

Hillcrest New Tech High School 2017-2018

Tutor Agreement

HHS will be offering peer-tutoring opportunities again during the 2017-2018 school year. The purpose of the peer tutoring is to provide academic support to students after school. Students and/or parents requesting a student tutor may do so through the peer-tutoring program advisor. All students and student tutors must sign-in each session in the assigned location.

1) Student Tutor - Volunteer Commitment

- a. Tutors may sign up for single or multiple days per month (an option for students that cannot or do not wish to commit to tutoring every week).
- b. Peer tutoring is a commitment. As such, tutors are not allowed to miss more than two sessions in a row or five for the semester before being removed from the program.

2) Student Tutoring Orientation

- a. Students will go through an orientation process to help them understand their role as a tutor and to help learn techniques that will be helpful in the tutoring process
- b. Mandatory before they begin meeting with students
- c. Regular mentor meetings with Staff Mentor (see above)

3) Criteria for Becoming a Student Tutor

- a. Must have a recommendation (signature on the request form) from a teacher in subject area. The teacher must have firsthand knowledge of the student's skill level in the relevant area.
- b. 3.25 minimum GPA
- c. Successfully complete Tutoring orientation.
- d. Student must be in "good standing" as outlined in the student handbook (attendance, behavior, academics).
- e. Approval from a counselor, dean, or administrator.

4) Log Book

- a. Tutors will log in/out
- b. Log book to be completed by tutor and initial by teacher on a weekly basis

5) Staff Mentor

- a. Tutors will be assigned a program advisor to report to
- b. The program advisor will meet with the tutors at least once the first two weeks to help provide guidance in the areas of curriculum and instructional techniques.

I understand that by participating in the peer-tutoring program I am agreeing to the above criteria. I also understand that if I do not meet the above expectations, I can be dismissed from the tutoring program.

(Student tutor signature)