

## Tutoring Program Policies and Guidelines

### Purpose:

The purpose of the Tutoring Program is to provide additional assistance to those students identified with the need for further support to ensure success for our youth.

### Eligibility:

In order to be eligible to receive tutoring the student must meet the following requirements:

1. Student must be on the Campbell River Band Nominal Roll.
2. Student must reside on the Campbell River Indian Reserve.

### Application Process:

1. Parents can apply for tutoring by filling out the Application for tutoring.
2. The application form must be taken to the students' teacher for a written recommendation for tutoring with the necessary indicators filled out.
3. Once tutoring form has been completed and returned to the Education Coordinator then the students tutoring placement will be identified through consultation with the parents.
4. The completed application will then be reviewed by the Education Committee.
5. Once the application has been approved for tutoring both the student and the tutor will be required to sign a Contract for Tutoring indicating tutoring plan.
6. Parents will be required to re-apply on an annual basis as the students situation may change year to year.

### Decision Process:

1. Once a decision has been made the Parent and student will then be notified.
2. Instructions will be given as to what tutoring service is available.
3. A contract will be drafted and both parent and student will be required to sign the agreement.

### Resources:

The availability of the Tutoring Program is reliant on the amount of funding available for allocation on an annual basis and the costs of the tutors that are providing tutoring. A budget will be prepared annually.

**Student and Parent Responsibility:**

1. Students will have a tutor plan in place in order to track progress.
2. Students are required to attend all scheduled tutoring sessions unless the student is absent due to illness.
3. Students will be reviewed by the tutor at the end of each semester in order to track progress.
4. Tutors will be asked to track attendance and report to Education Coordinator.

**Tracking Progress:**

Once the student has established a Tutoring Plan with a Tutor the Band will require an update on the students' progress at the end of each semester. This document will be given to the Home School Liaison and kept on the students file.

**Students in Grade 5/6:**

Students in grade six who continue to receive tutoring throughout the year and continue to present the need for tutoring at the end of the last semester could take advantage of the annual Summer School Transition into Middle School Program. This is a two week program offered through School District 72 to support students and prepare them academically for the demands of middle school curriculum.