



Tutoring/Mentoring HANDBOOK

**St. Pius X High School
1030 St. Pius Drive
Festus, MO 63028**

**Ken Halter, A+ Coordinator
636-931-PIUS
Email: khalter@stpius.com**

Revised October 2022

A+ Tutoring/Mentoring Manual

The purpose of this manual is to guide St. Pius X students (and their parents) in how to fulfill the A+ requirement of 50 hours of unpaid tutoring/mentoring. The manual strives to define the guidelines that A+ candidates must follow to receive credit toward meeting the requirements of fifty (50) documented hours of unpaid tutoring/mentoring.

The first step in which students must take in order to be considered for A+ designation upon graduation is to enter into a written agreement with St. Pius X. The “A+ Agreement” can be found in the office of the A+ Coordinator (Mr. Ken Halter, college counselor) or can be found on the St. Pius website (www.stpius.com) under the “Academics” tab. To be eligible for A+, students must:

1. Attend a designated A+ School for three consecutive years prior to high school graduation. Students must have an A+ agreement on file with the A+ coordinator.
2. Graduate from high school with an unweighted cumulative GPA of 2.5 or above.
3. Maintain at least a 95% cumulative attendance record for all four years of high school.
- 4. Perform a total of 50 hours of unpaid tutoring/mentoring of other students. It is preferred that this is under the supervision of an Archdiocese School employee or school setting. However, other situations involving public school teachers may be considered if approved by the A+ coordinator.**
5. The FAFSA application must be completed.
6. Maintain a record of good citizenship.
7. Achieve an acceptable ACT Math score (17 or above, could be as low as 15, depending on a student’s GPA).

The manual will focus on how to meet requirement # 4 above. There are three components that fulfill the 50 hours. These are tutoring, mentoring, and job shadowing. The manual will attempt to distinguish between what is permitted and not permitted for A+ hours and will outline limitations of each.

- Tutoring is generally viewed as instructing or guiding students with academic homework in an individual or group setting. Tutoring can include both core and non-core subject areas. A+ tutors are to encourage and support the learner to improve academic performance.
- Mentoring is generally viewed as the act or process of helping and/or giving advice to a younger student. A+ mentors encourage students in a variety of academic, personal, and social issues.
- Job shadowing is generally viewed as spending time following a professional as they work. Only 12.5 hours of job shadowing can be used for A+ tutoring hours.

Specific A+ Tutoring/Mentoring Guidelines and Requirements

1. Tutoring, mentoring, and job shadowing hours must total 50 hours. Only 12.5 hours (25%) can be counted as job shadowing.
2. All hours must be logged on an A+ tutoring/mentoring log sheet and turned in to the A+ coordinator at the latest by May 1st of the student's senior year. Keep up with these hours monthly on a log sheet. The log sheet must be signed and verified by the adult supervisor that is in charge of the tutoring/mentoring or job shadowing. Feel free to turn in a log sheet to the A+ coordinator at any time.
3. Students can count hours that were logged for service hours, capstone hours, or National Honor Society service hours as long as they are activities that can be considered as tutoring, mentoring, or job shadowing.
4. If students are able to print out service hours that also count as A+ tutoring/mentoring hours from Mobile Serve, you may turn that in as a substitute for your log sheet. Make sure you turn it in to the A+ coordinator.
5. It is preferred that tutoring and mentoring is under the supervision of an Archdiocese School employee or school setting. However, other situations involving public school teachers may be considered if approved by the A+ coordinator. ALL tutoring/mentoring MUST be done under the supervision of an adult.
6. Students CANNOT tutor or mentor family members to count for A+ hours. Students are not allowed to Job Shadow their parents or guardians to count for A+ hours.
7. All tutoring/mentoring MUST be unpaid.
8. All tutoring/mentoring should be completed by May 1st of a student's senior year.
9. Tutoring and mentoring activities may occur, before, during, or after the school day. They may also occur at any time during the year, including during the summer.
10. A+ students may begin tutoring, mentoring, and job shadowing activities as soon as their freshman year in high school.
11. All tutoring/mentoring and job shadowing hours must be turned into the A+ coordinator. The A+ coordinator must approve all tutoring and mentoring activities. The A+ coordinator will keep an accurate record of all hours turned in by using a google spreadsheet.

12. The following are examples of activities that can count for A+ tutoring/mentoring. This list is not all-inclusive but is meant to provide examples:

- Tutoring during ASAP
- Tutoring during lunch, before school, or after school under teacher supervision
- Tutoring on Friday mornings during MLC
- Tutoring at a PSR program
- Helping at a sports camp or any other summer camp
- Tutor or Mentor younger students in a community or religious program.
- Tutor or read to children in an elementary school setting
- Community service that involves guiding or leading young people
- Assist with a Special Olympics program
- Mentoring at a church related program.
- Helping as an ambassador at St. Pius X events that are NOT during school hours such as Open House, Frosh Fest, etc. as long as the event involves guiding or leading students.