


Online Tutor Packet

Dear Dedicated Tutor,

Thank you, thank you, for being willing to start the 2021-2022 school year by tutoring with your student or possibly with a new student! Weekly tutoring will provide opportunities to connect with kids, help them academically and give them a chance to hear of God’s love for us.

Your willingness to invest your time and energy is a gift to the students, especially at this time. Your student may not express their gratitude to you for the gift of your time. On their behalf, know that we see you and appreciate you!

May this year of tutoring be a blessing in your life because we know it will be a blessing in the child’s life. Thank you!

“I thank God through Jesus Christ for all of you...” Romans 1:8a

Research shows that students who have a mentor are:

- 46% less likely to begin using illegal drugs
- 52% less likely to skip school
- 58% achieved higher grades in social studies, languages, and mathematics
- 64% developed higher levels of self-confidence
- Students in Whiz Kids have 50% fewer behavior referrals!

Whiz Kids tutor resources can be found:

<https://www.whizkidstutoring.com>

Click on the ONLINE RESOURCES button at the top of the page.



Tutor Responsibilities

- ☆ **Honor your commitment** to tutor your student once a week for the school year (October through April).
- ☆ **Notify your student and coordinator if you are not able to attend a tutoring session.** It is also your responsibility to make any arrangements with the site substitute (if there is one available).
- ☆ **Come prepared** with a plan or ideas for your time with your student. It's good to add variety to your plan throughout the year.
 - **Get tutoring resources from the Whiz Kids' website:**
<https://www.whizkidstutoring.com>
 - **Seek the assistance of the on-site School Liaison** for help with tutoring ideas, as well as your student's needs.
- ☆ **Build a relationship** with your student that is based on respect. Be a listening friend that cares and is interested. Remember that praise goes a long way with your student.
 - **Whenever possible, give your student choices**, i.e., “Would you like to read first or do homework?”
 - Show firm kindness if your student tests you. (eg. “I know you want to get up and move around, let's do that in 5 minutes”.)
- ☆ **Participate in Club Time** with your student. Tutors will be asked to remind parents to complete the Club Permission forms online.
- ☆ **Follow all Whiz Kids safety protocols.**
- ☆ **Check in and connect** with your student's parent every week through texts or phone calls.
- ☆ **Email club permission form link** to your student's parent. Whiz Kids will provide an electronic form for parents to complete.



Other Things...

Club Time

Club Time takes place right after tutoring and will last up to 30 minutes. This is the part of our program where we share the gospel in a fun way. The club leader will deliver an interactive message. Also during this time, we make announcements, sing, and recognize the Star of the Week. We ask the tutors to participate online with their student.

If your student’s parent or guardian has not agreed for their child to attend Club Time you will end the call with them from the Breakout Room.

Inclement Weather

Tutoring is cancelled because of weather:

- ☆ If there is an accident alert in the area where you tutor.
- ☆ If your coordinator cancels tutoring.
- ☆ If children are sent home early from your site’s school because of snow.
- ☆ If you don’t feel safe driving. Be sure to call your coordinator.

Gifts

The best gift you can give to your student is your consistent attendance and individualized attention. If you plan to give a Birthday or Christmas gift, you may take the gift to your student’s home. Please remember that a small gift is great.

Outside-of Whiz Kids Activities

Whiz Kids was designed to be “more than tutoring”. As such, you will develop a strong relationship with your student. Whiz Kids typically has enrichment activities to help strengthen that relationship. Due to COVID those events will not take place this year.

It is natural to want to connect with your student outside of regular programming. Please know that any activity with your Whiz Kids’ student not within the tutoring time is not under the legal protection of Whiz Kids Tutoring Program.

You must get explicit parental permission (we can provide a ‘permission form’); and we recommend you do not meet with your student alone.

SAFETY GUIDELINES

FOR INTERACTIONS WITH STUDENTS

To protect you and our students please keep the following guidelines in mind:

- Appropriate contact and displays of affection include side hugs, pats on the shoulders, back or head, and high fives/pounds.
- Inappropriate contact includes but are not limited to touching knees or legs, one-on-one wrestling regardless of gender, piggyback rides, tickling, any type of massage and any form of affection that is unwanted by the youth.
- If you hear anything suspicious, illegal or inappropriate please **notify your School Liaison and Coordinator**.
- Volunteers are not to use substances that impair their ability to think, move or speak in the presence of their student.
- To protect the valuable one-to-one relationship, it is important that tutors maintain appropriate physical and emotional boundaries with their student and the student's family.
- **Do not take photos of your student.**
- Connecting through social media with your student is not advised.

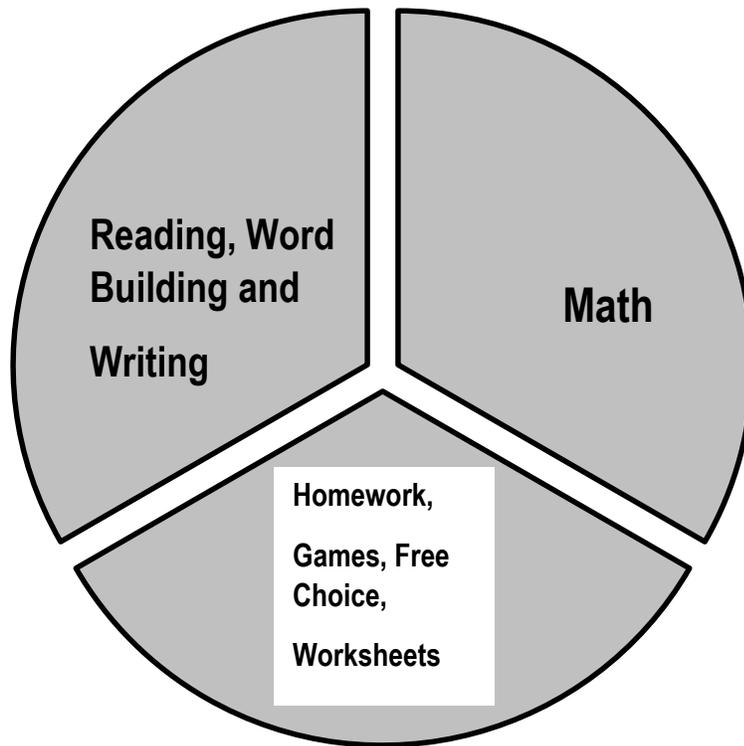
Appropriate Verbal Interaction with your student should be centered around, positive reinforcement, encouragement, exhortation, and praising their good work.

Tutors should not use cutting remarks or name-calling; humor that is sexual in nature – including compliments that relate to their physique or body - “off color” or that belittles a person or group; or have sexually oriented conversations. Tutors should also not involve youth in their personal problems or having “secrets” with youth.

How To Use Your Tutoring Time

Tutoring should be fun! Express your own enjoyment of learning and let the learning experience be a positive part of your friendship.

You will have 60 minutes for tutoring. Do reading activities for at least 20 minutes. Split the remainder of time between homework and math. Sit side by side, and share your own thoughts.



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This is a recommendation on how you spend the time.

Once you get to know your student and assess his needs you may need to use the time differently.



Encouraging Good Behavior

R.E.S.P.E.C.T.

Review Goals and Guidelines

At the beginning of each session, review with your student your agreed-upon goals & expectations. (eg. “Have fun” and “Learn something” Respect Yourself, Respect Others & Our Time, Respect the Leaders)

Earn Respect and Relationship

Build your relationship around mutual respect.

Strong Leadership

“Kids want structure and order—but they just don’t know it”. You are in charge - not as a dictator or pushover, but as a “Velvet Brick”, a “Warm Demander.”

Positive Reinforcement

Kids THRIVE on optimism and celebration - be generous with it.

Expectations – No limits

REFUSE to allow your internal thoughts (and words) to place ANY limits on your student. Recognize and encourage *no limits* for your student in their academic and professional future. The truth is: *WE JUST DON’T KNOW WHAT GOD WILL DO* with the child you are tutoring, so let “the sky be the limit” to your child’s future.

Commit to a teachable attitude

Let your student know that though you are in charge, you are learning and growing as they are. This approach helps earn that respect.

Title

You are probably not “elderly”, but you are older than your student. While you are also friends with your student, your friendship *must* be different than their friendship with their peers. One easy way to help subtly and gently communicate this differentiation is ensuring the student uses a title when addressing you (e.g. “Ms. Natalie”, “Mr. Deon”).



Mentoring Principles

1. **Be grace-filled and non-judgmental.** Your student is an image-bearer of God, uniquely created and wonderfully made.
2. **Be open to what your student can teach you** (about their culture, their thought process, their own understanding of the world). Your relationship is reciprocal.
3. **Earn the “right to be heard”.** As a consistent presence in your student’s life you’ll eventually be able to push them to do hard things or confront them with difficult truths because they will know you are ‘for’ them.
4. **Be there** consistently or communicate with them or their family when you can’t be.
5. **Let go of the should-s and should nots.** (My student *should* care more about school, they *should* sit still, they *should not* have a flat screen TV, they *shouldn’t* know...)
6. **Keep eternity in mind.** This is “Kingdom” work and ultimately what we want to see are results that last for eternity.
7. **Prayer, patience and perseverance** will help you!

“My tutor was there for me when I was at my lowest. And going to Whiz Kids was like a break....it was a blessing in my life. I got the help I needed for school, but also outside of it. I am very thankful....”

— Quetzalya Correa, former Whiz Kids student and former tutor

“My tutor listened to me too much, cared for me too much, loved me too much.”

— Said No Kid Ever



Getting to Know You Activities

First Session

Spend some time during your first session (or the first few) getting to know your student and sharing a little about yourself. The suggestions below might help to facilitate that time.

- **Show and Tell** – ask your student to find their favorite toy, book, game, food, etc. and tell you about it.
- **20 Questions** (more of an ice breaker) – you know, that game where someone has 20 yes/no questions to figure out what you’re thinking.
- **True or False** – take turns telling each other something that could be true or not. Each person decides if the other person is saying something true. (eg. One time, I canoed up the Amazon River and caught piranha with the Achuar Indians.)
- **In Common** – try to find things you may have in common with your student by asking each other questions.
- **Favorite things** – ice cream flavor, subject in school, book, person, season, food, activity to do when not in school, game, place, etc.
- **Bucket List** - share things you want to do with your life. Include goals for the tutoring year.
- **Draw Together** – use your share screen or regular paper and crayons to draw a picture of your families and share them.
- **Share what you do for a living** and ask what the student wants to do for a job, or what their dream job would look like.

