



**C A B R I N I - G R E E N**  
*Tutoring Program, Inc.*

**Welcome to the  
Cabrini Green Tutoring Program, Inc!**

Whether you are a veteran tutor or new to the Program, we are glad you have chosen to dedicate some of your valuable time this year to spend with a young student. We welcome your commitment as a charitable gift to those who most directly benefit...the children of the CGTP.

For 45 years, the Cabrini Green Tutoring Program, Inc. (CGTP) has been committed to the children of the community.

**Our Mission**

The Cabrini Green Tutoring Program helps economically disadvantaged students to succeed in elementary school and beyond. We advance this mission by pairing the students with volunteer adult tutors and by providing educational and life skills resources.

### **What is the Cabrini Green Tutoring Program, Inc.?**

- CGTP is a private, non-profit organization that provides free, one to one, weekly tutoring to 270 students in grades one through six.
- Our mission is to serve economically disadvantaged students succeed in elementary school and beyond. We advance this mission by pairing students with volunteer adult tutors and by providing educational and life skills resources.
- The program is funded by various foundation grants and individual donations.
- CGTP has approximately 300 volunteer tutors.

### **History**

- The program started 45 years ago by Montgomery Wards employees. It operated out of Montgomery Wards space for 34 years. Until 2007, CGTP was housed out of the New City YMCA.

### **When does it operate?**

- CGTP provides tutoring during the school year, September to May.
- Tutoring takes place on Monday, Tuesday and Wednesday evenings from 6:10-7:30pm. Students come one night a week.

### **How does it operate?**

- Each student is matched with a volunteer tutor for the duration of the school year. Students and tutors work one to one. Many of our tutors have worked with their students for at least one year already. Their tutors must supervise students at all times.
- Tutors and students work on homework, literacy, math, computers and life skills. We offer a tremendous amount of resources and support for the tutors.
- Students are assigned to a classroom on the 3<sup>rd</sup> floor of SVDPC based on their grade level.
- Students are bussed from the Cabrini-Green Row Houses, Division/Larrabee and Marshall Garden Apts. Over 50% of our students still come from this area.
- About 35% of the student population comes directly from the After School Program of St. Vincent de Paul Center.

### **Staff**

- Executive Director, Erin McPartlin, 312-397-9119 [emcpartlin@cabrinigreentutoring.org](mailto:emcpartlin@cabrinigreentutoring.org); Office is 317.
- Director of Fundraising, Jill Heller, [jillh58@aol.com](mailto:jillh58@aol.com)
- Program Manager, Jennifer Jordan (Ms. Jenny), 312-397-9119; [msjennifer@cabrinigreentutoring.org](mailto:msjennifer@cabrinigreentutoring.org); Her office is in the resource room.
- Part-time Education Support Supervisor, Amy Gregor (Ms. Amy); [amycgtp@gmail.com](mailto:amycgtp@gmail.com)
- Part-time Technology Coordinator – Michael Arnoff
- Bus supervisors, Ms. Kay and Ms. Norine

[www.cabrinigreentutoring.org](http://www.cabrinigreentutoring.org)

# **General Information about the Tutoring Sessions**

## **Tutor Arrival & Check-In**

Please arrive at the Tutoring Center between 6:00-6:05p. Enter through the front doors or the parking garage. Do not use the back doors.

Check in each night at the tutor table located in the first floor lobby. Please pick up your name tag and leave it on all evening. By taking your nametag you are "signing in" as present that evening. If your nametag is left, you will be marked absent. While you are checking in, please take and carefully read the Tabletop News and any other information for weekly updates on events, resources, activities, scheduling, etc. Additionally, please check your nametag for student and room information. Tutors are expected to wear their nametags during tutoring.

## **Student Arrival & Check-In**

Students will check-in on the third floor. Those students who attend St. Vincent de Paul Center after-school program will go directly to this area about 6:00pm. The student bus will normally arrive about 6:05p. Bussed students will enter from the front doors. These kids should be shepherded up the stairs to the third floor. Students should not take the elevators.

Students will wait for their tutors in the third floor lobby area, getting signed in with nametags and eating their healthy snacks. Please find your student or wait patiently as staff retrieves your student. Kids may not leave the lobby area unless with their tutors. Student folders are located in this area.

## **Tutoring Time**

Each student is assigned to a classroom. Once inside, find a spot to sit and begin the tutoring session. CGTP provides an ample amount of resources. Please be sure not to use the resources within the classrooms. For more information on available CGTP resources and the structure of the tutoring sessions, please see the latter sections of this book.

## **Tutor and Student Check-Out**

Tutoring ends promptly at 7:30p. An announcement is made at 7:25pm reminding everyone of the time and to begin preparations to leave. Please do not go downstairs before this announcement.

Remember that parents and buses are ready for their departure. Any trips to the restroom or resource room should be done before 7:30.

Tutors should escort their students down to the first floor lobby. Here kids will enter either the bus line (to your left) or the parent pick-up area (to your right). It is important for you to know whether your student takes the bus or is picked up by a parent. If a parent picks up the child, they must park in the garage and come up the first floor. Do not release kids to walk to the garage themselves or out to Halsted St. to wait for a ride.

Once your student is in the bus line, with a parent/guardian, or under the supervision of staff, you are free to leave.



## **STUDENT PROCEDURES AND RULES**

All students and parents/guardians should carefully read and familiarize themselves with the Contract for Success, Tutoring Procedures and Rules, and Three Strikes Policy. All students and parents will sign the Contract for Success to demonstrate their understanding of the program's expectations and make the Cabrini Green Tutoring Program a fun and safe place to learn and grow.

If a student violates these rules, he or she may be subject to suspension or expulsion from CGTP (See the Three Strikes Policy)

1. Students are expected to attend tutoring each week. Parents should call 312-397-9119 if their child will be absent.
2. Tutoring sessions start at 6:10pm. Students may arrive for check in at 6:00pm. Students will not be allowed in the Tutoring Center before 5:55pm. Tutoring sessions end at 7:30pm. Students must leave Tutoring Center at 7:30pm either by bus or parent pick-up. Parents must pick up their children promptly at 7:30. There is no 'late teacher'.
3. All students must be registered with CGTP. To be registered, a CGTP enrollment form must be completed and signed by a parent or guardian. Unregistered friends, siblings, relatives, etc. are not allowed in the Tutoring Center. Children may pick up a form for a friend and invite them to attend the following week if we have openings. CGTP students may only attend on their assigned nights.
4. Students are to check in on the 3<sup>rd</sup> floor and wait in the chairs until their tutor arrives or they are assigned a substitute tutor.
5. Students should take the center stairs. They are not allowed in the elevators.
6. Students are to stay with their tutors at all times.
7. Students and tutors should use the materials provided by CGTP. They should not use the materials already in the classrooms. These do belong to CGTP.
8. Students are expected to clean their work area and return all materials to the correct areas at the end of the session.
9. Students may not take materials home from the Tutoring Center. There is an opportunity to check out books.
10. Students must follow all rules of acceptable computer use posted in the lab.
11. Students should not wear baseball hats or dew rags in the building or on the bus.
12. Students are expected to show respect and cooperation with tutors, staff and other students. This includes working quietly so as not to disrupt others.
13. Students are expected to respect property, including tables, computers, books and supplies. Graffiti is forbidden.
14. Absolutely no fighting, rough play, teasing or foul language will be tolerated in the Tutoring Center or on the bus.
15. Weapons of any type should never come to the Tutoring Center or on the bus.

## **Use of Tutoring Center Space**

The Cabrini Green Tutoring Program, Inc. leases space from St. Vincent de Paul Center. Our program is housed on the third floor. We use the first floor lobby for enter and exit procedures. Use only the stairwell adjacent to the elevators.

### **Classrooms**

The eight classrooms that we use are *not* exclusive to our program. They belong to an After School Program through St. Vincent de Paul Center. Therefore, all of the tables, chairs, couches, equipment, classroom computers, toys, etc. belong to them. Please avoid using the toys, computers, books, consumable resources, etc. within these classrooms.

Help keep these rooms clean by throwing away your garbage at the end of the night. Put your materials back in the Resource Room or carts.

Each student is assigned to a classroom by grade level. Please let us know if there are any conflicts within the room (student issues, allergies, ...). We are happy to switch rooms if necessary.

Each student is assigned to a classroom by grade level. Each classroom is considered a **"Classroom Family."** This group should get to know each other. Ask one another for help, if needed. Each "family" is lead by a TAB member or lead volunteer. This volunteer helps remind the group of upcoming events, necessary paperwork, etc. Town Meetings will run though the "Classroom Families" where awards are distributed for attendance, good report cards, etc.

### **Library Resource Room**

Here you can find games as well as leveled books. Please be sure to attend Ms. Amy's library tutorial so you know how the books are organized.

### **Resource Carts**

There will be two rolling carts in the two hallways. These materials include paper, pencils, markers, scissors and glue, and weekly resources. On the second cart will be educational games and activities as well as Life Skills and additional tutor forms. You can find everything you need on these carts.

### **Computer Lab**

The computers belong to St. Vincent de Paul Center, and we use them in the evenings. Our students have a separate log in. See the Technology Coordinator.

### **Room 351**

Large events or gatherings will take place here on an occasional basis. Please do not use this room unless a special event is scheduled.

### **Restrooms**

Each classroom has both a girls' and boys' restroom. There is also an additional (adult) restroom located in the west hallway, near Erin's office.

# **Communication**

## **Tabletop News**

This is our weekly newsletter. Please be sure to read it each week and identify the information that relates to you and your student. Be sure to check the "Tonight" box to know what is going on each night and what may be expected of you and your student. It is written at a level that you can also read it with your student.

## **Email**

Tabletop News is emailed to you the day of your tutoring session. Additional emails are sent to keep you informed of special events or important updates. Please be sure you are receiving our emails. If not, check your spam or contact us with an alternative email address.

## **CGTP Mailboxes**

At the end of the night, there may be several things to turn in to CGTP staff. "Mailboxes" for these materials are attached to each of the rolling carts in both the east and west hallways. There is also a spot on the folder table to turn in papers.

## **Website**

[www.cabrinigreentutoring.org](http://www.cabrinigreentutoring.org) contains an up to date calendar, general program information, applications, and a page for tutors. While it always being updated, it contains information that may assist you with tutoring. A pdf of the handbook is also on the site.

## **Tutor Advisory Board (TAB)**

This is an advisory group of tutors who have volunteered for at least one full year. Their role is to represent and mentor the tutoring population, and assist with fundraising and event planning. Along with chairing the tutor committees, they organize events for tutors to get together outside of the program. The TAB members are happy to answer your questions or provide support when needed and you will find 2 TAB members in each classroom. Feel free to approach a member during tutoring or contact them at [cgtptab@gmail.com](mailto:cgtptab@gmail.com).

## **Student Information**

A copy of your student's registration information should be kept in his/her folder. Here you will find basic information regarding parental contact, school, teacher, special needs, etc. There may be a parent's email for additional communication access.

Establish lines/methods of communication early in the year. Introduce yourself to parents, teacher or siblings. We strongly encourage you to contact your student prior to tutoring for reminders, etc. See the next page about attendance and communication.

# **CGTP Policies and Procedures**

## **Student Attendance**

- Most of the kids have good attendance patterns, but sometimes attendance becomes a problem for a few of the children.
- Reiterate the importance of regular attendance. especially the first few weeks.
- Keep your student's phone number handy to call if she is late or absent.
- The tutoring year is divided into three, ten-week periods. Those students with perfect attendance are rewarded at the end of each period.
- CGTP will call the parents of any child who misses 3 consecutive sessions in a row or has inconsistent attendance. A warning letter will also be sent home. Any child who misses 4 or more consecutive sessions, or 5 or more sessions overall within a ten-week period, will be dismissed from the program.

## **Tutor Attendance**

- Regular attendance is the most important ingredient to successful tutoring. Once you have been matched with a child, we expect you to commit to the tutoring arrangement you requested (1:1, 2:1, 2:2, substituting).
- We do understand the priorities of work, business travel, illness and vacations. Therefore, it is expected that regular tutors have **no more** than 4 absences over the year (See substitute policy for what to do when you are absent).
- Please let us know if you are running late.
- Please do not send someone who is not a CGTP tutor in your place without discussing this with staff first.
- Consider calling your student to let him know you will not be attending, or let him know the week before. This helps child feel secure about your relationship. Be sure to reiterate the importance of him attending in your absence.
- If a tutor is absent two consecutive sessions without notice, CGTP staff will call to determine her status.

## **Substitute Policy:**

- Tutors will be required to find a substitute, when necessary, from our database of volunteer subs. This mainly applies to full time tutors since 2:1 tutors are expected to work out their schedules together, and 2:2 can fill in for each other if one is out.
- Full time tutors are not expected to miss more than four sessions during a school year, but when they must be absent, an approved and trained substitute can be called upon by that unavailable tutor. CGTP has created this database from substitute applications. It is available in the Quick Links section of our emails.
- This procedure allows for better communication between tutors and subs, frees up valuable staff time that has been over-taxed with sub requests, hopefully eliminates the need for tutors to take on an extra student, and should improve tutor attendance and consistency as a result.

## **Tutor Retirement**

- While we don't ever want a tutor to "drop out" of the program, we understand that extreme situations may occur and leaving the program may be unavoidable.
- In this case, we need to plan for a smooth transition and keep the child's best interest a priority.
  - Please give as much notice as possible.
  - Attempt to find a replacement tutor, or CGTP can provide one.
  - Both tutors will work together to ease the transition.

### **New Tutor Procedures**

- New volunteers are welcome throughout the year. If you know of someone who would like to get involved, please refer him to our website [www.cabrini greentutoring.org](http://www.cabrini greentutoring.org) for an application. Potential tutors are welcome to attend with you if they would just like to see what CGTP is all about.
- Tutors must attend an orientation. They may get started prior to this, but are required to attend the next training session. Orientations are offered the second Wednesday of each month, beginning in October. A full schedule is available on the website.

### **Field Trips**

- All field trip flyers and permission slips will be available on the tutor table. It is the tutor's responsibility to give these to the students. Please read through the information with your student and remind him to return the form by its due date.
- Tutors are not required to attend a field trip with their students unless otherwise specified. However, we often ask volunteers to help supervise.

### **Activities Outside of CGTP**

- CGTP is a tutor/mentor program. However, all student/tutor contact must take place under the guidance and organization of the Cabrini Green Tutoring Program, Inc. Any student/tutor activities organized outside of CGTP are not sanctioned by the program. If you have any contact or outside activities scheduled with your student, the Cabrini Green Tutoring Program is not liable for an accidents or incidents resulting from the event. Contact Erin McPartlin with any questions regarding this policy.

### **Gifts**

- CGTP discourages tutors from purchasing major gifts or giving money to their students. Your student may begin to see your relationship as a material one. It can also be awkward for other tutors when students see this, and make siblings feel even worse.
- Exceptions include birthdays – you may want to buy your student something small like a cupcake or book; and Christmas – donors provide gifts for each child, but many tutors like to purchase something else for their students. This gift is not expected, nor is it discouraged.

### **Medications**

- It is very important that tutors DO NOT GIVE ANY MEDICATIONS TO STUDENTS. This includes prescriptions and over the counter medications such as pain relievers, antacids, inhalers, vitamins, supplements, cold medicine, cough drops, etc.
- If a child is feeling too ill to work, notify staff to call a parent/guardian.
- If a child has asthma, he may have an inhaler on him. This is okay to use.

### **Incidents**

- If a child gets hurt or there is an unusual incident, please complete an incident report and return it to staff. These can be found in the Resource Center.

### **Emergencies**

- Stay with the victim(s), or remove them from the dangerous situation.
- Assign a person to either get Erin or call 911.
- Call staff at the front desk.
- Get help from other tutors.
- Guide a violent child to a safe area, away from others and equipment OR have the other tutor remove their students immediately.
- See exit procedures for a fire or other emergency.
- A practice fire drill will take place the first few weeks of tutoring.

# **Donations to CGTP**

## **Supply Donations**

Some of the common supply needs of the Tutoring Program are:

- Lined paper (wide-ruled), blank paper, folders, notebooks
- Pencils and pens, markers, colored pencils, crayons
- Scissors, rulers, glue, glue sticks, index cards
- Sticky nametags (Avery)
- New or good condition books, dictionaries, reference books
- Copy paper (white and colored)
- Calculators, math materials
- New or good condition games
- New or good condition backpacks
- Student awards or incentives

## **Service Donations**

- Copying services, especially colored copies for newsletter, etc.

## **Other Donations**

- Holiday gifts. We organize a Letters to Santa campaign at Holiday time. Watch for more information in mid-November, or contact staff directly.
- New or gently used coats. These are offered to our students at holiday time.
- New hats and gloves sets. These are given to the children with their holiday gifts.
- Occasionally we accept donated tickets to local games or theater. These can be used as a field trip or reward.

Prior to any in-kind donation, please contact us to see if your donation can be used or if another agency may be recommended.

## **Cash Contributions**

The Cabrini Green Tutoring Program, Inc. is a not-for-profit 501©3 organization and individual cash contributions are welcome and tax deductible. Efforts can be made to obtain contributions from the companies where you work through "Dollars for Doers" programs and grants. If you have a volunteer donation program at your company, we would greatly appreciate it if you filled out the appropriate forms to help us attain funding from your company.

If you would like to act as a representative to your company to request funding, please contact Jill Heller, Director of Fundraising, at [jillh58@aol.com](mailto:jillh58@aol.com).

## **Fundraisers**

CGTP or its tutors host social fundraisers/bar events where tutors are encouraged to come and bring their friends and colleagues. Generally, raffle tickets are sold prior to the event for several great prizes. Many tutors take a pack of tickets to sell at work.

Legs for Literacy 5K Fun Run/Walk – This is held the Sunday after Mother's Day in Lincoln Park. A fun event – 14 years and counting!

# **RESOURCES & PROGRAMS**

*Although the students should bring their homework each week, the Center is filled with additional resources. There are also several programs in which tutors and students can participate.*

\* Optional

# Expected

## **Homework #**

Students are expected to bring their homework to tutoring, even if it is finished. This allows the tutor to see what the child is expected to know and what they are working on in class.

If your student regularly forgets her homework, remind her of the Contract for Success. Join the homework club to encourage her to bring it. If this continues to be a problem or she claims not to have any homework, contact the parent or teacher or ask CGTP staff to do so.

Often children are not allowed to bring home their textbooks. If you are unclear as to the expectations of an assignment, the student may have classmates at tutoring that you can ask. Encourage the child to write down important information.

Although completing homework is a priority, it is not essential to work on every assignment. If the student seems to do certain assignments with ease, focus only on those he has trouble with. Or use CGTP resources to extend an assignment into related activities to build upon their prior knowledge or reinforce a concept or skill.

Keep in mind that homework assignments are often an important assessment tool for the classroom teachers to determine a student's independence with a skill or concept. Your role is not to do the assignment for the child or complete it without his full understanding. Your role as a tutor is to help your student better understand and guide his progress.

## **Weekly Resources in the Center \***

CGTP provides weekly resources/activity sheets in the areas of reading, writing and math. The activity sheets are leveled by grades 1-6 and can be used at will. If your student does not have homework, or it is complete, you may want to select an activity sheet. Feel free to move up or down grade levels, depending the child's abilities and interests. Keep these sheets in her folder to continue later or collect them to use another day when time permits. These sheets can be found on the resource carts in the hallways.

## **Educational Activities \***

Take advantage of the numerous educational resources and activities available on the resource carts located in the hallways.

## **Games \***

CGTP provides mostly educational games and a few recreational games. These can be beneficial to building social skills. Recreational games should not be used as a replacement to tutoring.

Use the games as an incentive to work efficiently and behave properly. Encourage the child to learn how to play new games. Ask him to read the directions and help figure out how it is played.

## **Books \***

CGTP offers fiction and non-fiction books, dictionaries, thesauruses, encyclopedias and reference books. Select a book together and read it now or keep it in the folder and take turns reading aloud each week. Be sure to attend Ms. Amy's Library Training Session so you know how to pick the best book for your student.

Complete story maps to strengthen comprehension skills. Pause when your student comes to an unfamiliar word. Help him figure it out using clues from the rest of the sentence or a dictionary. You may want to keep a vocabulary log to review these words each week or when you have an extra five minutes.

Students may check out a book to take home. A student may sign out a book on the sign out sheet located on the side of the game shelf in the Library Resource Room.

### **Computer Lab/Technology \***

Sign up or sign in to use a computer in the lab. The Technology Coordinator can help you get set up, find activities and answer your questions. The Internet is intended for educational use and must be closely monitored by a tutor. Examples of use include school research, educational web games, current events and Internet instruction. See home page for educational games and reference pages organized by subject and level.

There are also several educational cd's for practice with phonics, study skills and keyboarding. Watch for a revised Technology Curriculum later this year. Students can study and master each skill level, then move on to the next. They receive certificates and points for each level mastered.

Additionally, there are 12 laptops that can be checked out to use for educational purposes during the tutoring period.

### **Family Meetings #**

Several times a year, classrooms gather together to share updates on student progress, hear announcements, and receive awards.

### **Life Skills \***

Students will practice and master out of varying levels of life skills. Some of these skills will include phone etiquette, ordering from a menu, writing a check, reading a food label, etc. Students will choose which skills they would like to complete. These do not have to be completed in succession. Students will receive points for each skill completed. A culminating dinner takes place in the spring for those students who have mastered at least half of the skills.

### **Homework Club \***

Students and tutors can take advantage of this "club" to encourage the student to bring homework. Each night a student does their homework a point should be rewarded and recorded on their Point Tracker. Homework can include work assigned by a teacher, complete or incomplete, or something of academic value the child has brought from home or school. To join the club, simply add your student's name to the chart.

### **ISAT Preparation #**

ISAT is the Illinois Standards Achievement Test given to students in grades 3-10. CGTP focuses on Reading and Math improvements and provides practice packets all year. These tests on the resource carts.

### **Time for Kids Magazine \***

Time for Kids (TFK) comes in three different issues each week for grades 1-2, 3-4 and 5-6. These current event magazines also have corresponding activity sheets that are copied each week for your use. Practicing and encouraging non-fiction reading helps students develop their skills for reading content-based text.

### **DORA (reading) and DOMA (math) Computer Assessments**

CGTP uses an online assessment that helps tutors better determine the reading/math levels and needs of their students. DORA and DOMA are assessments that students will take independently on the computer. The software then creates a report for the tutor that explains how well the student performed and his or her areas of weakness or strength in relation to his or her grade level. Tutors can use this information to determine "focus areas" to work on, and guide their instruction or help the child select books at his/her reading level. **CGTP expects all students to take these tests in the fall and in the spring.**

### **"My New Book" Guest Reader Series #**

CGTP invites special guests to visit in the spring to read and promote quality children's literature. All students receive a new copy of that book as well. Students are broken up by

grade and assigned a night to attend the reading. Watch for more information in the Tabletop News.

**Assignment Notebooks #**

All students are provided a new assignment notebook if needed. Please help them learn how to most effectively use this tool. These are a great opportunity for encouraging communication among teachers, parents, tutors and students. Students are expected to bring this back and forth among school, home and tutoring. Some students may use a notebook provided by their school instead.

**Tutoring Plans #**

All tutors and students must create their "plan" for their tutoring sessions. This is a general summary of the routine your sessions will follow. This is to be kept in the folder. See *Structuring your Tutoring Sessions* for more information.

**Folder System #**

All students are assigned a folder that should be kept here at tutoring.

All students and tutors are expected to use their folders on a weekly basis. The left side is the students' side where any necessary papers and work should be kept. And on the right side is the tutor side where any pertinent papers and information can be stored. Please do not keep old Table Top News or anything with no value in the folders.

On the first day each side will have a corresponding packet of information which has necessary information and forms for a successful tutoring year.

The folders will be used for:

- Distributing personal papers (awards, notes, etc.)
- Storing work from week to week, especially a copy of the plan and goals.
- Maintaining tutoring session logs where entries should be made at the end of each session.
- Some communication from staff and TAB members to tutors and students (reminders, encouragement, praise, etc.)

**Sample Tutor Log**

Each week tutors and students are to fill out a log (found in the initial packet given at the beginning of the year). This is a great way to remind yourself where you left off the week prior.

<b>TUTOR LOG - COMPLETE EACH NIGHT</b>				
<b>DATE</b>	<b>WHAT DID YOU AND YOUR STUDENT WORK ON TODAY?</b>	<b>LIST ANY CONCEPTS THAT YOUR STUDENT IS HAVING DIFFICULTY UNDERSTANDING.</b>	<b>WHAT CAN YOU AND YOUR STUDENT DO TO IMPROVE THEIR PERFORMANCE?</b>	<b>WHAT IS THE PLAN FOR NEXT WEEK'S SESSION?</b>
<b>EXAMPLE:</b>	FIRST WE DID MATH AND READING HOMEWORK. THEN WE PLAYED A GAME.	HE HAD TROUBLE MULTIPLYING NUMBERS.	PRACTICE WITH FLASH CARDS.	1. DO HOMEWORK 2. WORK WITH FLASH CARDS. 3. WORK TOWARDS READING GOALS.

## Sample Student Log (Grades 3-6)

STUDENT LOG - FOR GRADES 3-6				
TO BE COMPLETED BY STUDENT			TO BE COMPLETED BY STUDENT WITH THE HELP OF TUTOR	
DATE	WHAT DID YOU AND YOUR TUTOR WORK ON TODAY?	LIST ANY CONCEPTS THAT YOU ARE HAVING DIFFICULTY UNDERSTANDING.	DESCRIBE YOUR ATTITUDE, BEHAVIOR, OR ANY ISSUES YOU HAD AT TUTORING TODAY?	WHAT CAN YOU DO NEXT WEEK TO IMPROVE YOUR EXPERIENCE AT TUTORING?
<b>EXAMPLE:</b>	I DID MY MATH AND READING HOMEWORK AND THEN WE PLAYED BATTLESHIP.	I GOT A LOT OF THE MULTIPLICATION PROBLEMS WRONG.	THE MATH WAS FRUSTRATING. I GOT INTO TROUBLE FOR RUNNING IN THE HALLWAY.	I WILL GET MORE HELP WITH MATH FROM MY TUTOR. NEXT WEEK I WILL WALK IN THE HALLWAY.

### **Points System #**

Students will earn points for various accomplishments. These points will be tracked by tutors and accumulate over a period of time. A tracking sheet of a student's points is found in the Tutor Information packet in each student's folder. Students can use their points to buy items from the CGTP "Store".

Opportunities to earn points include: Attendance, Life Skills/Technology Skills, Homework Club, Report Cards, Bravo Awards, Good Behavior and Reading Logs.

Attendance: One point is awarded each week a student is present.

Life Skills/Technology: One point is awarded for each skill completed. An updated completion chart can be found on the bulletin board in the library.

Homework Club: One point is awarded for successful completion of homework per week.

Report Cards: Every quarter students will receive a report card. If they bring it in, please take note of their grades and award them 10 points.

Bravo Awards: If they receive all A's, B's and only one C during a quarter then they will receive 10 points for a job well done!

Good Behavior: Tutors can use their discretion when awarding points each week for students' behavior. See log on point sheet for determining how many points to award a student.

## **Cabrini Green Tutoring Program, Inc.** **EXPECTATIONS AND RESPONSIBILITIES**

CGTP provides enrichment in a one-to-one setting to allow for maximum attention to the individual needs of our students. As a tutor, you should plan to structure your sessions to best meet your student's academic and personal needs in a short period. Your time spent is valuable and should be structured accordingly.

### **Computer Time**

No more than 1/2 of a session should be spent on a computer unless the student is preparing a lengthy document such as research paper or essay.

The Technology Coordinator can guide you to activities. The homepage is a fantastic resource for educational activities and appropriate websites.

### **Activities to Avoid**

"Playing" with St. Vincent de Paul daycare toys such as blocks, trucks, kitchens, dress-up clothes, etc. While this playtime is certainly fun for the child, it is not an activity he/she needs a tutor to do. This is also distracting to the other children. These toys **do not** belong to CGTP. Loud, active games that distract or disturb others. This includes playing ball, wrestling, yelling or shouting.

Playing foosball or something similar. The balls from these games are intentionally removed during tutoring. Please do not supplement them in order to play.

### **Staying Flexible**

Your student's needs may change from week to week or month to month. While trying to structure your time together and remain true to a plan, stay flexible to the student's workload, mood, or other factors at each particular session.

### **Keep in Mind...**

You are the tutor and the adult. Establishing limits and structure early on in your relationship will help you both achieve the maximum benefits of your time spent together each week.

*As a volunteer tutor, I commit to...*

### **Be Reliable**

- Attend regularly and according to my agreed upon commitment, full time, two with one, two with two or substituting.
- Call and confirm with a substitute if you are to be absent.
- Show my student that I care just by being there.

### **Be Positive**

- Great and treat my student in a positive, renewed, and encouraging manner, regardless of my workday or previous tutoring frustrations.
- Understand that progress takes time and my attitude can impact theirs.

**Be a Role Model**

- Model all procedures and rules of CGTP.
- Model proper behavior and attire.
- Model a love for learning and will to succeed.
- Share my education and life experiences.

**Be an Educator**

- Assess my student for his or her strengths and weakness via DORA and DOMA twice yearly.
- Address the needs of my student.
- Structure our time effectively.
- Understand that it is ok to express that I am not always sure of the answer.

**Be Involved**

- Check in nightly by taking my nametag and reviewing all materials on the tutor table.
- Read the Tabletop News and be aware of any activities or information needed for that evening.
- Read the handbook and refer to it when I have a question.
- Know that supplies are located in the two main hallways by the classroom and any necessary sheets or supplies can be found on them.
- Complete student and tutor logs weekly.
- Ask when I am not sure of something.

**Be in Touch**

- If I am going to be absent, arrange with a substitute in advance so there is someone to tutor my student in my absence.
- Communicate with staff and possibly my student of any changes that may affect my tutoring schedule.
- Inform staff of any phone, address, name or job changes.

## The Tutoring Model

Meet, Briefly discuss your day/week, Establish student's needs,  
Set a plan for the session, Gather materials



Take Actions towards those needs, Guided Instruction



Guided practice, Independent practice, Tutor reviews



Review what was covered, Reflect on the learning process,  
Set a plan for the week or the next session

This is a general "ideal" tutoring model. Working with elementary school children, you will most likely be tutoring several subjects, often within the same session. See below for samples of a CGTP tutoring session.

The following is a sample of a structured tutoring session with an active, young student who may need a lot of activities in one session with breaks and movement throughout.

- Get student's folder, find a spot to call your own, talk about the day or week, look through the backpack and other homework papers. Set a plan for the next ½ hour. *10 minutes*
- Together, find the materials you may need. *5 minutes*
- Work on a homework assignment or CGTP worksheet. *10/15 minutes*
- Select a book and read together in a comfortable spot. *15 minutes*
- Take a short walk to return the book, use the restroom, set a plan for the next ½ hour, etc. *5 minutes*
- Use flash cards or math manipulatives to practice facts or number sense. *10 min.*  
Draw a picture or play a game together. *10 minutes*
- Talk about all that you did together and what you will do next week. Return the folder and materials. Give the student a small CGTP incentive like a sticker for time well spent.

The following is a sample of a structured tutoring session with an older, more focused student who may be able to stay on task longer.

- Get folder, find a spot, talk about the day or week, look at homework or other papers he/she brought. *10 minutes*
- Gather materials you may need, sign up for the computer lab. *5 minutes*
- Work on homework assignment or CGTP worksheets. *25 minutes*
- Move to the computer lab to practice skills from the Technology Curriculum. Look up current events on a safe website for kids. *25 minutes*
- Pack up your things, play a quick game of cards together, discuss and log what you did and what you plan to do next week. *10 minutes.*