

A+ Tutoring Contract

Tutor

- Successfully complete tutor/teacher meeting before working in a classroom.
- Accurately complete the tutoring log and get teacher's signature at end of each session.
- Be honest when calculating the number of minutes spent tutoring each session; don't just count check-in/check-out times.
- Return tutoring logs at the end of each quarter on time to the high school office.
- Be on time arriving to the assigned classroom as truancy will be reported to the high school office.
- Follow district handbook guidelines.
- Work with tutee(s) in a positive, upbeat way; be a good role model.
- Work with cooperating teacher(s) to determine which students need assistance, tasks to be accomplished and appropriate rewards to be given for tutee's accomplishments.
- Accept constructive criticism from cooperating and supervising teachers.
- Maintain good citizenship, good attendance and good grades.
- **Meet with assigned cooperating teacher prior to tutoring beginning.**

I have read the above guidelines and understand that if said guidelines are not followed it could result in dismissal from the A+ Program.

Student's Signature

Date

Cooperating Teacher:

- Call in your tutor's absence at the beginning of the designated time by calling the high school office.
- Provide tutoring opportunities 50% of the time the tutor is in your classroom.
- Give clear directions to tutors about expectations and goals for tutor and tutee(s).
- Provide an appropriate place for tutoring to occur (in which a certified teacher is present).
- Encourage and support tutors.
- Address concerns (if they occur) with the tutor and email Mrs. Clements by email when handbook violations occur. **If immediate action is needed, call Mrs. Jessica Clements.**
- Contact the A+ Coordinator if concerns persist.
- Sign tutoring logs at the end of each session verifying the tutor's times of arrival and departure as well as number of minutes spent tutoring.
- **Cooperating teacher will meet with the tutor prior to tutoring beginning.**

I have read the above guidelines for A+ Tutors and Cooperating Teachers and understand my role as a cooperating teacher for the A+ Program.

Cooperating Teacher's Signature _____ **Date** _____

A+ Coordinators Signature _____ **Date** _____