**Tutoring Guidelines**

1. General Expectations:

* Arrive and be ready to begin on time
* Check in with the district employee at the site each time
* Be there regularly—if you must miss a session, let the district employee know in advance (Be sure you have contact information!)
* Be prepared—have all supplies (books, paper, pencils, etc.) and know the topic
* Treat everyone respectfully and always be polite
* Be sure to complete and turn in your log sheet
* Always keep information confidential—that means names, academic information as well as personal information

1. Your Student:

* Learn the student’s name and use it
* Be clear about what you’re going to work on with the student
* Listen to better understand what the student is struggling with
* Remember the student may be shy or embarrassed—be supportive
* Try a variety of ways to explain what the student does not understand—the student has strength so find what they are

1. You, the tutor:

* Don’t be distracted—absolutely no cell phones during a session, no exceptions!
* Try to put yourself in your student’s shoes and be understanding with their frustrations and problems
* Be honest, but kind
* Have a sense of humor and interact with the student
* Discover the student’s strengths and use those to help improve weaknesses
* Be sure you understand the material you’re trying to teach
* Talk to the student’s teachers on a regular basis, especially if you need help
* Get to know your student, be supportive and always give positive feedback
* Celebrate successes with either a smile, kind comment or high five—especially for younger students
* Mistakes can be a positive learning tool
* End your session on a positive