

SERVICE LEARNING TUTOR MENTOR PROGRAM

The Rock Ridge Service Learning Program and Rock Ridge Community Education are teaming up to provide an After School Tutor Mentor Program. The program will pair positive high school students with other students who need a little encouragement and assistance with homework. Tutoring will take place every Tuesday and Thursday from 3:15 PM- 4:15 PM beginning Tuesday, September 17, 2024, except during conferences, vacation or if school closes early. Students should go to the 2nd Floor North Wing Open Workspace after school.

Transportation **is not** provided. Parents/guardians will need to make arrangements to pick students up after each session. This program is funded by Rock Ridge Community Education and is free to interested students. Students are highly encouraged to attend both days and stay the entire hour to achieve academic improvement. Parents can check student attendance via PowerSchool (Tutoring 8th Hour). **Parents or guardians MUST contact the instructor if their child needs to leave early, can only attend one day per week or is discontinuing tutoring services.**

Mrs. Lutzka (steph.lutzka@rrps.org) or Ms. Stefanich (stephanie.stefanich@rrps.org)

Tutor-Mentor:

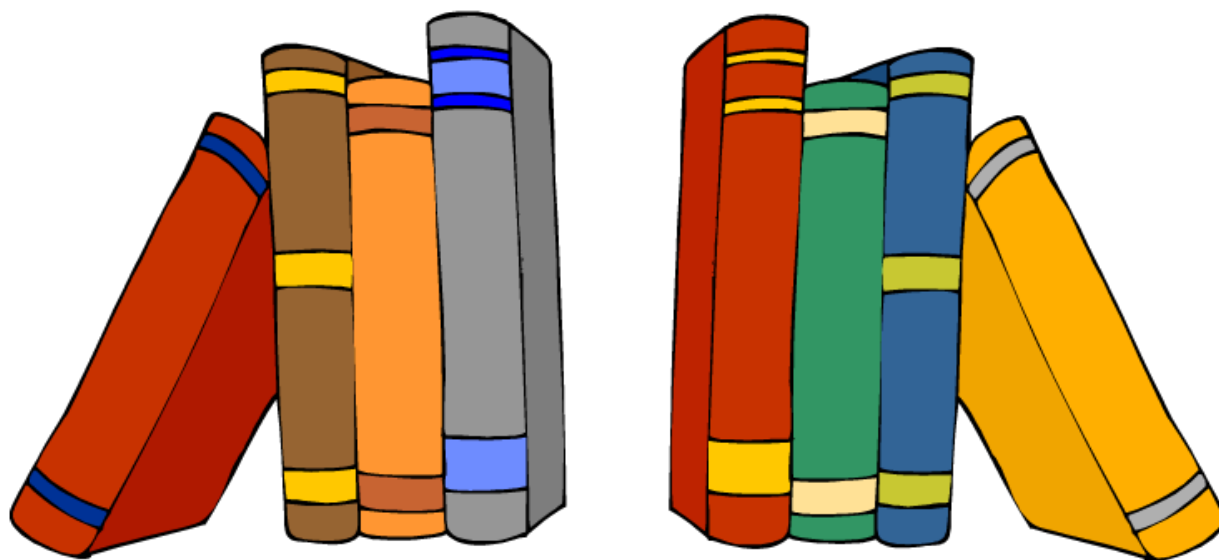
This is a Tutor/Mentor Program - Senior High tutors are available to assist your student with homework. The tutors do a wonderful job, however it's important to encourage and remind your student to **ASK** for help when they need it. Tutors will periodically check in with students, but do not want to be a distraction by interrupting if they are not needed. Teachers are available as a resource, but the program is intended for senior high students to tutor younger students. Tutoring is only two hours per week. Please understand that your student may still have homework. Finally, grade improvement takes time. Grades are more likely to improve with consistent attendance and disciplined use of tutor time. Students need to learn and apply good study habits in order to bring about positive long term results.

Thank you for your interest!

Mark Winter
Rock Ridge
Principal

Stephanie Lutzka
Stephanie Stefanich
Tutor Mentor Advisors

Shannon Malovrh
Career & Technical Education
Coordinator



PLEASE SIGN AND RETURN THE LOWER PORTION ON THE BACK. THANK YOU!

After School Tutor Mentor Daily Procedure:

1. Be on Time! (3:15 pm) 2nd Floor North Wing Open Workspace
2. Bring your homework. You must have something to work on.
3. Be prepared to check your Schoology web grades.
4. Ask a tutor for help. Senior High students are here to help the students.
5. Bring a book to read.
6. You must be seated in your assigned seat and be quiet.
7. No phones or musical devices (AirPods/earbuds/etc).
8. Bring your iPad, but it must be cleared of all apps other than the one you should be using for your homework. Students must inform Mrs. Lutzka and Ms. Stefanich what they are working on.
9. Use the bathroom on the way to tutoring.
10. Only water bottles are allowed, but **MUST** be filled on the way to tutoring.
11. Dismissal at 4:15 pm will be strictly enforced unless prior arrangements are made with your parent or guardian.

Attendance - Behavior- Removal Policy:

If a student has to be talked to, reprimanded, or violates any of the expectations, she/he will be warned up to a maximum of three times. At that time the student will be removed from After School Tutoring.

Mrs. Lutzka and Ms Stefanich will try to work with students and be understanding; however, they do reserve the right to exit any student at any time if the student doesn't behave respectfully.

Attendance is taken daily and can be tracked on PowerSchool (Tutoring 8th Hour)

Eight consecutive absences will result in a drop.

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Sign and return to Mrs. Lutzka or Ms. Stefanich. Students may start immediately with this form completed.

My student and I have read the expectations and understand the After School Tutor Mentor Program.

Student's Name: _____ Grade: _____

Parent/Guardian: _____

Home #: _____ Work #: _____ Cell # _____

Address: _____

Email: _____

What is the most critical academic need for your child? _____

Student Signature _____

Parent Signature _____

Date _____