

425 Tutoring Welcome Guide





Basic information

Who We Are

- 501(c)(3) nonprofit status based in Washington State
- Founded by three highschoolers in 2019 to address the difficulties that younger students faced with schools transitioning online during the pandemic.
- All tutors and board members are high school students
- All tutoring takes place virtually over Zoom or Google Meet

425 Tutoring Website

- <https://www.425tutoring.org/>

Contact Information

- Please don't hesitate to reach out with any questions or suggestions – we are here to help!
- The best way to contact us is through email or Slack
- Email: 425tutoring@gmail.com
- Slack link: https://join.slack.com/t/425tutoringworkspace/shared_invite/zt-m27ob368-zdxxzrGQla1szQE6DS9PpA
- Phone Number: (646) 980-0638

Antidiscrimination Policy

- 425 Tutoring is committed to creating an environment which prohibits discriminatory behavior and provides equal opportunity to all people. 425 Tutoring prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity/expression, mental/physical disability, political belief, veteran status, or marital status.

Getting started

Setting Up Slack

- Join link: https://join.slack.com/t/425tutoringworkspace/shared_invite/zt-m27ob368-zdxxzrGQla1szQE6DS9PpA

Tutor Contract

- In the welcome email, you received a link to a tutor contract
- Type your name at the bottom to sign it after reading through carefully



Website Profile

- In order to be added to our website, please email the following information to 425tutoring@gmail.com
 1. A recent picture of you
 2. Name
 3. Favorite class
 4. A fun fact about you
 5. You can see current examples here: <https://www.425tutoring.org/about>

Beginning tutoring

Initial email

- Once you receive an email with your assigned students, you should send an email to the parent/guardian
 1. Introduce yourself
 2. Propose a time and date for an initial meeting (be sure to include your time zone)
- The email does not have to be very long
- Please CC 425Tutoring@gmail.com
- Below is an example email:

SUBJECT: Initial Meeting

Hello!

My name is Alex Applesseed and I am a rising senior at Zamora High School. I am excited to help your kids learn and grow! From my understanding, Mia would like to work on math and science, and Zara would like to work on history, math, and science. For the initial meeting, are you both available this Friday (6/15), Monday (6/18), or Tuesday (6/19) anytime from 11:00 am to 5 pm PST so we can meet and discuss common interests and tutoring goals? This should only take about a half an hour. I am excited to start tutoring your children!

Best,
Alex Applesseed



Parent/Guardian Initial Meeting

- The purpose of the initial meeting is for you to create a connection with the students and parents/guardians and discuss the logistics of tutoring
- Don't forget to send a meeting link once you've established a time
- Sample Introduction Points:
 - Name, grade, and school
 - Clubs and other extracurriculars that you are a part of
 - Subjects that you enjoy and why
 - Elaborate on your tutor bio
 - Why do you tutor?
- Sample Questions:
 - What are the students' academic and extracurricular interests?
 - What subjects would you like your students to be tutored in?
 - What is your student's current knowledge of the subjects they would like to be tutored in?
 - How many days a week would you like your child to be tutored in each subject?
 - How much homework do you think is adequate for your student?
 - When school starts, would you like your sessions to be homework help or learning sessions?
 - Is there anything else that you think I should know about you or your child?

Tutor guide

Rules, Etiquette, and Guidelines

- 425 Tutoring requires all tutors to teach for a minimum of 8 weeks
- Tutors will have their camera on at all times during sessions. If you are unable to fulfill this requirement, please let a 425 tutoring officer know.
- Tutors will be responsive to email and official communications
 - Tutors will make sure to update the organization (425tutoring@gmail.com) on any changes to their group.
 - Tutors will read and address all official and parent/guardian communications as soon as is possible.



- Tutors may occasionally encounter a situation where they are tutoring a student one-on-one. If this is the case, please follow the steps below:
 1. Reach out to us (425tutoring@gmail.com) so we are aware of your new situation.
 2. Communicate with the parent/guardian so they are updated on the new nature of the group, and their two options going forward.
 - ❖ Option one: have a parent/guardian present in the room during tutoring.
 - ❖ Option two: record the session using the built-in recording function of the meeting software and keep a local copy for 30 days. If there are any concerns, please be ready to present this copy to the parent/guardian.

Dos and Don'ts

Dos	Don'ts
DO have your camera on and interact with your students	DONT swear or use any profanity
DO show up on time and be consistent	DONT be inconsistent
DO reach out to the parent/guardian when necessary	DONT ridicule, tease, or yell at your student
DO be positive and encourage students to give their best efforts	DONT make assumptions about your student's beliefs or culture
DO construct a safe and unprejudiced environment for students	DONT be afraid to ask for help
DO reinforce progress and acknowledge the student's work	DONT be uncommunicative, especially with the organization.

Curriculum and Homework

- English curriculum guide: <https://docs.google.com/document/d/1W0jm8v5xfKKhCiW8HWFtoNUZ3Fv-aU-A25vGj0YQ2BU/edit>
- Math curriculum guide: https://docs.google.com/document/d/1Hg_YK7T6ZfsfH5hNLEb86orKueTzhrRZTWcgQ8eHunl/edit
- Science curriculum guide: <https://docs.google.com/document/d/1srLEYx3ip9cc6ye8MEFWdtdv5G-02MgbrBSuucNy4zk/edit>
- Homework guide: <https://docs.google.com/document/d/1BKrq4SqmBw2DD6m0QwLrdcwUG88VyobE6GXiv4uJqDk/edit>
- Lesson organization template: https://docs.google.com/document/d/1PbL_02SoCbu5X4yYZTxZ_ahBiyeZsLi7jDRLeMHQSqg/edit

Khan Academy

- Khan Academy is a great tool for crafting your curriculum and assigning homework



- To Sign Up:
 1. Navigate to <https://www.khanacademy.org/>
 2. At the top right, click 'Sign up'
 3. Click 'Teacher'
 4. Continue with your preferred method (Google, Clever, Facebook, Apple, Email) 5. When prompted to 'Personalize Khan Academy', feel free to personalize it, or click 'Other' and a random course
 5. Then click your name at the top right and then 'Settings' and open 'Teacher Dashboard'
- To Add A Class:
 1. Navigate to your 'Teacher Dashboard'
 2. Bottom right, click 'Add New Class'
 3. Name your class and then select the grade and subject you are tutoring 4. At the top right will be the class code that you share to your students in order for them to join the class

Google Drive

- All our tutors have access to a Google Drive to share lessons and presentations
- Instructions for uploading can be found in the Drive
- We'd really appreciate it if you could upload all self-created lessons so we can build up a library
- https://drive.google.com/drive/folders/10DV6YBEcTkM_ccYeBwZ05Q8RY58rzKaT

Activity Ideas

- https://drive.google.com/file/d/18sR_y3xvXL4YmzXus5DRrCSGy0Zd4JEt/view?usp=sharing Additional Tutor Resources
- <https://www.425tutoring.org/tutor-resources>
- Password: 425tutor

Other logistics

Volunteer hours

- Tutors are expected to track their own volunteer hours
- In order to receive credit for volunteer hours, you must tutor for the minimum time of 8 weeks



- For volunteer hour signatures or verification, email 425tutoring@gmail.com with all possible aspects of the forms completed and clear instructions for what you need the officer to do
- We will do our best to respond in a timely manner, but please keep in mind that it may take up to a week for us to return your signed form, so don't wait until the very last minute.
- When filling out volunteer logs, please use the following information:
 - Organization name: 425 Tutoring
 - Email: 425tutoring@gmail.com
 - Phone: (646) 980-0638
 - Website: 425tutoring.org

Requesting additional groups

- To request an additional or new group of students, fill out the “new tutor” survey
- In any essay-type question, simply paste “Current tutor requesting group”
- You will not need to reinterview
- https://docs.google.com/forms/d/e/1FAIpQLScZtLK0LNjxS16xU5z0Pult_lKr7pzoVeLP3jrzBYRo_hnxng/viewform

Ending tutoring

- Please let us know at least one week in advance of your departure
- Discuss your plan to end tutoring with the parents/guardians of your students
- Email 425tutoring@gmail.com about your plans and we will take care of the rest
- If you decide to return to tutoring at any time, follow these steps:
 - Fill out the tutor survey:
https://docs.google.com/forms/d/e/1FAIpQLScZtLK0LNjxS16xU5z0Pult_lKr7pzoVeLP3jrzBYRohnxng/viewform
 - In any essay-type question, simply paste “Former tutor requesting group”
 - You will not need to reinterview