Office of Student Services
Nita M. Lowey 21st Century Community Learning Centers (CCLC), Ramp Up Academy (RU), Family Friendly Centers (FFC), Home Instruction (HI)
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Plainfield Public Schools
Nita M. Lowey 21st CCLC in partnership with AVID

Tutor Buddy Expectations & Protocol

- ✓ *Tutor Buddies will* arrive to remote tutoring sessions on our Schoology course page, *21st Century & AVID Tutoring*, on time, and ready to engage with assigned learners.
- ✓ *Tutor Buddies will* run tutoring sessions exclusively within the Schoology platform's built-in app for conferencing in breakout rooms held within the 3:30 – 5:30 window, M-F.
- ✓ *Tutor Buddies will* keep tutoring sessions related to academics and motivating students; any outside or inappropriate topics and chatter has no place in tutoring sessions.
- ✓ *Tutor Buddies agree* to report any inappropriate remarks made during tutoring sessions, or cries for help beyond the academics, to Mrs. Spence or Mr. Fusco immediately.
- ✓ *Tutor Buddies will* model strong scholastic habits, including but not limited to: organizational skills, note taking techniques, the tendency to ask good questions, and study skills.
- ✓ *Tutor Buddies will* refer back to the AVID training modules when they get stuck, or when they are in need of ideas to keep the sessions productively rolling along.
- ✓ *Tutor Buddies will* remember that a quality tutoring session is all about the questions; they will look for sample questions within the AVID training modules, such as those seen written within sample Tutor Request Forms, and those voiced in the training video.
- ✓ *Tutor Buddies will* keep it positive and productive.