



# Inuvialuit Education Foundation

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## TUTORING GUIDELINES AND PROCESS

The peer tutoring program, sponsored and managed through the Inuvialuit Education Foundation, is designed to provide intensive assistance for students experiencing difficulty in an academic area of the curriculum. The following policies and procedures have been established:

### Criteria for funding Grade 5 to 12 tutoring:

- Tutorial support may include “public” tutoring, available on site at schools, or “private” tutoring, where students receive individual support;
- Public tutor program is provided in partnership with District Education Authorities or other interested organizations;
- Private tutor program is arranged directly through the Inuvialuit Education Foundation; and
- Tutors providing a service to students under the age of 19 must provide a clear criminal record check.

### Criteria for funding post-secondary education tutoring:

Post secondary students may apply for funding subject to:

- The students finding a tutor who has the required qualifications and with whom she/he feels comfortable; and
- Prior approval is based on the tutor’s resume and an acceptable agreed rate of pay and hours per week.

### Pre-approval process:

- Applications for tutoring must be complete and pre-approved by the IEF Office;
- Hourly rate and payments must be pre-approved;
- Maximum tutor time is 3 hours a week, not to exceed \$21.00/hour (subject to change); and
- A student’s teacher cannot be hired as a tutor for the student.

### Acceptance into the tutoring program:

- Tutors are recommended by department chairpersons, classroom instructors, support workers;
- The student must secure the Instructor’s recommendation for the number of tutor hours per week (maximum of 3) and the number of weeks for which tutorial assistance will be needed (not to exceed 4 weeks);
- Tutors will only be compensated for working with students to whom they have been assigned; and

### Approved tutors are expected to:

- Submit accurate time logs and evaluation forms to the IEF Office for approval and payment;
- Meet students at scheduled sessions – if a time conflict occurs, students should be notified in advance;
- Inform the IEF of students who repeatedly fail to meet scheduled tutoring sessions; and
- Contact classroom teachers concerning the needs of each student, as required.

### Students are expected to:

- Meet the assigned tutor at scheduled sessions or give advance notice if a schedule conflict occurs;
- Demonstrate preparation for tutoring sessions; and
- Maintain an excellent attendance record in all classes as well as tutoring sessions. Getting tutored does not replace classroom attendance.