

Springville High School
Peer Tutor Disclosure Document
Ms. Olivia Ward 2014-2015
olivia.ward@nebo.edu

Course Description:

This course is designed for high school students to assist students in the special education program. It is a unique learning experience in which peer tutors will have daily opportunities to develop positive attitudes and relationships with students with disabilities. I expect peer tutors to help with academics and other life skills and to be positive role models and advocates for students in the special education program.

This is a behavior unit. If you are uncomfortable with the idea of being around students who are very behavioral please come talk to me. Please know we always do our best to maintain a safe learning environment.

What you can expect to learn:

- How to be an advocate for students with disabilities.
- How to ensure the safety and confidentiality of other students.
- How to use his/her academic skills while tutoring other students.
- How to have a fun and rewarding experience helping others.
- How to increase the dignity, interdependence, and inclusion of students with disabilities.

Course Requirements:

Attendance/Participation—Attendance is vital. When you are absent, you not only affect their own learning, but also the students in the classroom you should have been working with. Students in the special education program rely on consistency and routine. I expect you to help me provide them that.

Peer tutors will receive *5 points daily* for attendance and participation. If I see you doing something you shouldn't I will dock points. If you are tardy you will not receive at least one point. If you have an unexcused absence you will not receive any points for the day. These points **cannot** be made up. If you have more than 3 unexcused absences I will help you find a new class. You are allowed up to 3 excused absences without penalty. Any excused absences beyond 3 will need to be made up with an extra credit assignment.

Peer tutors must be excellent examples of appropriate behavior at all times. Peer tutors are expected to maintain a positive attitude and follow the teacher's and aide's directions. Peer tutors will earn participation points by:

- Arriving prepared and on time
- Sitting with assigned student(s)
- Providing appropriate help/explanations
- Positively Reinforcing student(s)
- Keeping student(s) on task and monitoring work
- Interacting appropriately with student(s)
- Interacting effectively with teacher and aides
- Maintaining a positive attitude
- Being a good example
- Remaining in assigned class

Disclosure Document—This document needs to be signed and returned. **10 points.**

Student Information Page—Students will be required to fill out an information page. This paper will be used for the teacher and students to get to know you. You must include a *real* photograph. **10 points.**

Key Points Quiz—You will be given a short quiz about effective peer tutoring. **20 points.**

Mini-Lesson OR Project—*Mini Lesson:* Plan and carry out an activity in class (art, cooking, science, math, reading, or writing) that has been pre-approved with Miss Ward. *Project:* See given project list with ideas. **50 points.**

Disability Report/Poster—Students can choose to do a poster or a written report. Students will choose one disability to research and learn more about. (I will pass out the rubric closer to the due date). **60 points.**

Reflection—Students will be required to type a one page double spaced paper summarizing what they have learned in this class, what they liked in this class, or what they did not like. **20 points.**

Extra Credit—Students that desire extra credit will need to talk to me and I will provide them with extra credit options. Excused absences are they only points that will be able to be made up.

Pop Quizzes/Additional Assignments—I may give addition assignments/quizzes as I see fit.

Due Dates:

Attendance/Participation	Last day of each week
Disclosure Document	January 28
Student Information Page	February 5
Key Points Quiz	March 5
Mini-Lesson OR Project	March 13
Disability Report/Poster	April 24
Reflection	May 22

Grading:

A 93-100%	C 73-76%
A- 90-93%	C- 70-72%
B+ 87-89%	D+ 67-69%
B 83-86%	D 63-66%
B- 80-82%	D- 60-62%
C+ 77-79%	F 59% and below

Cell Phones:

**** Students *may not* use cell phones in the classroom. You must leave them in the Peer Tutor phone basket during the duration of class. If I see them, I will take them away.**

Field Trips:

I will put a clipboard up with places for you to sign up before each field trip. Field trips are optional. Please keep in mind that you will miss other classes.

Springville High School
Peer Tutor Disclosure Document
Miss. Olivia Ward 2014-2015
olivia.ward@nebo.edu

Please sign and return: **DUE January 28**

I have read the Disclosure document for peer tutoring and understand the requirement of Miss Ward's 2014-2015 peer tutoring class. I have read and signed the below statement of confidentiality.

Parent/Guardian Signature

Student Signature

Date

Confidentiality Statement:

As a peer tutor, teacher, or technician, you will be working directly with students with disabilities. Some of these students may talk or behave in a different and unusual manner in your presence. Federal and state laws prohibit talking about, discussing, or relating any incident involving the students behavior, academic, or other confidential information, that happens in your presence to any person other than the teacher, or an appropriate school representative (vice principal, principal) (**PL 94-142**). If a peer tutor has concerns they should be brought directly to the teacher, and the teacher will inform the appropriate persons. These federal and state laws are enforced to protect the privacy and activities for the student with disabilities, therefore, no names of students or activities of students should be discussed outside the classroom. Please respect and enforce the right of privacy for students with disabilities by not discussing their lives with your boyfriends, girlfriends, other teachers, parents, siblings, etc.

I have read this statement and by signing this statement I am aware of the federal and state laws of confidentiality. I will respect the students' rights to privacy.

Student Signature

Date

Peer Tutor Project Ideas—Due March 13

As a peer tutor you have a project that you must complete by the end of the semester. Below is a list of some ideas for projects, although you are welcome to come up with your own ideas as well.

- Spend 3 lunches with a student and write a one-page double spaced 12-point font reflection (must approve which student with Ms. Ward).
- Interview a student and create a two-page report about them, or a poster to hang in the classroom. This can include pictures. Please be sure to reflect on who the student is and what they like to do (Must approve which student with Ms. Ward).
- Plan and carry out an activity in class -- can be art, cooking, science, math, reading, or writing.
- Take pictures of the class and create a poster or make a video of a class time or an activity.
- Research a disability and find a creative way to teach the class for 5 minutes about that disability. Must have a hand out about the disability to be given out to me and the other peer tutors.
- Create a game to be played in class by the students. Make sure you include a list of rules and all materials that the game will require.
- Plan a craft for the class to participate in (tie-dye shirts, make paper airplanes, etc.)

If you have any other ideas I am happy to hear about them. Please just come talk to me :)