



Healthy Cities Introduction Questionnaire

Have fun answering some or all of the following “Get to Know You” questions! Ask again at the end of the year for comparison.

STUDENT

TUTOR

Full Name? _____

Birthday? _____

Any Siblings? _____

Any Pets? _____

Right or left handed? _____

Favorite Color? _____

Favorite Animal? _____

Favorite TV Show? _____

Favorite Sport? _____

Favorite Game? _____

Favorite Movie? _____

Favorite Candy? _____

Favorite Holiday? _____

Any hobbies? _____

What do you like most about school? _____

What do you like least about school? _____



Volunteer Expectations -- Remote Tutoring

We commend you for volunteering to help a struggling student and we are confident that you will be an excellent teacher, mentor, and role model. Volunteering to tutor with our organization is a weekly commitment and we want to be clear about our expectations of you.

Commitment

- Typically, you will meet with your student for 45 minutes per week for the duration of the school year, excluding school holidays and breaks.
- Because of the coronavirus pandemic, tutoring sessions will take place using web-based technology such as Zoom or Google Meet. Remote tutoring will continue as necessary to ensure the safety of students and tutors. We look forward to eventually returning to in-person tutoring when and where possible.
- You will provide your own device and use your own web-based application accounts for remote tutoring sessions. Healthy Cities Tutoring will train you to use technology to connect with your student.
- Weekly tutoring should have the same priority as your other appointments and activities. Please plan your schedule accordingly and attempt to reschedule missed sessions.
- During your tutoring sessions, your student is your highest priority. Please find a quiet place, free of distractions from which to connect to your student and refrain from doing other work during the session. Activities such as texting, chatting with friends or coworkers, playing with your phone, etc., are not permitted.
- If your student does not have homework and their parent has not provided you with specific work to do, please use your creativity and take the initiative to read or write together, practice math facts, help them organize their folders, visit an educational website together, or play a game. The ["Tutor Corner" section of our website](#) has suggestions for you. Please do not cancel the session. You are setting an example for the student about taking responsibility for their own learning.



Communication

- Healthy Cities Tutoring will communicate with you mainly by ***email***. Please be in the habit of checking your email and responding quickly when necessary.
- *Tutor News* is our monthly newsletter. It contains important information about school schedules, training opportunities, and other helpful information about tutoring. Watch for it in your email box and check your spam filters so that you don't miss out on important information.
- Healthy Cities Tutoring will arrange an initial regular schedule for weekly tutoring sessions. Because of the uncertainty of the community health situation, your student's schedule, and yours, are likely to change throughout the year. Please communicate directly with your student's parents to coordinate changes to your schedule. Contact your student's parents as soon as possible if you are unable to attend a tutoring session; 48 hours notice of anticipated absence is appropriate.
- Send a short email to your student's teacher at least once per month to let them know what you have been working on with your student. Please understand that remote teaching is a significant new challenge for everyone and teachers may not be able to respond to your inquiries. In most cases, your student's parents will be your primary resource to determine the support your student needs.

Confidentiality and Safety

- Review and comply with the [Child Safety Guidelines](#) (which you have or will have acknowledged as part of your application).
- When tutoring in-person resumes, if you are scheduled to tutor in a location where there is not another student/tutor pair--or another adult--present, please move to a location where other adults are present.
- Information about your student is confidential and should not be shared with others. Do not post your student's name or picture or details about your tutoring sessions on social media without the consent of Healthy Cities Tutoring and your student's parents.

Mutual Respect

- We respect your time and commitment and we expect that your student, their parents, and their teachers will too. If there are ever any problems, please let us know so that we can help you manage the situation. For example, if the student does not show up for tutoring, or their parents frequently cancel sessions, or if you need guidance from a teacher, we can help you--if we know what it is happening.

Tutoring Session Tips

Getting Started

Your student has had a long day, and possibly a frustrating one. Before starting the tutoring session, check-in. Have they eaten lunch? Had a snack? How was their day? Spending 5 minutes getting grounded can make the rest of your time more productive and fun.

Keeping it Positive

Some kids are resistant to tackling problems because they are afraid: afraid that they don't know the answer, or how to do the problem or how to read very well.

"You've made a lot of progress in this book. I bet you're excited to see what happens next!"

"I'm so impressed with how you looked at this problem. Let's take a closer look and see how we can break it down."

"I can tell you worked very hard reading that paragraph. I notice a big difference in how you're reading now and I like listening to your reading."

"When I don't know what to do, I read the instructions 2 times."

Nothing to Do

If your student says they have nothing to work on:

- Ask to see their homework or a recent test and review the questions/answers.
- Ask them to pull out a book they are reading in class. Work on reading comprehension and summarizing.
- Pull out a deck of cards and play Math War.

Distracted Learner

Some students have a hard time focusing for 45 minutes or maybe they like to talk. Break up your session with a schedule. "We'll spend 5 minutes chatting and then 10 minutes doing math." or "After we read for 10 minutes, we'll play a game." When the student knows there's a break coming up, they have an easier time focusing.

Physical Learner

Does your student like to be active? Bounce a basketball when you spell: CAT - C - bounce basketball - A - bounce - T bounce.

Play Jenga while you work. Every time you want to move a block, your student can read/spell a word, do a math problem, etc.

Making Mistakes

If you make a mistake, that's great. Own it and explain. Your student needs to see that everyone makes mistakes and what is done when a mistake is made.

Complete the *Record of Tutoring Session* form with Your Student

Ask your student to help you write on the tutoring session feedback form that you give to the teacher. Ask them how they think they did, what they did well and where they saw they need more practice. If you hand-write it, have them sign it too. This shows commitment to their learning and how you take your time with them seriously.

Math Tips

Math War

Deal two cards to the student, two cards to the tutor (take out face cards). Have the student add their two cards together and then add your two cards together. Whoever has the higher number wins the cards. As they progress, they can subtract the two cards or multiply the two cards.

Concrete Multiplication

Have the student use beans, pennies, wood tokens (whatever works) and put them in piles. 4 piles of 6 coins each, count the coins and see that there are 24. Two piles of 6 coins is 12, two piles of 12 = 24. This is the most concrete way to learn multiplication.

Multiplication Table Highlighting

Quiz your student randomly on multiplication facts. If they answer within 1 second, highlight the square. If they take longer, they need to practice it. Students are competitive against themselves and will work towards getting all the squares highlighted.

Educational Resources

Healthycitiestutoring.org - click on **Tutor Corner** on the pink bar

CoolMath4Kids.com - sister-site of coolmath.com, appropriate for ages 3 through 12.

Coolmath.com - Children can play online math games that help them with addition, subtraction, multiplication, division, decimals, money and more. CoolMath is geared toward ages 13 and up.

Education.com - print up to 10 free worksheets per month

Funbrain.com - math games for students to use independently of their tutor.

Ixl.com (*capital “i,” lower case “X” and “L”*) - comprehensive K-12 curriculum, some students have their own accounts.

Khanacademy.org - Khan Academy - their mission is to provide a free, world-class education to anyone, anywhere.

Mathopenref.com - A free interactive math textbook on the web covering Algebra I, Geometry, Constructions, Trigonometry and Calculus.

Pinterest - for example search for “math games for 1st grade”

pta.org/home/family-resources/Parents-Guides-to-Student-Success - Created for grades K-8 and high school English, language arts/literacy and mathematics. The guides provide clear, consistent expectations for what students should be learning at each grade in order to be prepared for college and career.