Valley View Middle School  
"This is OUR story"  
50th Anniversary  
2015-2016  

COURSE TITLE: Peer Tutoring  
TEACHER'S NAME: Mrs. Francine Goms  
SCHOOL PHONE NUMBER: 805-520-6820  
TEACHER'S E-MAIL: francine.goms@simivalleyusd.org Phone Ext. 1 3 7 9  

I. Course Standards/Objectives  
This course is designed to educate students about the diverse needs of students with disabilities. You will learn about different cognitive and physical disabilities, different learning styles, instructional and motivational techniques, the characteristics of being a good role model, as well as helping some of your peers learn everyday skills, and how to assist your peers with disabilities set goals, monitor their progress, and reach their intended outcomes.  

II. Textbooks/ Materials to Be Used  
One writing journal—college ruled spiral notebook  
Either a divider in your binder labeled Peer Tutoring or a separate 3 ring 1 1/12 binder for Peer Tutoring  

III. Classroom Rules and Policies  
Valley View students are expected to demonstrate positive and respectful behaviors in class and on our campus. We expect all students to adhere to the guidelines as outlined in our Agenda Book and on our website. The standards for Citizenship grades are outlined in both documents.  
In this classroom, YOU are the role model for your peer buddies. The expectation is once you receive your assignment it is your responsibility to ensure that your peer buddy is receiving the help that they need. No horseplay will be tolerated. You will be written up and possibly dismissed from the peer tutoring program.  
This position is to be taken very seriously! Each day you enter the classroom, D-26, you are expected to sign in and then meet with your assigned student. There will be a sign in sheet that you must complete to get credit for your participation that day. It is also very important that you communicate with me about how the student is doing and of any problems. Additionally, if you ever have ANY questions, concerns, or suggestions please communicate with me so we can ensure you have a positive experience as a peer tutor! Lastly and equally important, as a peer tutor, as in any relationship, you may learn sensitive information about an individual’s life, past history, or disability. This information MUST be kept confidential, or private. If you have a question you may ask the teacher or one of the classroom aides privately. Information about your peer buddy must not be shared with others, EXCEPT if one of the following occurs: 1. the individual is a danger to him/herself 2. The individual is a danger to others, or 3. The individual is suspected to be the victim of abuse. If you suspect ANY of these, talk with the teacher IMMEDIATELY.  

IV. Student Responsibilities  
Your main role as a peer tutor is to assist students with disabilities and help them become included in everyday life at Valley View Middle School. It is expected that you WILL follow the directions of the special education and general education teachers, as well as the instructional aides, and provide support for the student to whom you are assigned. You are NOT a discipline figure or a supervisor of students with disabilities. You ARE a role model; who both assists and learns with students with disabilities. You are expected to enhance students’ with disabilities participation in the same activities as their non-disabled peers (the role varies according to program characteristics and what individual students need). Some of the various activities may include accompanying students with disabilities into general education classrooms, lunch, assemblies, school supervised extra-curricular activities and clubs, and any other activity that occurs in middle school. Additionally, you may be required to assist students with disabilities with assignments, learn important skills together, and help students with disabilities learn appropriate social behaviors. If at any time you have any questions, concerns, or suggestions, it is expected that you will communicate with me. Use this experience as an opportunity to learn, grow, and build new relationships. Enjoy the experience!
V. Grading Policy

Daily Participation/Attitude (reflected in Citizenship grade): Peer Tutoring is not a class in which the work can be “made up” or completed outside of class. This IS a class where your attendance and attitude count. Because almost all of your work is done during class with the student you help to support, most of your grade will be determined by daily work, activities, and class discussions. Relax be yourself and let a natural friendship be created with your peer.

Topic Summaries & Journals (10 pts each): Each peer tutor will be responsible for keeping a journal. The first week of each month you will be provided 1 Topic Summary to write about. You should write at least two paragraphs using complete sentences. At the end of each month you will be expected to write about your experiences you had during the month. The purpose of the journal is for you to be able to express your feelings whether joy, frustration, or fear and to have the opportunity to ask questions. At a minimum I would like to read about 5 successes you had during the month and 3 or more areas that you may have struggled with AND how you will improve in these areas. This journal is a way for the teacher to observe your growth as a peer tutor over the course of the semester. Each writing assignment will be scored up to 10 points. The points are awarded depending on how much effort AND thought you have put into your journal. The journal will be kept private and will only be seen by the teacher, unless the teacher is concerned about a harmful situation.

Packets (20 pts each): Each month 2 packets will need to be completed. These comprise of two different topics about special education and/or disabilities. The purpose of these packets is for you to develop an understanding of what a disability is and what it IS NOT. These packets are also a way for you to gain more knowledge about HOW to work with your peer buddies to provide them with as much success and independence as possible.

Informative Assignment (50 pts): At the end of the semester you will be required to demonstrate your understanding of what you have learned about special education by highlighting what it is and how you can help an individual with a disability learn to their maximum potential through the knowledge and experience you have gained. These will be presented in a format of your choice.

Exit Write-Up (25 pts): At the end of the semester you will be required to answer an exit survey. The purpose of this assignment is for me to gain insight into how the program is running. This allows me to make changes that are recommended by you and keep the things that you enjoy doing! Points are based on thorough responses.

VI. Tardy and Absence Policies

*School Tardy Policy: Tardies are unacceptable. Those students who are responsible and respectful earn good citizenship grades. Four (4) tardies to class will affect the citizenship grade for the quarter “N” (Needs Improvement). Six (6) tardies to class will result in a “U” (unsatisfactory grade) in citizenship.

Classroom Absence Policy: If you are not in class it will be difficult for you to gain the experience as a peer tutor. If you have more than 4 absences in a semester your final grade will be lowered by one grade (extenuating circumstances can be discussed). If an assignment is due and you are absent it is due the day you return or you will lose 5% per day it is late, NO EXCEPTIONS!

VII. Additional Information about This Class: All of the assignments that will be due throughout the semester are already uploaded onto the Valley View website found under Francine Goms. Click on my name and then click on the Welcome to Peer Tutoring link. This class uses AERIES. Grades are regularly updated and posted online for the convenience of parents and students.

I can be reached to answer any questions, comments, or concerns you may have via the email provided on the front of this document, or by phone during normal school hours.

I look forward to a wonderful semester/year! Mrs. Francine Goms