

Osage R-I School District
Chamois High School
Tutoring/Mentoring Handbook

Training Agenda

Preparation for Tutoring.....2 - 3

Five Steps to Being an Effective Tutor.....4 - 6

Tutoring Strategies.....7

10 Ways to Be a Better Listener.....8

Student Questioning Strategies.....9

Tutoring Agreement.....10

Tutoring Time Logs.....11

Tutoring Contract.....12

This student tutorial manual is intended to provide key information about the tutoring process. It defines the guidelines A+ students must follow to receive credit toward meeting the requirements of fifty (50) documented hours of unpaid tutoring/mentoring of younger students in approved settings and tips to make tutoring a positive experience for the high school tutor, the student being tutored, and the cooperating personnel.*

**The financial incentives of the A+ Schools Program are dependent upon state appropriations from the Missouri General Assembly. They are not the funding responsibility of the Osage RI School District.*

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PREPARATION FOR TUTORING

A+ students must demonstrate good citizenship, complete one training session, and have the following documents on file each year before they may begin earning tutoring hours:

- A+ Schools Program Participation Agreement
- A+ Schools Program Citizenship Agreement
- A+ Schools Program Tutoring Agreement and Contract

SOME IMPORTANT INFORMATION CONCERNING TUTORING ACTIVITIES

- 50 hours minimum in tutoring
- 40% (20 hours) may be from non-core classes: band, PE, art, and/or recess
- 60% (30 hours) must be from core academic classes: Language Arts, Math, History, and/or Science

All tutoring activities must fall under the following categories:

1. Unpaid and supervised by a **certified** Osage RI School District Employee.
2. Held within the Osage RI School District
3. Academic in nature
4. Approved by the school's A+ Coordinator
5. Turned in to A+ Coordinator prior to April 25th of graduation year.

Proper documentation is required for any tutoring experience that is to be counted toward the fifty- (50) hour total.

Tutoring training is **REQUIRED**.

- If you complete online training, you and your parents will print and sign a Tutoring contract.
 - Return this contract to the A+ Coordinator.
 - You may not earn credit for tutoring hours completed prior to having this document on file.
 - After returning your contract you may begin tutoring.

A+ students must complete and submit a time log for all tutoring hours.

1. Tutoring Time Logs may be picked up in the A+ office
2. The tutor, appropriate supervisor, and the A+ Coordinator must sign the tutoring log.
3. Lost tutoring logs are the responsibility of the student.
4. Tutoring logs should be turned in to the A+ Coordinator at the end of each month.

