



Tennessee High School Department of Special Services Peer Tutoring Program

Peer Tutor Requirements for Elective Credit:

- Minimum grade point average of 3.5
- Daily contact with designated students
- Reflective Journal entry to be completed once a week and turned in to supervising teacher on Fridays. The journal will be returned to tutors on Monday morning. **Please note that this counts as 50% of the final grade average.**
- Conference with supervising teacher weekly to monitor progress of tutees
- Conference with mentor teachers as needed

Mentor Teacher Requirements:

- Monitor tutors to be sure daily contact is made with designated students (tutees)
- Delegate responsibilities for tutors in your classroom with designated students given first priority
- Complete grading period progress reports for assigned tutors and assign them a grade for the six weeks
- **Report absences of tutors to Mr. Butcher at ext. 314 as soon as possible**

Supervising Teacher Requirements:

- Train peer tutors and mentor teachers to work effectively with designated students as per individual IEPs
- Assign peer tutors to individual students and mentor teachers
- Monitor progress of the tutors weekly through the reflective journal; give feedback as needed
- Act as a liaison between mentor teachers, tutors, tutees, and parents of tutees