

## Guidelines for Tutors, Counselors, and Teachers

These guidelines are designed to assist teachers, counselors, and tutors in the fulfillment of their tutoring responsibilities. Tutoring is a one-on-one process, occurring two hours per week per subject. Responsibilities have been divided into long-term and short-term. As a general rule, teachers will retain responsibility for grading if the tutoring is short-term and the tutor will be responsible for the grades in a long-term situation.

### Short-Term Tutoring Responsibilities

| <b>Tutor</b>   | <b>Counselor</b>  | <b>Teacher</b>  |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Attend initial meeting with teacher and counselor</li> <li>• Adhere to grading responsibilities agreed to at initial meeting</li> <li>• Initiate contact with parents to arrange a mutually agreeable time and site to conduct tutoring service</li> <li>• Check student file in guidance for new assignments</li> <li>• Return completed work to teachers or as agreed at initial meeting</li> <li>• Keep attendance record of all scheduled meetings with student</li> <li>• Notify the counselor, if they have any concerns related to the tutoring</li> </ul> | <ul style="list-style-type: none"> <li>• Arrange tutorial services</li> <li>• Provide tutors with a copy of the student's schedule, address, and phone number</li> <li>• Coordinate and facilitate meeting between tutor and teacher. Teachers and tutors will determine the following:               <ul style="list-style-type: none"> <li>a. grading responsibilities</li> <li>b. agreement on how to obtain assignments and materials</li> </ul> </li> <li>• Create a file, under the student's name in guidance, where teachers and tutors can exchange work</li> <li>• Counselors will respond to teacher and tutor concerns</li> </ul> | <ul style="list-style-type: none"> <li>• Attend initial meeting with tutor and counselor</li> <li>• Provide tutor with copy of textbook. In instances where new texts are distributed in class, provide tutor with two textbooks; i.e., English Course-Novels</li> <li>• Provide tutor with two copies of class handouts, class work, and homework assignments</li> <li>• Provide copies of all quiz and test materials</li> <li>• Notify counselor if there are concerns with the quality or quantity of work that is submitted</li> </ul> |

### Long-Term Tutoring Responsibilities

All of the above responsibilities apply. Additional responsibilities for long-term tutoring are listed below.

| <b>Tutors</b>   | <b>Counselor</b>  | <b>Teacher</b>  |
|---|---|---|
| <ul style="list-style-type: none"><li>Tutors will provide interim progress reports, grades and comments according to grade reporting deadline provided by the counselor</li></ul> | <ul style="list-style-type: none"><li>Counselor will provide the tutor with a schedule of grading deadlines and a comment sheet to be used in grading</li></ul> | <ul style="list-style-type: none"><li>Provide the tutor with a course outline and grading policy used in the course</li></ul> |