities

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

The lists above only give a few examples.

Quarterly Reflection

At the end of the quarter and the end of the semester, the A+ Program Student will complete an assignment (50 points).

Choose one of the following questions and answer it completely. (Write your answers on another sheet of paper.) Choose a different question for the 2nd reflection.

1. What has been the most difficult situation during your tutoring time? How did you respond/react?
2. What has been the most rewarding situation during your tutoring time? How did you respond/react?
3. Name 4 things you have learned while tutoring. Give examples of how you learned these.
4. Name 4 things you have taught a student while tutoring. Give examples of how you taught these.
5. What do you like best about A+ tutoring? What do you dislike about this experience?

Dear Cooperating Teacher:

Thank you so much for agreeing to supervise a Pattonsburg High School A+ Tutor this semester. By serving as a cooperating teacher, you are allowing students to meet the tutoring requirement for the A+ Program. Students who meet all of the A+ requirements earn two years of tuition and general fees at any Missouri Community College or Technical School. Please keep in touch during this semester to make sure that everything is going smoothly. If you have any questions or concerns, please feel free to contact me, (660) 367-2111, ext. 233 or via e-mail, ssteele@pattonsburg.k12.mo.us. Please contact me right away if the tutor is not behaving appropriately OR if the student is absent from his/her tutoring assignment. I hope that you will find having a tutor in your classroom is a rewarding and helpful experience.

Attached you will find information of the following:

- **Roles and Responsibilities**
- **Tutoring Log**
- **Cooperating Teacher Evaluation**

Thank you in advance for your cooperation and support.

Sincerely,

Mrs. Steele
A+ Coordinator

Roles and Responsibilities

TUTOR

- Complete the quarterly tutoring log in detail and get the Supervisor's initials and/or signature when needed.
- Be honest when calculating the number of minutes spent tutoring each session.
- Turn in the tutoring logs to Mrs. Steele at the end of each month.
- Be on time arriving at the tutoring site and returning to your next class.
- If you are unable to go to a tutoring session, call your supervising teacher and/or the A+ Coordinator.
- Dress appropriately.
- When working with students, be positive, upbeat, and a good role model.

Supervisor

- Provide tutoring opportunities during each class session with an individual student and/or small group of students.
- Take time with the tutor to explain your expectations and goals for their experience, and how they can best benefit your classroom.
- Provide a suitable place for tutoring to occur.
- Encourage and support tutors.
- Address concerns (should they occur) as soon as possible with the tutor.
- Contact the A+ Coordinator if a concern persists.
- Sign and/or initial the tutoring log when needed, verifying the tutor's times of arrival and departure as well as the number of minutes spent tutoring.
- The A+ Coordinator will send two evaluation forms during the semester, please complete and return them by the designated due date.

Tutoring Logs

It is the tutor's responsibility to fill in each time he/she completes a tutoring session. Your signature is needed to verify at the end of each week the check-in/check-out and tutoring times recorded. The student has been given a tutoring log for the quarter. The student is responsible for returning the log to the A+ Office.

Cooperating Teacher Evaluation

The evaluation will take place at mid-semester and a final evaluation will take place at the end of the semester. This form will be also used to evaluate the effectiveness of the tutoring program, so please be open and honest with this evaluation.

Tutor should follow all school rules, no matter what building he/she is assigned.

A+ PROGRAM TUTORING
A+ PROGRAM STUDENT EVALUATION FORM
 (TO BE COMPLETED BY SUPERVISING TEACHER)

DATE: _____

GRADING PERIOD: **QUARTER** **SEMESTER**

A+ PROGRAM STUDENT: _____

SUPERVISING TEACHER: _____

Please evaluate the A+ Program Student by responding to the statements below by circling the appropriate number for each category: 5=Always; 4=Frequently; 3=Occasionally; 2=Seldom; or 1=Never.

The A+ Program Student:

1. Maintains regular attendance.	5	4	3	2	1
2. Is consistently punctual.	5	4	3	2	1
3. Uses appropriate procedures for absenteeism.	5	4	3	2	1
4. Wears appropriate clothes/accessories.	5	4	3	2	1
5. Uses appropriate language and grammar.	5	4	3	2	1
6. Student was respectful, courteous, and polite.	5	4	3	2	1
7. Follows instructions, regulations, and procedures.	5	4	3	2	1
8. Student uses good communication skills.	5	4	3	2	1
9. Takes appropriate initiative.	5	4	3	2	1
10. Maintains appropriate confidentiality.	5	4	3	2	1
11. Accepts constructive criticism.	5	4	3	2	1
12. Cooperates with supervising teacher.	5	4	3	2	1
13. Accepts guidance from supervising teacher.	5	4	3	2	1
14. Appears to enjoy working with students.	5	4	3	2	1
15. Displays a good attitude.	5	4	3	2	1

Please list any specific items that you feel should be mentioned to the tutor you are working with or to the group of tutors as a whole? _____

Additional comments/suggestions _____

Total Points Earned _____/75 Points= _____%

TOTAL TIME TUTORING: _____

Student Signature: _____

Supervising Teacher Signature: _____

A+ Coordinator Signature: _____