

BELLE  
HIGH  
SCHOOL  
A+ TUTORING  
MANUAL

Maries County R-II School District

## A+ Program

Welcome to the A+ Tutoring/Mentoring Program

To qualify for tuition reimbursement, A+ participants must accumulate a minimum of 50 hours of approved, unpaid, school-based tutoring/mentoring. Tutoring will be done in an approved program in one or more of the buildings in the Maries County R-II School District and under the direct supervision of a certified member of the Maries County R-II teaching staff. Through a cooperative arrangement with the faculties and administrators of the elementary, middle school, and high school, tutoring opportunities are being made available in those buildings. It is important to the integrity of the tutoring/mentoring program that all guidelines be strictly adhered to. Participation in the A+ tutoring program is considered to be a privilege and failure to comply with these guidelines may result in revocation of tutoring privileges, removal from the A+ program, and/or appropriate disciplinary consequences.

**Guidelines for participating in tutoring/mentoring activities within the  
Maries County R-II School District:**

- ✓ The tutoring program exists to provide
  - A meaningful service activity
  - Academic assistance to other students
  - Role modeling opportunities
  - A+ student participation to meet the tutoring/mentoring requirement of A+
  
- ✓ Eligible students may participate in tutoring during their Cadet Teaching time.
  
- ✓ Students who have no assigned Cadet Teaching time may accumulate tutoring credit before or after regular school hours, during classes at the discretion of the instructor, and/or during summer school.
  
- ✓ Tutoring participants are to consider themselves as guests of their selected schools and are to conduct themselves accordingly
  
- ✓ Guidelines for tutoring/mentoring to qualify for A+ School tuition reimbursement have been developed in accordance with requirements by the Missouri Department of Elementary and Secondary Education:
  - Tutoring activities must be part of an approved program, under the direct supervision of a certified Maries R-II staff member, involve Maries R-II students, and be conducted in one of the Maries R-II buildings.
  - Tutoring must be a part of an approved program (approved by the A+ Coordinator).
  - Tutoring time must be documented on the official A+ Tutoring Log. These logs are available in the A+ Office and in the Counselor's Office. Each entry on the tutoring log must be verified by the signature of the supervising teacher(s). Unverified time will not be credited. The participant is responsible for maintaining his/her tutoring log accurately, obtaining the necessary signatures, and submitting the log to the A+ Office in a timely manner. No credit will be awarded for logs that are misplaced, lost, or stolen.
  - Seniors must turn in tutoring logs by May 1 to allow time for processing for graduation.
  - A+ mentorships will be assigned by the A+ Coordinator. Assignments will be based upon evidence of need as identified by a counselor on an "as needed" basis.

**Maries R-II Cadet Teaching/A+ Tutoring and Mentoring Program Participation Form**

**GUIDELINES**

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  - A meaningful service activity
  - Academic assistance to other students
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  - Seniors must turn in tutoring logs by May 1 to allow time for processing for graduation.
  - A+ mentorships will be assigned by the A+ Coordinator. Assignments will be based upon evidence of need as identified by a counselor on an "as needed" basis.

**I have read and understand all of the A+ tutoring/mentoring guidelines as printed above and a copy of the requirements has been provided to me.**

\_\_\_\_\_  
**Participant's Signature**

\_\_\_\_\_  
**Date**

**Graduation Year** \_\_\_\_\_

## **Belle High School Cadet Teaching/A+ Tutorial Program**

Cadet Teaching/A+ Tutoring is offered to provide students with the opportunity to gain experience in the field of education by helping teachers in the classroom and/or providing help in the building offices. It also provides A+ students the opportunity to complete all or a portion of the state required 50 hour tutoring experience during the regular school day. The entire 50-hour requirement can be completed during a year of Cadet Teaching. The time spent tutoring individual students must, however, be documented by the supervising teacher on an official A+ Tutoring Log.

There is no state directive/statute/guideline that requires a participating A+ high school to provide a daily tutoring experience for A+ participants, but the Marietta County R-II School District feels strongly that it should provide every opportunity for student participation in the A+ Program

**½ UNIT OF ELECTIVE CREDIT (“PASS”) WILL BE AWARDED TO EVERY STUDENT WHO COMPLETES AT LEAST 35 HOURS OF TUTORING DURING A SEMESTER OF CADET TEACHING. STUDENTS WHO DO NOT COMPLETE A MINIMUM OF 35 HOURS OF TUTORING WILL RECEIVE AN “AUDIT.” THIS IS NOT A FAILING GRADE AND IS NOT CALCULATED IN GPA.**

## **PARTICIPANT TUTORING RESPONSIBILITIES**

**I understand and agree to the following:**

**1. I understand that neither the district/building administration nor the staff at Belle High School has any state mandated responsibility for providing me with the opportunity to complete my state required fifty (50) hour tutoring obligation and that allowing me to participate in cadet teaching in order to complete my tutoring obligation is a privilege.**

**1. I understand that I must document the completion of a minimum total of 35 hours during the semester to earn  $\frac{1}{2}$  unit of elective credit.**

**2. I understand that I will be required to cadet teach/tutor until the end of the year regardless of how many tutoring hours that I may accumulate.**

**3. I agree to sign out in the office each day prior to conducting Cadet Teaching/A+ Tutoring activities.**

**4. After signing out, I agree to proceed directly to the building in which I am assigned.**

**5. After completion of my Cadet Teaching/A+ tutoring I will return directly to the high school office and sign back in (unless it is seventh hour).**

**6. As a courtesy to my supervising teacher, if I am unable to tutor (illness, field trip, etc.), I agree to call my assigned building and inform the office that I will be absent.**

**7. I agree to turn in my tutoring logs to the A+ office at the end of each quarter.**

**8. I understand that failure to meet these obligations will result in the loss of my opportunity to participate in Cadet teaching/A+ tutoring**

**I have read, have had explained to me, and fully understand my Cadet Teaching/A+ tutoring participation responsibilities.**

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Student Signature

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Date

**SUPERVISING TEACHER AGREEMENT**

**STUDENT NAME** \_\_\_\_\_ **STUDENT GRADE** \_\_\_\_\_

**TUTORING TIME** \_\_\_\_\_

**SUPERVISING TEACHER** \_\_\_\_\_

**BUILDING** \_\_\_\_\_

**SCHOOL YEAR** \_\_\_\_\_

**I agree to allow this Cadet Teacher/A+ Tutor to tutor with me this year.**

\_\_\_\_\_  
Supervising Teacher's Signature

\_\_\_\_\_  
Date

Supervising Teachers: Please read the attached sheet and keep for future reference.

**A+ Tutoring Supervising Teacher Explanation**

- Eligibility for the tuition reimbursement benefit requires that A+ participants complete a minimum of 50 hours of unpaid tutoring prior to graduation.
- Tutoring means just that – working with a student or students to assist them in learning. Grading papers, stapling, creating bulletin boards, or other clerical duties are not to be counted for tutoring purposes.
- A+ tutoring must be performed in one or more of the Maries County R-II School District buildings and involve public school students who are enrolled in the district.
- Tutoring time must be logged on the official A+ Tutoring Log and the signature of the supervising teacher must validate each entry.
- Tutoring may be done with the supervision of any Maries R-II teacher (PreK-12) who is willing to supervise a student’s experience.

**Cadet Teacher/A+ Tutoring Expectations**

- Students enrolled in Cadet Teaching/A+ Tutoring: A ½ unit of elective credit “Pass” will be awarded to every student who completes at least 35 hours of tutoring during a semester. Students who do not complete a minimum of 35 hours of tutoring during the semester will not be awarded credit and will receive an “Audit.” This is not a failing grade and is not calculated in GPA.
- All students enrolled in Cadet Teaching/A+ Tutoring will report to their assigned teacher every day during the time scheduled.
- Students in Cadet Teaching/A+ Tutoring must sign out of the high school office prior to reporting to their assigned class for tutoring and must sign back in on their return to the high school building. If a student does not sign out, they will be counted absent. Students must also abide by the tardy policy. A student will be counted tardy if he/she arrives late to his/her next class.
- Students are to stay in their assigned rooms. If a student needs to leave their assigned classroom for any reason, they will need the signature of their supervising teacher with the time, date, and reason for leaving.

High School Schedule

|              |   |
|--------------|---|
| First Hour   | 8:20 a.m. to 9:15 a.m.  |
| Second Hour  | 9:19 a.m. to 10:09 a.m.   |
| Third Hour   | 10:13 a.m. to 11:03 a.m.  |
| Fourth Hour  | 11:07 a.m. to 11:57 a.m.  |
| Fifth Hour   | (1 <sup>st</sup> Lunch – 11:57 – 12:27 p.m.) 12:32 p.m. to 1:22 p.m.<br>12:01 p.m. to 12:51 p.m. (2 <sup>nd</sup> Lunch 12:53 to 1:22 p.m.) |
| Sixth Hour   | 1:26 to 2:16 p.m.   |
| Seventh Hour | 2:20 p.m. to 3:10 p.m.  |

**We feel participation in the A+ Program is a privilege. All students that participate in A+ either through the Cadet Teaching/A+ Tutoring or tutoring on their own time will be held to a higher standard. If you feel at any time that a student is abusing this privilege, please contact Alice Taylor directly, by phone, or email ( ataylor@mariesr2.org.)**



