

# STTAR Tutor Agreement

*Tutoring sessions are in person this school year.*

**Commitment:** Tutors must make a commitment to the tutoring relationship and agree to meet for at least 30 minutes each week for a minimum of 6 weeks. Tutor/Tutee may meet more than once a week if both parties agree.

## Starting the Tutoring process:

When you receive a "STTAR Program – ActionRequired" email....

- Email the tutee within 24 hours and
  - establish the tutoring day/time and location
  - find out who their teacher is
- Email their teacher **and cc: Mrs. Otoshi** – informing teacher that the student will be receiving tutoring assistance.

Example:

Subject: STTAR Tutor for (first/last name of tutee)

Hello Mr./Ms. (Teacher's name),

I will be tutoring (first/last name of tutee) in (subject). If there is coursework information or specific areas that we should focus on, please let me know.

Thank you.

(your name)

## Tutoring Sessions:

- Tutoring sessions are typically 30-60 minutes.
- At the end of each tutoring session, fill out your STTAR Tutor Time Log and have your Tutee type their name in on the Google doc (which will be shared with you and your Tutee).
- If you need to cancel a session, **communicate directly** with your Tutee in advance.
- Communication between Tutor and Tutee is key for a successful tutoring relationship.
- If your Tutee is unresponsive or if something is not working out, report the issue to Mrs. Otoshi as soon as possible.

As a STTAR Tutor

- I will help be attentive, patient, punctual and supportive.
- I will not do my Tutee's assignment/homework for them.
- I will complete my STTAR Tutor Time Log after each tutoring session.

**Tutor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Tutor's Printed Name:** \_\_\_\_\_

Print out this Agreement, sign it and give it to Mrs. Otoshi in the Library during Homework Center (M, W, TH 3:30pm-5:00pm) or during Brunch on Tuesdays and Fridays in the Library.

After your STTAR Tutor Information form is submitted online AND this signed Agreement is received by Mrs. Otoshi you are eligible to be matched with a tutee.

*If at any time during the year you have any issues with your Tutee or need support, please email Mrs. Otoshi at [miko\\_otoshi@fuhsd.org](mailto:miko_otoshi@fuhsd.org)*