



Tutoring/Mentoring HANDBOOK

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

**Don Grimshaw, A+ Coordinator
636-931-PIUS
Email: stpiusaplus@stpius.com**

A+ Tutoring/Mentoring Guidelines

A+ TUTORS: **Encourage and support the learner to improve academically.**

A+ MENTORS: **Encourage the student in a variety of academic, personal and social issues.**

Requirements

- The A+ Coordinator must approve tutoring/mentoring activities.
- Tutoring/mentoring must be done on school property under the supervision of a St. Pius X or Archdiocesan school personnel.
- Tutoring/mentoring activities may occur before, during, or after the school day.
- Tutoring/mentoring may be done during the school year or during summer school. The student is expected to be present at the agreed upon day and time for tutoring/mentoring. If an absence must occur, the A+ student is expected to notify the adult in charge of supervising the tutoring/mentoring session. Failure of notification may result in removal from the assignment.
- A tutoring/mentoring log form must be kept by the student and signed by the school staff member supervising the activity.
- It is the responsibility of the A+ Student to make sure that all completed tutoring/mentoring log forms are turned in to the A+ Coordinator each semester.
- Only activities that have been documented on the A+ tutoring/mentoring log, signed by the supervising St. Pius X or Archdiocesan staff member, and filed in the A+ office will be counted toward the 50 hour requirement.
- The student must read the tutoring/mentoring Student Performance Standards for tutoring below. They must then sign the tutoring/mentoring contract page of this document, and return to the A+ office BEFORE they can start tutoring/mentoring.
- Tutoring/mentoring cannot be started until the 1st semester of student's sophomore year, and then open positions are assigned by seniority.
- All hours must be completed by May 1st of student's senior year.

Student Performance Standards for Tutoring/Mentoring

Understand the goals of the cooperating teacher before beginning tutoring/mentoring.

Make sure you and the teacher discuss what the goals and requirements are for the students tutoring or mentoring session. Follow the directions given by the teacher. If you have questions, ask the teacher. Whenever your cooperating teacher makes a request of you, please follow his/her directions. Remember, you are still on school property, and all regular school rules apply.

Devote the proper time and attitude towards the student

Introduce yourself to the student and make them feel comfortable. Be patient, a good listener, flexible, and creative with the students. If the student starts to get frustrated, be encouraging to the student and try a different method of introducing the material. Encourage the students to do their own thinking. Be positive, and understanding with the students. Compliment the student often and use encouraging phrases like: "Good Job", "You got half of it right", "Don't give up, you've almost got it", and "You can do it". Be committed, the student will look forward to you being there. Keep your sense of humor with the student, and be upbeat and positive. Be understanding to the student's needs, but respect their privacy. If a student reveals personal information, keep it confidential unless it is something dangerous to the student or someone else. If this happens, approach the teacher or principal.

Language

Again, you are a role model. The student sees you as a teacher. Use correct grammar and appropriate language. Avoid incorrect statements such as, "I seen that", when you should say, "I saw that." Rather than say, "Him and me seen that." Say, "He and I saw that." Never use profanity. Even words that you wouldn't think of as unacceptable may be to younger students. Some examples are: stupid, dumb, retarded, sucks, butt, idiot, jerk, etc. If you are unsure about a word, just don't say it.

Being reliable, prompt and punctual

When you make a commitment to a teacher and a student to follow a tutoring/mentoring schedule, do so and arrive on time. Do not arrive late, you are depriving them of a learning opportunity, and giving them the impression that they are not important enough for you to get there on time. Be prepared; once you receive the material you are to use in the tutoring/mentoring session be sure to become familiar with it.

Dress and Hygiene

You are a role model for younger students when you tutor/mentor. Make sure your clothing is clean, neat, and appropriate. Please look professional and do not wear short skirts and low cut tops. Please do not reveal piercings and tattoos as they may be distracting to the student, and parents may object.

Modifying a Child's Behavior

If a student is misbehaving, stay calm and do not display anger. You cannot touch, scare, hurt, or threaten a student in any way. Do not try to ignore them if they are acting up, the situation will likely worsen. Let them know that you are there to help them and their behavior is keeping you from being helpful to them. If the behavior continues, immediately end the session and contact the teacher. Explain to the student that the session is over for the day and you will return when the student is ready to work with you.

Safety Precautions

Follow these precautions to keep you, the student, and the program functioning as planned.

1. Keep yourself physically separate from the student by allowing no one to sit on each others' lap; brush or play with each other's hair; hug, kiss or tickle each other, etc.
2. No horseplay, no clowning around, no teasing; **only tutoring/mentoring** allowed.
3. Under no circumstances do you take any student to the bathroom.
4. You should always be in view of the open door while working with students.

Purposes

- Improving the educational achievement of the student
- Enhance the student's self-esteem
- Help widen the horizons of the student through contact with a concerned, helpful, more experienced person

There will be a cooperating teacher at the site to supervise your tutoring/mentoring session and give you guidance. Have your tutoring/mentoring log sheet with you at each session, because this is a prime importance to keep track of the hours you have completed towards the 50-hour requirement. This log sheet is the student's responsibility to make sure the cooperating teacher signs it at the end of every session. If you are having problems or have a concern that needs to be addressed please contact the A+ Coordinator at (636) 931-PIUS or stpiusaplus@stpius.com.

Keep in mind that the purpose for tutoring/mentoring is twofold. One being the requirements needed to remain in the A+ program, while the other is the importance of serving as a role model for younger students. This will be a rewarding experience for you as well.

TUTORING/MENTORING AGREEMENT

I have read the **A+ Tutoring/Mentoring Guidelines** outlined in the **A+ Tutoring/Mentoring Handbook**, and as a peer tutor/mentor, I agree to act with the utmost respect to the student/students involved, the supervising staff, and any other person with whom I may have contact. I understand my tutoring/mentoring will be done after my daily scheduled classes unless previous arrangements have been made with the A+ Program Office. I agree to be present during my scheduled tutoring/mentoring session or notify the A+ Coordinator of any absences well in advance. (However, if you have already established an agreement with a school, you may contact the school directly.)

By my signature below, I further agree to assume assigned tutoring/mentoring tasks at the agreed upon date, time, and location. I will notify my person of contact if I am unable to meet my obligation for that day. I also understand that failure to comply with the guidelines of the program may result in loss of eligibility for both the A+ Scholarship Grant and further assignments.

Student Name (Please Print) _____

Student Signature: _____ **Date:** _____

Graduation Year: _____

I have read the **A+ Tutoring/Mentoring Guidelines** outlined in the **A+ Tutoring/Mentoring Handbook**, and agree to allow my son/daughter to participate in the tutoring/mentoring program. If tutoring/mentoring at an elementary or intermediate school, I understand that my son/daughter will furnish his/her own transportation and hereby waive any liability on the part of St. Pius X.

Parent Signature: _____ **Date:** _____