



Academic Support Program (ASP) 2009-2010

Forms:

- SOAR Academic Support Referral
- SOAR Academic Support Goal Sheet

Procedures:

- A classroom teacher or Educational Support Team completes the **SOAR Academic Support Referral** form (top half). Referrals are made for skill improvement; students can receive homework assistance through the Daily SOAR program at the elementary schools or through the Power Hour program at the Boys & Girls Club of Brandon. The referral for academic support is for 1-1 or small group assistance from a tutor in one subject per 1 hour session for a marking period (approx 6 weeks).
- The classroom teacher or guidance talks with the student's parent/guardian regarding the tutoring referral and the need for assistance in specific skill areas. The parent needs to give approval before the student can begin receiving the tutoring. Approval can be given verbally over the phone or by signing the form (bottom half). For elementary students parents must also provide appropriate contact and medical information using the SOAR General Registration form.
- The signed **SOAR Academic Support Referral** is received by the ASP coordinator. The coordinator hires a tutor (certified teacher) for that specific student referral.
- Prior to the beginning of each tutoring period, the ASP coordinator provides the appropriate school administrator with a student list. The administrator provides the tutor with information regarding strategies, interventions and accommodations that are used with the student.
- The tutor meets with the student's classroom teacher and completes the top half of the **SOAR Academic Support Goal Sheet**. The goals are limited to two skills in one academic area per tutoring period. Copies are given to the classroom teacher, principal and ASP coordinator.
- At the end of the tutoring period the tutor completes the Summary of Academic Support (bottom half of Goal Sheet). Copies are given to the classroom teacher, principal, parent and ASP coordinator. Determination is made regarding the need for a subsequent session.

Notes:

- Tutoring can be arranged at any point during the school year.
- Tutoring sessions may include multiple students if all students need improvement in the same identified skill areas.
- It is important to record a **current assessment** of the student's level in the identified skill areas they need help in before they begin the tutoring sessions.
- Tutors need to record the **re-assessment date** and **post assessment score**.