**USP Tutoring Program – Policies and Procedures**

**Purpose:** To support students who are struggling to meet and maintain a 3.0 GPA; to support students with rigorous coursework at school (“Honors” and “Advanced Placement” courses)

**Objective:** Students who are below a 3.0 must increase their cumulative GPA by .25 points by the end of the year

**Resources:** Academic year tutors working 1-1 with students; student required to attend 4 hours/week to earn a stipend; partner school teachers and counselors; GPA spreadsheet updated w/report cards

**Supervision:** Assistant Director

**Timeline:** In general, tutoring and advising cycles follow the BPS Report Card Schedule:



**Before Fall Semester Begins (9/23)**

* Report card review determines student placement
* Tutors hired, trained; binders assembled
* Student services doc updated; GPA spreadsheet completed

**Throughout the Year**

* **34 Weeks of 1-1 tutoring – 12 fall; 4 January; 18 spring up to final exams**
* **In USP classrooms, students work 1-1 with an assigned tutor to focus on subject areas most in need of improvement; group tutoring and homework occurs separately**
* **Students are paid the same stipend as students in class**
* In portfolio: Bi-weekly progress reports, graded student work, reviewed by AD + tutors
* AD facilitates communication w/school on students’ behalf
* AD meets with students and supervises tutors

**Quarterly (corresponding to BPS schedule above)**

* Students bring **progress reports and report cards** to “progress assessment” meeting w/AD and tutor
* Status updated and action steps determined
* Advisors meet post-advising sessions to discuss report cards and student placement

**Costs**

* + Tutors: 40 hours of employed tutors @ $10/hr = $400/week @ 34 weeks = $13,600
	+ Students: 25 students @ $25/week = $625/week @ 34 weeks = $21,250
	+ Total = $34,850

**Tutoring Placement:**

 **Fall** – upon previous year’s transcript review: any student with

 A. 2 core subject grades of C or below

 B. 1 core subject grade of D or below

 **Winter** – upon mid-term grade review **conducted by advisor**: any student with

 A. 2 core subject grades of C or below

 B. 1 core subject grade of D or below

 **Election** – should a student, parent, or school personnel request tutoring and qualify (have 2 or more “Honors” courses or 1 or more “AP” course)

 Student will be moved from class to tutoring for the semester

**Tracking Progress:**

 A. Through their portfolio (and under their tutor’s supervision) ***students*** keep progress logs which include

* + - Time/date log
		- Bi-weekly progress reports
		- Copies of graded work
		- School progress reports, report cards
		- Action steps and reflection

 B. Achievement reviewed quarterly to determine progress towards “.25 increase” objective

 C. All USP student progress review by advisors 3 times per years

**Accountability:**

 **Portfolio** – students will enter bi-weeklies, report cards, graded work, and action steps into portfolio binders. These are reviewed when progress reports are released.

 Incomplete portfolio = **Probation**

 **Status** – determined at “progress assessment” meetings when progress reports are released.

 Honors = surpassing expectations – .25 growth

 Good Standing = meeting expectations – on track for .25 growth

 Probation = staying the same/getting worse: student **must improve ½ letter grade in subjects C or below by next report card or risk dismissal; this is demonstrated in portfolio (evidence of work, bi-weeklies, attendance, etc.)**

 **Dismissal** – Director, AD, C. Counselor review file, portfolio, attendance