

Tutoring Policy

The Academic Mentoring Ministry offers tutoring at no charge to FBCM students of all ages. There are various reasons why a student may need a tutor ranging from academic challenges to gaining an edge on class assignments. Our mentors provide expertise, experience, and encouragement. They do not provide the answers nor do they do the assignments; however, they assist in problem solving and ensuring the student understands how to get the correct answers. The challenge is to focus on assignments within the context in which they are assigned.

MENTOR'S COMMITMENT

The mentor is to take responsibility for contacting assigned students and parents in order to establish a meeting time that is convenient for both mentor and student.

The mentor's telephone number and email address (if available) will be provided to the student and parents to allow communication, when needed. The mentor will contact the student's parent if mentor will be late more than 20 minutes or when the mentor needs to reschedule.

The mentor will open and close each session in prayer and note any prayer request made by the student.

The mentor's evaluation and attendance form will be submitted to the ministry president following the 5th session. This form details mentoring sessions and outcomes. It may be necessary to communicate via phone or email regarding comments and/or concerns. Place form in Academic Mentoring Ministry mailbox, located on the 2nd floor of the FLC.

Mentors are also responsible for providing feedback to the parent on the students' understanding and skill level demonstrated in the subject area(s).

STUDENT'S COMMITMENT

The student should be committed to working closely with the mentor. This includes but is not limited to: following instructions, practicing new skills and showing genuine effort to achieve academic excellence. The student is responsible for coming to sessions prepared with all textbooks, workbooks and any other related study materials. Study materials are to be brought to each session; if on three consecutive separate occasions the student fails to bring the necessary items for study, he/she will not be allowed to continue in the program.

As mentioned earlier, students are asked to be considerate of the mentor's time. Mentors will wait up to 20 minutes before rescheduling the mentoring session. Parents must inform the mentor within a reasonable amount of time if the student will be late or will not be able to

attend his/her session. If there are three unexcused "no shows", no further assistance will be provided for the student.

The student is required to be an active participant in their learning by asking questions and by demonstrating their understanding of the subject matter being taught. He or she may be asked to study or complete subject related assignments that will be due the next mentoring session this assists the mentor in determining the student's subject comprehension.

PARENTAL COMMITMENT

Parents should make every effort to ensure the student arrives on time and prepared for scheduled meetings. Parents are responsible for picking up the student (if they do not drive) from the Family Life Center at the specified time. It is the parent's responsibility to contact the mentor when the student is unable to attend a scheduled meeting.

Parents should not hesitate to communicate their student's needs to the mentor and/or the ministry president. Any input you may have regarding your child's academic needs will be welcomed.

It is a requirement for all parents to submit a hard copy of their child's progress or report cards as they become available to the church office (These records will remain confidential). The Academic Mentoring President will use these report cards to assess ministry incentives that will be awarded to students.

LOCATION

For your convenience, meeting rooms are available in the FBCM Family Life Center, by appointment only. The mentor will inform the student and parent of the meeting room location in advance. **Please note: All mentoring sessions will only be conducted at FBCM, no exceptions.**

REQUEST FOR TUTORING

Tutoring is offered in a variety of subject areas, in a group setting or on an individual base. Students requesting assistance must submit a completed Tutoring Request Form signed by their parent(s) if under the age of 18 forward completed copy to the Academic Mentoring President.

When scheduling a tutoring session every effort will be made to accommodate the students request; however, there may be certain circumstances (i.e. scheduling incompatibility, availability of tutors) in which tutoring services may be delayed or unavailable.

Review sessions are conducted at the end of every 5th tutoring session which includes a conference with the parent(s).

Tutor Request Form

Please read the Tutoring Policy prior to completing this form.
Please Print

Student Information:

Student's Name: _____ Tel. #: _____

Grade: _____ School Name: _____

Parent's Name: _____ Contact #: _____

Have you used FBCM tutoring before? Yes No

If yes when, where and what subject? _____

Available Tutoring Times (other time will be determined upon tutor and room availability)

Thursday 4 – 7 Saturday 9 – 1 Other: _____

Subject _____

Reason tutor is needed: _____

I, realize by requesting a tutor I commit myself to the following:

- I understand that the tutor will help me to the best of his/her ability and that I am responsible for the grades I receive in the class.
- Arriving to tutoring sessions on time and come prepared to learn (with writing utensil(s), book(s) and homework).
- Showing my tutor respect and courtesy at all times.
- I understand the ministry tracks the progress and attendance of all students involved in tutoring. After the 5th tutoring session, my tutor and I will complete and sign the Tutoring Session Meeting Form documenting our tutoring time. I further understand that my tutor will turn this report in to the ministry and to FBCM, after a conference with my parent. (if under the age of 18)
- I understand that Academic Mentoring tracks the progress and attendance of all students involved in the tutoring program.
- **If I am unable to attend a scheduled tutoring session, if I will be late or if I need to cancel a session, I will contact my tutor as soon as possible.**
- **Once I have missed 3 consecutive sessions without notice, my time slot will be given to another student and I will not be allowed to participate in this program.**

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____
(If student is under 18 years of age)

FORWARD COMPLETED FORM TO ACADEMIC MENTORING PRESIDENT