

# Victor Peer Tutoring Program

**NHS/Key Club Initiative**

# **How the Program will Work...**

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# LOGISTICS

Tutors set up their own appointments using the “Victor Peer Tutoring Program” calendar on Google Calendar

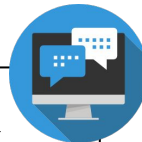
Tutor views appointment notes to prepare for session

Tutor and Student meet via the Google Meet set up from the appointment

Student completes Tutor Feedback Form

Students use the “Find a Tutor” form to choose a tutor for their subject

Students sign up for open appointments





# Victor Peer Tutoring Program






To Teach, To Learn, To Support, To Improve, To Achieve!



# Expectations

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# Expectations

- Be on time for tutoring sessions 
- Help students learn, do NOT do THEIR work for them! 
- Be comfortable admitting that you don't know or remember something.
  - Don't "fake it", which could convey incorrect information. It is better to say "Let me look into that" instead of making something up.
  - Sometimes the more important lesson is teaching how to find an answer that you don't know
- Ask a content teacher for help, if you need to. 
- Set appointment slots that you can keep. (Be reasonable; Don't do too much).
- Maintain a professional relationship with your tutee. 
- If anything feels off or uncomfortable, please contact Mr. Waples, Mr. Thompson, or Mrs. Brion 

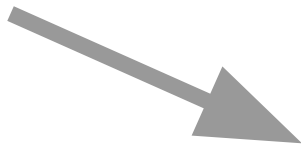
# How to Create Appointments

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# ADD THIS CALENDAR!!!

You should have  
received an email  
like this today.

Click “Add this  
calendar”



**Eric Waples** <waplese@vic... 2:02 PM (55 minutes ago)  
to Karen ▾



Hello Karen Brion,

We are writing to let you know that Eric Waples <[waplese@victorschools.org](mailto:waplese@victorschools.org)> has given you access to manage events and sharing settings for the Google Calendar called "Victor Peer Tutoring Program".

After adding this calendar to your other calendars, you can hide or completely remove it whenever you want.

[Add this calendar.](#)

- The Google Calendar Team

[View Your Calendar.](#)



# TIMELINE

We are planning to advertise the Victor Peer Tutoring Program after the Holiday Break through teachers and the Daily Check-in

Please consider your commitments and post your availability starting **January 4, 2021**

DECEMBER 2020						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8				
13	14	15				
20	21	22				
27	28	29				

JANUARY 2021						
S	M	T	W	TH	F	S
					1	2
3	★	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Remember, be **REASONABLE**. Don't stretch yourself too thin.

**Questions?**

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# We are always here for you when you need us.



Mrs. Brion



Mr. Thompson



Mrs. Waples