



The Study Buddy Society (SBS) is a peer-tutoring program serving students that demonstrate need for help in math, science or English. Students are expected to commit to 90 minutes per week. Please submit the application and contract to Mrs. Kan in the library. SBS serves students on a first come, first serve basis. We do have translators available through the New Student Support Club. If you have any questions about translators please contact the NSS via email at mvhs.nss@gmail.com

TUTEE GUIDELINES AND POLICY

ATTENDANCE:

- The tutee is REQUIRED TO STAY THE ENTIRE SESSION if the tutor is late/no-show. The tutee may let the host teacher know their tutor is missing. The host teacher will attempt to match you for that day with another tutor.
- If a Tutee cannot attend their session, a **PARENT** must notify the Tutoring Office by email (rebecca_kan@fuhsd.org) or call at 408.366.7658. Please call the same day as the missed session.

ABSENCES:

What is an EXCUSED absence?

Illness: If an illness forces you to miss a tutoring session, your parent must call the tutoring office at 408.366.7658 or e-mail rebecca_kan@fuhsd.org. Students participating in sports need to provide a calendar for team events and practices in order to be excused.

What is an UNEXCUSED absence? Examples:

- Forgetting about your tutoring session.
- Club activities
- Group projects

What is a NO SHOW? When tutee or parent does not notify us of your absence as required. Therefore the Tutoring Office will:

1. First no-show: Send an e-mail to parent and meet with student
2. Second no-show: Review the attendance policy with student
3. Third no-show: Ask student and parent to resign guidelines

4. Fourth no-show: Student will be dropped from the program

CLASSROOM EXPECTATIONS:

- The tutee is required to come to each session prepared to work with their tutor.
- The tutee must follow the classroom guidelines defined by their host teacher. If the host teacher reports any kind of behavioral problems, the tutee will be asked to speak with the coordinator. The tutee's parent will be called or emailed about behavioral problems.
- Tutees are expected to come prepared to the session with homework, books and other materials for studying. If the tutee has no homework then he or she must review previous information or make up missing assignments.

EXITING

- Student may exit the program if their parent/guardian has contacted the coordinator
- Students with passing grades may be asked to work without a tutor

CONTACT INFORMATION:

Study Buddies Coordinator

Rebecca Kan

rebecca_kan@fuhisd.org

Phone: 408.366.7658

Location: Library

Guidance Counselors

Monique Balentine (A-Gou)

Phone: 408.366.7615

Jessica Coscia (Gov-L)

Phone: 408.366.7616

Sylvia Lam (M- Sha)

Phone: 408.366.7626

Clay Stiver (She- Z)

Phone: 408.366.7614

NON-DISCRIMINATION STATEMENT

The Study Buddy Society (SBS) is committed to equal opportunity for all individuals in education. The SBS program shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, lack of English skills, handicap or the perception of one or more of such characteristics. Reasonable accommodations are available for students with disabilities. The student and/or parent/guardian should contact the case manager (for a student in special education) or guidance counselor (for a student with a 504 plan) to request accommodations.

SBS TUTEE CONTRACT

The guidelines listed below in the contract must be followed in order to remain in the SBS program. Please initial each of the guidelines below to indicate your understanding and agreement:

1. ____ I have read the Tutee Guidelines and Policy attached. I understand them and will follow them.
2. ____ I understand the difference between excused and unexcused absences. My parent(s) will notify the Tutoring Office for all my absences.
3. ____ I will follow the Classroom Expectations. I know that my behavior and preparedness for each session will be monitored by both tutor and host teacher. I understand that I may be asked to leave the program because of my behavior.
4. ____ Most communication is done via email. The tutee agrees to check his/her email frequently to stay in communication with the SBS office and to receive information about our program (cancelled sessions, change in tutoring scheduling, confirming absences, etc.).
5. ____ SBS will keep in touch with tutee parents via e-mail. Please make sure you provide an email address your parents use often. Parents will be notified about attendance, behavior and any changes such as times or location.
6. ____ I recognize that it is necessary for advisors or program managers to have access to my academic files for informational purposes. By signing this form, access is granted.
7. ____ I understand that my tutor is another student at Monta Vista High School. I agree to come to sessions even if my tutor is unavailable.