



<b>Department: Department of Education</b>	
<b>Policy Title: Tutoring Program</b>	
<b>Revision 6.0 2/6/2024</b>	

**Policy:** The Department of Education will provide academic support services to eligible students.

**Timeframe:** July 1 – June 30

**Funding and Resources Offered:** Funding amounts are available, dependent upon the program according to the following:

Up to \$2,500 per student, per academic year

Other available resources include:

- Educational Excellence Initiative
- Special Request Program

**Scope:** This policy applies to all Pokagon Band citizens birth-12th grade, Title VI students, Pokagon Band GED students, and Pokagon Band Elders (55 & over) who are eligible to receive additional support services from the Pokagon Band Department of Education.

Students must be paired with a tutor that is either a) part of an accredited learning center or b) is a contracted Auxiliary Tutor for the Pokagon Band who has earned a Bachelor's Degree from an accredited institution, is a current college student enrolled in a Bachelor's degree program and has earned at least 60 credits, or holds a specialized academic certification.

All in-person tutoring must occur in a public location.

All online tutoring must be held on a meeting platform such as Microsoft TEAMS, ZOOM, or Google Meets (emails, texts, and phone calls do not apply).

**Purpose:** The Tutoring Program is designed to provide eligible students funds and additional support to enhance academic comprehension.

## **Documents Needed:**

- Educational Records Release
- Tutoring Request Form
- Application for Services Form (GED)
- Special Request Form (GED)

## **Work Instructions:**

### Payment

#### Auxiliary Tutor-

Amount- \$2,500 (\$100 - Initial Assessment and \$2,400 – Tutoring Fees)

Billing occurs at the end of each month for the tutoring sessions that were held that month. The first month's bill will include the assessment fee and a copy of the detailed assessment report. All other invoices will be sent at the end of each month for tutoring sessions held and will include a brief progress report.

Billing- Invoice sent to Department of Educational Resource Specialist

W9 Form- Current form on file with Department of Finance

Check/Direct Deposit- Tutor has either option

### Accountability Requirements

Tutor- initial assessment, tutoring plan, specific goals, monthly progress reports

Family/Adult Student- permission to access grades, adherence to attendance policy

### Pokagon Band Department of Education Tutoring Attendance Policy

If a student is using a Learning Center, the family must adhere to that facility's attendance policy. If the policy is not followed, payment for tutoring will be discontinued.

If a student is using an Auxiliary Tutor, the parent (adult student) must contact the tutor at least one hour prior to missing a scheduled appointment to be considered an excused absence. If the family (adult student) does not contact the tutor at least one hour prior to the scheduled tutoring session, it will be considered an unexcused absence. After three unexcused absences, payment for tutoring will be considered for suspension.

## **Procedure To Receive Tutoring For Pokagon Student Birth- 12<sup>th</sup> Grade:**

1. Parent contacts Department of Education.
2. Resource Specialist ensures that student is enrolled in the tribe and has a current Educational Records Release Form on file.
3. Parent fills out Tutoring Request Application.
4. Parent sends completed form to Resource Specialist.
5. Resource Specialist reviews application.
6. Resource Specialist contacts family to discuss tutoring details.
7. Resource Specialist contacts the tutor.
8. At the end of the first month, Tutor sends first invoice to Resource Specialist along with initial assessment, tutoring plan, and goals. All other months, Tutor sends invoice and monthly report to Resource Specialist.
9. Resource Specialist submits payment request to Finance.
10. Finance pays tutor either by check or direct deposit as determined by tutor.

### **Payment Schedule:**

#### **Program Funds for Students Using an Auxiliary Tutor:**

Total of \$2,500 per School Year

Registration and Initial Assessment- \$100

Tutoring Fees- \$2,400 (\$40 per one hour session = 60 sessions per school year)

#### **Tutoring Invoices including Attached Assessments/Reports**

Auxiliary Tutor sends invoices and reports to Resource Specialist at the end of each month that include the amount due for sessions held that month. Tutor will send a detailed report when all tutoring is completed for the year.

**\*\*All invoices must include appropriate progress reports before payment will be made.\*\***

Student is eligible to reapply for an additional \$2,500 of tutoring services the following July 1.

## **Procedure To Become an Auxiliary Tutor:**

1. Applicant fills out Auxiliary Tutor Application found on the Pokagon Band website or in the office of The Department of Education.
2. \*If Applicant has a Bachelor's Degree or beyond, he/she sends the completed application with Bachelor's Degree Diploma, resumé, and Teaching Certificate (optional) to Resource Specialist. \*If Applicant is a College Student who is currently enrolled in a Bachelor's Degree Program and has successfully completed 60 or more credits, he/she sends the completed application, resumé, and current college transcripts to Resource Specialist. \*If Applicant holds a Specialized Academic Certification, he/she sends the completed application, resumé, and a copy of certificate to Resource Specialist.
3. Resource Specialist approves application and asks HR Manager to go forward with background investigation. Resource Specialist creates a new file for the tutor on Pokagon Net Department of Education Teamsite, attaching application and other documents to the file and adding the tutor to the Auxiliary Tutor Database spreadsheet.
4. HR contacts Resource Specialist with background check clearance.
5. Resource Specialist contacts Stacey Rock in the Legal Department to draft a contract for applicant.
6. Legal sends Resource Specialist completed contract for applicant to sign.
7. Resource Specialist sends contract to applicant for signature.
8. Applicant returns signed contract to Resource Specialist.
9. Resource Specialist submits contract via email to the Government Manager.
10. Resource Specialist sends completed contract to tutor. The contract is valid until either the Band or the tutor terminates it.
11. Resource Specialist uploads signed contract to Tutor Portal on Pokagon Net.
12. Resource Specialist provides Auxiliary Tutor with Tutoring Invoice, Monthly Report Form, and Tutoring Attendance Policy.
13. Resource Specialist contacts Tutor when a suitable Tutoring Request is submitted. Pokagon Preference applies; therefore, if a Pokagon tutor meets all requirements for a student, that tutor must be given first choice of the assignment.
14. Assigned student's Ed Release may be given to tutor for access to school information, if needed.
15. A new background investigation must be completed every five years.