

Tutoring Guidelines

Definition of Tutoring

Tutoring is a process where certified teachers provide instruction and assistance to students **directly related to coursework** in which students are enrolled at the time. Coursework will include, but not be limited to: homework, study guides, make-up work, projects or proposals, research papers, administratively approved activities, etc.

With principal approval, test prep activities for the ACT and MAP tests can be counted as tutoring hours.

Participation

Sign up will include indicating availability and the total number of tutoring hours a teacher wishes to accumulate. Scheduling of tutoring hours will be done at the building level by principals.

Tutoring Guidelines

Regular tutoring hours will be held on Mondays, Tuesdays & Thursdays from 3:15 p.m. to 5:15 p.m. Saturday School, Credit Recovery and The After School Academic Assistance (ASAA) program hours will count as tutoring hours. Tutoring hours must be completed on the Houston R-I campus. Any tutoring done outside of regularly scheduled times must have principal approval in advance in order to count as tutoring hours.

A minimum of one student must be present at least 45 minutes to count as one hour for payment. You must turn in a 'Sign-In' sheet with each student's signature. This sheet must also include a brief explanation of what each student did and how you assisted each student.

This is MANDATORY for payment.

The payment for each hour of tutoring will be \$20.00. Each teacher can sign up for a maximum of 56.25 hours and can earn a maximum of \$1125.00. This stipend will be paid in one lump sum in July.

All teachers are eligible to participate.