

**INSPIRED YOUTH TUTORING PROGRAM**  
at Bezazian Library, 1226 W. Ainslie, Chicago, IL 60640  
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inspiredyouth2@gmail.com

## **TUTORS' ORIENTATION**

### **Program Background:**

The Inspired Youth Tutoring Program is the result of 29 years of effort on the part of Beth Palmer, Executive Director. Begun in 1985 as a program in a church basement, Inspired Youth is now a completely independent 501(c)3 not-for-profit that seeks to supplement the educations of children from grades 1 to 12 in the Uptown neighborhood. We serve a little over a hundred children a year with three weekday tutoring sessions, a Saturday session, field trips, choir rehearsals and performances, and summer piano lessons. Inspired Youth tutoring focuses on the basic building blocks of education that our students need to have reinforced to succeed in school: reading, writing and math.

### **Schedule:**

Mondays: 6:30-7:50pm; Wednesdays: 3:30-5:00pm; Thursdays: 3:30-5:00pm

### **Before We Begin:**

1. You will be asked to complete an application, an authorization for background check and a copy will be made of your photo ID.
2. If you will need to document service hours you must let Beth Palmer know at the beginning of your tenure as a tutor. It is also a good idea to keep track of your hours independently in case there is any discrepancy later on. Each session is one and a half hours; if you would like to supplement these hours please talk to Beth about joining the walking group on Wednesdays and Thursdays. The group meets at Goudy Elementary School at 3:00 and again after tutoring. Remember that Beth will need adequate lead time to provide documentation of your hours at the end of your semester.
3. If you will be absent from a tutoring session please let Beth Palmer know as early as possible. If you find out within an hour of the beginning of a session please text her cell and include your name.
4. If your student or students cannot come we will try to pair you with another student.
5. If you get to the library early it would be appreciated if you would help arrange the room for the session.

### **Rules of the Road:**

6. Evening students should be in the auditorium or at their tables by 6:30 pm. Afternoon students should be at their tables by 3:30pm.
7. Space is tight. It is crucial for the concentration of all that we keep noise to a minimum.
8. If students do not cooperate (1) say something to the student, (2) request that the director to come to talk to the students, (3) request that the director to talk to their parents.
9. If you feel the tutoring session is not quality time, let the director know. We will work something out with the student, the space, or the work.
10. Tutors should accompany 1<sup>st</sup> – 8<sup>th</sup> grade students when they are away from their tables.
11. Computers may only be used by students for necessary school assignments. Use books if possible. Tutors must use their judgment and monitor computer usage closely.
12. No teasing, name-calling, bad language, fighting, running or standing/sitting on the stage.
13. No food or drinks are allowed by anyone in the library, students or tutors.
14. No cell phone or audio device usage.
15. Students will not beg from tutors. Tutors are discouraged from giving students gifts.

16. Clean your area and put folders in the canvas satchel before leaving.
17. Enter and leave the library quietly.

**Procedures for the Tutoring Time:**

18. Student should get his/her folder.
19. Each student/tutoring set will have a table assigned by Beth. For the outer tables, chairs should face the wall to maximize ability to concentrate.
20. Ask your student about homework they have and what books they've brought. We will focus on reading, writing, arithmetic, science, and social studies leaving any art projects and the like for them to complete on their own time.
21. Work on homework first and then the material in the folder. The slip in the small pocket on the cover of the tutoring folder lists the Inspired Youth assignments.
22. Be wary of students trying to use you to give them the answers; make them do their own work.
23. Record what the students do each day on the blue sheet in the left folder pocket.
24. Have student return their folders to the canvas satchels as they leave.
25. After tutoring, all students are to go directly home. Some of us will walk students near to where they live. If you would like to help walk the students to and from the library, see the director.

**Other Things to Read:** If you would like to bring in newspaper or magazine articles for your student to read, that is fine. Have them read and discuss the articles, not just talk about the pictures or the subject matter. Tutors are encouraged to have students read out loud because it allows us to monitor reading ability and work on pronunciation.

**Book Reports for School:** Each elementary school student is required to read at least 6 books every 10 weeks at school. Ask the students what books they are reading for their school book reports. Listen to them read the books. Sometimes students try to write about a book without having read it. Talk with them about the books and help them write book reports on the books they read.

**Writing:** The students will have writing assignments which we will gather and publish as magazines. Older students will be given specific topics to write about. Younger students may write on any topic, using the special paper in the folder. In December students will write a holiday letter to a senior citizen in a retirement home.

Help students think of ideas. Be patient while they write. Help them put their ideas into paragraphs. Help them edit for grammar, spelling, etc. Do as much as you feel they have patience for.

**Conflict Resolution:** We will have training sessions on methods of conflict resolution during the last 25 minutes of the session a few times during the year. In our CR sessions, we will divide into small groups. We use the Second Step curriculum, which provides training in empathy, anger management, and problem solving.

**Family Nights:** We schedule two Family Nights each year at a nearby church hall; one in the fall and another in the spring. We encourage students to bring their parents so that we can meet them. Beth will give you the exact dates as they are scheduled. Family Nights are potluck and we encourage everyone to bring healthy food which students, parents, and tutors alike can enjoy.

**Library Cards** All students should have their own library cards. If your student doesn't have one, encourage him or her to get an application and take it home. Encourage students to respect the library's assets and return materials on time to avoid fines.