

Peer Tutor Contract

Please read and understand the following Expectations and Code of Ethics. Both you and your teacher need to sign at the bottom of this contract.

EXPECTATIONS

1. **Leadership:** You are a role model for the students in your class. Set a positive example in attendance, punctuality, attitude and conduct.
2. **Attendance:** You are expected to be in class every day. Attendance problems will be monitored. Advise your teacher when you are ill or have an appointment. You must check in with Mrs. Sorenson each day at the beginning of your peer tutoring period to have your attendance recorded.
3. **Punctuality:** You are expected to be on time for class each day in order to help the teacher with any work that needs to be done at the start of your class (even a couple of minutes before). Your host teachers will come to depend on you!
4. **Communication:** You are a facilitator engaged to help others by talking to them, positively interact with them and ask and answer questions. Tell the teacher about any concerns or questions you have so you have your information right!
5. **Confidentiality:** Trust is a big issue, especially when people are struggling or trying new things. You are expected to keep private information private and be sensitive to people's needs.
6. **Submitting Written Assignments:** You are required to submit all written assessments to Mr. Greer by the due dates.
7. **Evaluation:** 70% of your grade will be based on your written assignments, classroom teacher evaluation. 30% of your grade (as indicated on your course outline) will consist of a final summative and a final assessment from your peer tutoring teacher.
8. **Removal from the Program:** You will be removed from the course if you are not fulfilling your commitment to the course as outlined.
9. **Duties:** You may be asked to do a number of different jobs (as required by individual teachers and subject areas). These activities may include (but are not limited to) administrative tasks (e.g. collection of homework, logs, etc.), student support (individual tutoring and assistance) and demonstration. You are not expected to exercise discipline. Tell the host teacher immediately if you have a concern for student behaviour.

PEER TUTOR CODE OF ETHICS

1. RESPECT THE PEOPLE YOU ASSIST AND PROMOTE THEIR SUCCESS AND WELFARE.
 2. ANY PERSONAL INFORMATION REGARDING YOUR STUDENTS OR CLASSROOM PLACEMENT MUST REMAIN CONFIDENTIAL
 3. IF THERE IS ANY DANGER OR SUSPICION OF DANGER TO A STUDENT, GROUP OF STUDENTS OR OTHERS, YOU ARE REQUIRED TO INFORM THE HOST TEACHER IMMEDIATELY.
 4. EXPLAIN YOUR ROLE AS A HELPER AND WORK WITH THE TEACHER TO DEVELOP YOUR SKILLS AND TO PROVIDE REQUIRED ASSISTANCE
 5. A PEER TUTOR MUST NOT BE JUDGMENTAL. BELIEVE YOUR STUDENTS CAN AND WILL IMPROVE. POSITIVE THINKING IS A POWERFUL FORCE.
 6. DO NOT SPEAK NEGATIVELY FOR ANY STUDENTS OR TEACHERS. SUPPORT YOUR HOST TEACHER.
 7. CONSISTENT ATTENDANCE AND PUNCTUALITY ARE KEY. INFORM YOUR HOST TEACHER IN CASE YOU WILL BE/ARE ABSENT. YOU CAN ALWAYS PHONE THE SCHOOL AT 613-546-1737.
 8. FOLLOW SCHOOL RULES WILLINGLY (DRESS CODE, CELL PHONE POLICY, ETC.)
-

I have read the Expectations and Code of Ethics above and agree to follow them.

Print Name

Student Signature

I agree to host the above student as a peer tutor

Print Name

Teacher Signature

Date

Contract based on resources from NDSS.