



Minutes		Decimal									
1	=	0.02	16	=	0.27	31	=	0.52	46	=	0.77
2	=	0.03	17	=	0.28	32	=	0.53	47	=	0.78
3	=	0.05	18	=	0.3	33	=	0.55	48	=	0.8
4	=	0.07	19	=	0.32	34	=	0.57	49	=	0.82
5	=	0.08	20	=	0.33	35	=	0.58	50	=	0.83
6	=	0.1	21	=	0.35	36	=	0.6	51	=	0.85
7	=	0.12	22	=	0.37	37	=	0.62	52	=	0.87
8	=	0.13	23	=	0.38	38	=	0.63	53	=	0.88
9	=	0.15	24	=	0.4	39	=	0.65	54	=	0.9
10	=	0.17	25	=	0.42	40	=	0.67	55	=	0.92
11	=	0.18	26	=	0.43	41	=	0.68	56	=	0.93
12	=	0.2	27	=	0.45	42	=	0.7	57	=	0.95
13	=	0.22	28	=	0.47	43	=	0.72	58	=	0.97
14	=	0.23	29	=	0.48	44	=	0.73	59	=	0.98
15	=	0.25	30	=	0.5	45	=	0.75	60	=	1

## A+ Student Tutoring Guidelines

These guidelines are not intended to be considered all inclusive. If there are any questions, contact the A+ Office.

As a tutor, you are representing Oak Park High School and are a role model to the students. The classroom teacher or Adventure Club Coordinator is in charge and the ultimate authority. Never question instructions or decisions, especially in front of the students. **REMEMBER THE TUTOR IS A GUEST IN THE CLASSROOM/ SCHOOL AND, AS SUCH, MUST RESPECT THE ADULT'S AUTHORITY AND WISHES AT ALL TIMES.** While tutoring you are expected to be on task. If you are not interacting with students, you will not receive tutoring time on your log sheet. Students are also expected to:

- **Dress Appropriately** - The tutor needs to use good judgment in appearance by following the same guidelines as used at the high school. In addition, students are expected to present a paraprofessional appearance, no headwear, pajama bottoms, showing underwear etc. Tutor must wear their ID.
- **Language** - The tutor needs to follow the same guidelines used at the high school. If a student uses inappropriate language, simply ask him/her to not speak like that and return to the activity you are tutoring.
- **Attitude** - The tutor needs to be positive and pleasant. The student may discuss his/her fears, happiness, or concern at something that has happened to him or her. The tutor needs to be supportive and listen.
- **Judgment** - Use "good" judgment - If a student shares something the teacher should know, by all means inform the classroom teacher. If the student shares in confidence something to be concerned about, let the teacher know that the student may need to share it with the teacher or another person. In this way, the tutor has not broken his/her commitment to "not tell" anyone else.
- **Proper Touch** - The tutor should be sensitive to the issues of touching the younger student. Sexual harassment of a student is defined as the creating of a sexually hostile or offensive school or classroom environment occasioned by or due to unwelcome sexual advances or verbal or physical conduct of a sexual nature. This may include unwelcome sexual touching, offensive jokes, insults, innuendoes, gestures or disparaging remarks. Many young children will hug and touch to show appreciation. High school students need to be aware of becoming too demonstrative. Avoid prolonged touching, instead go for pats on the back, side hugs, and high five's. In addition, smiles and words of praise and kindness are equally comforting and rewarding to young students.
- **Be Professional** - When talking to friends or family about the tutoring experiences, never use names of specific students. The tutor may be speaking to or be heard by a neighbor or relative who knows the child. The tutor is privileged to information that usually only parents and teachers know about students. The same rule applies to any comments regarding a specific classroom or school. Confidentiality includes grades and health information.
- **Dependability** - Always inform the supervising adult when canceling the assigned tutoring times due to an illness or absence. It is the expectation that the tutor is in attendance at all times.
- **Electronic Devices** - Students should not use electronic devices. They should be out of sight and **turned off**.
- **Record Keeping** - It is the **tutor's responsibility** to keep the log sheet with them, record the time spent tutoring, and have it signed after **each** session. Oak Park High School students will use the **A+ Tutoring Log**. Ultimately, it is the tutor's responsibility to maintain the log and turn it in to the A+ Office at the end of each semester.