

George-Little Rock Tutor Information & Requirements

Mission: To provide another option for the students of GLR to get help and to improve themselves academically.

Requirements:

1. You are required to work a minimum of 10 volunteer hours in the P.R.E.P. Room per semester.
2. You are required to help a student who has been referred to by the teacher whenever the student needs it.
3. You are responsible to choose the days that you work in the P.R.E.P. Room.
4. You must maintain a 3.5 GPA throughout the semester(s) that you tutor.

*Failure to meet these requirements one time will result in a warning. Failure to meet these requirements twice will result in a permanent removal from the GLR Tutoring Program.

Information: You will have to attend a training session and agree to and sign a confidentiality and mandatory reporter statement before you begin tutoring.

- The P.R.E.P. Room (People Reaching Education Proficiency)
 - The P.R.E.P. Room will be open every day during common study hall.
 - This doesn't include days with early outs or the week of ITBS tests.
 - This will be located in Mr. Glanzer's room.
 - There will be minimum of 2 tutors in the P.R.E.P. Room at all times (There may be some exceptions).
 - When you enter the P.R.E.P. Room, you will be required to sign in and out so that we can keep track of your hours.
 - Students may also send their papers to you to revise the papers for them.
- One-on-one Tutoring
 - The teacher will receive a list of all of the available tutors.
 - If a student is struggling in a class, a teacher will recommend for the student to see a tutor of recommendation for that class in which the student is struggling.
 - It is then up for the student to go to the tutor that was recommended for them. If this happens to be you, you are required to help them. (See requirement #2)
 - You can work with them in the P.R.E.P. Room if the student is comfortable with helping them. You may also work with a student of need outside of school as well, but times would have to set up by the student and the tutor.
 - If you do any tutoring outside of the P.R.E.P. Room, then you will have to log your times for however long you helped tutor.

Signing up for hours: YOU are responsible for signing up for your own hours for the P.R.E.P. Room.

- There will be a calendar in the P.R.E.P. Room that you are able to sign up for your hours on.
- Tutors must be sure that there is a tutor signed up for every day.
- How many hours that you sign up for are up to you, however the incentives are based on how much that you volunteer.

Logging Hours: to receive credit for volunteering in the P.R.E.P. Room and your one-on-one tutoring time, you must log your hours in the following ways:

- Signing in and out of the P.R.E.P. Room on your specified work day using the sign in/out sheet.
- When you have a one-on-one session, in or out of school, you will have to record how long you meet with the student and log it on the GLR P.R.E.P. Team sign in/out sheet also.

Incentives: Every hour that you volunteer in the P.R.E.P. Room and/or one-on-one sessions, you will receive volunteer hours. You can use these for NHS or other activities that you need to have volunteer hours for. Students will also be able to earn honor points that go toward their all-school letter. The amount of honor points that you receive are based on the amount of time that you have worked which are specified below. Along with the volunteer hours and honor points, you will be able to choose another incentive based on how many hours that you have volunteered per semester. These include:

- 10-34 hours: you may receive a gift certificate for the GLR concession stand for a \$5 value item. 6 honor points earned.
- 35-49 hours: you may receive a study hall in your schedule, a half of a high school credit, or a gift certificate for the GLR concession stand for \$7 value items. 8 honor points earned.
- 50+ hours: you may receive one high school credit or a study hall in your schedule. 10 honor points earned.