



Andrew W. Mellon Middle School

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www.mtlsd.org

Dear Parent or Guardian,

Mellon Middle School offers a Cross-Age Tutoring program to help any student who may be struggling with his or her school work. Participation in this activity is completely voluntary, but may be recommended by the classroom teacher or a parent who feels their child may benefit from additional time spent here at school.

Cross-Age Tutoring meets every Monday and Wednesday from 3:00 to 4:00 PM in room 015 with Mrs. Jordaan. Any time a tutoring session is cancelled, it will be shared in the morning announcements. Mt. Lebanon High School students are often present to lend their knowledge and their time to help their younger peers at Mellon, although there may be times high school students are unable to attend, and the supervising teacher will help your child. Our goal is to make sure that a safe, comfortable, and educationally sound program is available for your child.

Please review the following rules and procedures for the tutoring program:

- Students will be asked to complete a goal sheet upon arriving at the tutoring session. We ask that all students take their time while filling out their goal sheet; this will help the tutors know exactly what each student needs to work on.
- Cell phones are not permitted to be used during the tutoring hours. If a student needs to call home, he or she will be asked to use the phone provided in the attendance office.
 - In accordance with the *Mellon Middle School Handbook*, cell phones will be confiscated and turned over to the assistant principal.
- Computer games are not an acceptable use of a student's time during the program. Any student who attends our program and has completed their work is free to leave or can read quietly.
- All school rules apply during the tutoring session. Any student who fails to follow these rules will receive consequences in accordance with the *Mellon Middle School Handbook*.
- Cross-Age Tutoring is a quiet session. Students who are disruptive and therefore interfere with the learning and tutoring of other students may be removed from the Cross-Age Tutoring Program at the discretion of the sponsoring teacher.
- Cross-Age Tutoring does not provide snacks. Please feel free to send your child with his/her own snacks.

If you agree to the above policies for the Cross-Age Tutoring Program and feel that your child may benefit from this program, please complete the form below. Your child may return the form to their homeroom teacher or Mrs. Jordaan (room 015).



Student Name _____ Grade _____ Team _____

Parent Signature _____ Contact Phone Number _____

Parent Email: _____

Supervising Teacher Information:

Mrs. Jordaan: cjordaan@mtlsd.net