



*Tutoring Handbook
for Staff*

Mission & Vision

Mission

We provide quality, cost-effective educational services in partnership with school districts and the community in a manner that supports excellence and equity for all learners.

Vision

The Monroe 2-Orleans BOCES is the educational partner of choice.

We are known for:

- helping students achieve their full potential.
- providing service of unparalleled excellence.
- demonstrating expertise.
- encouraging innovation.

We achieve this in a manner that:

- shows caring and respect for all.
- demonstrates integrity.
- is cost efficient.
- is responsive and flexible.



General Description of Program



Our Tutoring Program primarily provides services to students who:

- are awaiting program placement,
- are on medical leave, or
- are suspended, and who
- need assistance in meeting specific/particular academic goals.

Students receive services at the Tutoring Center, in the student's home or at an alternative site.

Tutoring Center

Location: Rochester Tech Park, 160 Wallace Way, Bldg. 9
Rochester NY, 14624

Grades: 6-12

Schedule: 3 sessions per day

- 8:15 - 10:15 a.m.
- 10:15 a.m. - 12:15 p.m.
- 12:15 - 2:40 p.m.

Transportation:

- Provided by district
- Drop off and pick up at Door labeled: 156-200 Wallace Way

Home Instruction

Location: Student home or alternate site

Grades: K-12

Schedule:

- Grades K-5, one hour per day
- Grades 6-12, two hours per day

Transportation:

- Tutor meets with student at designated location (home or alternate site)
- District provides transportation to alternate site
- Parent or guardian must be present when tutoring occurs in a non-public venue

Individualized Support Options

Location: TBD

Grades: K-12

Requests are made by the districts in an effort to meet individual student needs.



District Responsibilities



- Provide instructional materials with answer keys and written assignments with student name and clearly defined directions.
- Provide only written assignments for the following content areas:
 - ◆ Physical Education
 - ◆ Music
 - ◆ Art
- Science Lab facilities are unavailable at the Tutoring Center. Therefore, districts are responsible for providing dry labs and lab instruction.
- Students may bring snacks or beverages to tutoring. Beverages are to be in a factory-sealed container.

