



Enroot's Remote Mentoring and Tutoring Guide

Your Support Is More Important Than Ever

The most important thing you can do to support your student during these uncertain times is to let them know you're still available as a mentor, tutor, guide, and resource. Your role as mentor and tutor is to be available to support your students and let them know that you are in this together and are there to help.

We've created this guide to help you support your student as best as you can through remote/virtual mentoring and tutoring.

[This guide is a LIVE document and we will be adding resources often.](#)

Creating Structure

- Contact your student via text or email (whichever form of communication you have been using previously) and tell them you will continue to communicate once per week (more if you both want).
- Choose a date and time when you agree to connect. It can be the same day and time you are used to meeting in person. Creating structure is extremely important as you two form the habit of connecting at least once per week.
- Your check-ins can be a quick text or an hour and a half phone or video call. It is up to you and your student to decide for how long you want to check-in. Please expect each week to be different given how quickly things may evolve.
- Consider having 2-3 topics you want to discuss consistently with your students every week. Some questions to ask: 1) how are they feeling? 2) what is a good thing they experienced this week? 3) what is a challenge they are struggling with? Every student will have a different approach to each question. Please be patient and above all, let them know you're there to support them.
- Create a check-in reminder on your calendar or phone and encourage your students to do the same.
- Make sure to text or email your student one day prior or the morning of the day you'll be connecting as a reminder.
- If your student is not being responsive, please let us know. We will make every effort to connect with them and check-in about a possible virtual communication plan with you. Even if the student is not responsive, reach out once per week as your student and/or their family's routine may be adjusting to the changes. Your student's at-home life could be more dynamic than expected, not all students can or will respond at this time.



Communication Tools

1. **Google Hangouts:** This is an excellent tool for virtual face-to-face meetings with your students. All you have to do is create a recurring meeting on your calendar and add your student. If your student has a personal Gmail account it might be better to use it versus their school email.
 - a. **Google Hangouts Tips:**
 - i. Make sure your space is reasonably quiet and semi-private and there are no inappropriate backgrounds, noises, music, etc.
 - ii. Screen sharing and presentations. If you're a tutor, the screen sharing feature can be a great tool to help show your student examples online.
 - iii. Feel free to use the chat function as well or *in combination* with Google Docs if your student is working on homework or an online project.
2. **WhatsApp:** Whatsapp is a popular texting, phone, and video calling app with our students. Ask your students if they would like to connect through this platform.
3. **Calling or Texting:** If your student wants to have a phone call or spend a few minutes once per week texting, while not as engaging as a video call, it can be an excellent way to stay in touch.
4. **Google Docs for Tutoring:** Google Docs has excellent features that allow for live editing, suggesting, and commenting if you and your student are working on a writing assignment.
5. **You can also try Zoom,** another online virtual platform--available online via web browser and on your phone.

A reminder that navigating the virtual space is going to be new for everyone and it may take some time to get adjusted or to build interpersonal connections. Be patient with your student and with yourself--this is a learning curve for all of us!

Special Note on Tutoring

Some of our students will have a distance learning plan from their schools and will be able to take virtual classes and some, unfortunately, will not. **Please work individually with your student to figure out what is the best kind of support they need at the moment.** If they are taking their classes online, please continue to work with them as you previously did. If your student doesn't have a distance learning plan, get creative and figure out activities or lessons they could do at home if this is something your student wants or needs.

Some helpful tips/resources:

- Examples of online education resources:
 - [Khan Academy](#)
 - [Big History Project](#)
 - [Somerville Public Schools home learning resources](#)
- If your student attends CRLS and is having issues with their Chromebooks, please let Enroot know.

Regarding MCAS: Are ELA, Math, and Science MCAS going to happen this spring?



We're awaiting direction from the state on whether it will happen at all this school year or not. The federal government has asked for the suspension of state-administered exams, but Education officials have not announced that the MCAS has been canceled. Please note that we have already missed our testing dates for March, so exams would need to be rescheduled if they are to occur.

We have also included a short little guide of [Educational Tools & Websites](#) that you and your student can connect with virtually--it has links to math worksheets, interactive periodic tables, museums with virtual tours, videos at the Monterey Aquarium in California, and so many more!

Special Note on Group Mentoring

If you are part of Somerville's Explore Cohort, we will help you support the students in your group. Program Associate, Kathe, and Program Director, Teresa will work with your mentoring pairs individually to plan the best form of outreach and connection with your students.

Check-in with Enroot

Enroot staff will be checking in with all volunteers in the coming weeks to provide additional support in your communication with your students. Your Enroot contact person will reach out to you individually.

Tips for Student Communication

We've borrowed some mentoring resources and tips from [MENTOR: The National Mentoring Partnership](#) on how to best support your student during these uncertain times.

Be mindful. As the COVID-19 pandemic spreads, it may trigger [trauma for young people](#) impacted by the virus or by the news surrounding the pandemic. Let your mentee know that you see them and are there for them.

Be intentional about preserving continuity in the relationship.

- Acknowledge what is going on and engage in a dialogue about the pandemic.
- Understand and honor your emotions and the emotions of your mentee, including the range of reactions that may be expressed.
- Commit to self-care. Know that it is okay to take a break from the news and discussions about the virus as needed to manage anxiety or other responses to the situation.

Stay informed. Follow the latest on COVID-19 on the [CDC's website](#), and the MA Department of Public Health: [MA COVID-19](#).

Be communicative. Healthy and supportive relationships are crucial during this time. If your student is not being responsive try a few more times. This can be a very overwhelming time in your student's life and their way of coping could vary from yours.

Be creative. Make connecting fun! Watch a video or read a book and come together to discuss it. Think of other activities you and your student enjoy and find moments of levity during a potentially very stressful time in both of your lives. For example, [Open Library](#)



allows you to borrow or listen to books online for free, and [Google Arts & Culture](#) has very cool art, videos, and street cameras of famous sites and landmarks. Get creative!

Additional Resources for social/emotional support:

- Read this [E-Mentoring Guide](#) from MENTOR: The National Mentoring Partnership
- Review this [guide on trauma](#)
- Read this [Talking to Children About COVID-19](#) resource
- Share this [Comic Exploring The New Coronavirus](#) with youth

Resources for meals/food access:

Cambridge Rindge and Latin School: Any student or family can get food, even if you are not registered for Free/Reduced Price Lunch.

- Tables with bags containing (1) breakfast and (1) lunch will be available at the following locations:
 - Haggerty School - Cushing Street main entrance
 - Peabody School - Rindge Avenue main entrance
 - King Open School - Cambridge Street main entrance
 - Morse School - Granite Street main entrance
 - Dr. Martin Luther King School - Magee Street Entrance
 - Fletcher Maynard Academy -- Harvard Avenue
 - 35 Cambridge Park Drive: Look for the yellow school bus
 - *****Please do not go to Cambridge Rindge to pick up food, for now, only the locations above have food access. We will let you send you an updated list and new locations.*****
- How to Pick-up food: Please come to the location that is easier for you:
 - If your last name starts with A - M, please come at 12 pm.
 - N - Z, please come at 12:30 pm.
 - Parents/caregivers or students may pick up 1 bag per child in the household.
 - Each bag will contain 1 lunch and 1 breakfast for the following morning.
 - Please try to stay at a distance from others while awaiting your turn.
 - If you're sick, please respect the health of others by staying home and arranging for someone to pick up and bring to your door.

Somerville High School: Students can also pick up a free "grab 'n go" meal this week and next week from the [West Somerville Community School](#), the [Winter Hill School](#), or the [East Somerville Community School](#). You can pick up food today, tomorrow, and Friday; Monday through Friday next week 9:00 am to 11:00 am.

- [Somerville Community's Emergency Food Sign Up](#)

Boston/Boston Public Schools: Free breakfast & lunch will be served to all youth at different times and locations across the Greater Boston Area. See this map with locations and times where meals will be served: <https://lnkd.in/eda95ED>.



Supporting the Undocumented Community

Additionally, we recognize that the undocumented community is impacted in different ways. We have gathered a list of community-based resources that may be helpful for undocumented students and their families--either our students or other folks you may know. We have linked our [Supporting Undocumented Students & their Families Resource](#) for your use.

Supporting Juniors and Seniors

Enroot, schools and colleges & universities are aware of the impact COVID-19 has had on the admissions process for both seniors and juniors. Please use these [Tools & Resources for Seniors and Juniors](#) to get more information on HOW it will impact the college admissions process in particular. Make sure students are **CHECKING THEIR EMAILS** for information from colleges!

Enroot also recognizes that applying and attending college is not always the best path for a student and/or their family and we are working to see how vocational programs and community colleges are handling the COVID-19 crisis with regards to their policies. More coming soon...

Final Note

When we are enduring a crisis of this magnitude for the first time, being there for each other (even if not in physical proximity), listening to your student's unique concerns, owning what we do and don't know, and showing up in whatever way makes sense is as powerful as ever.

We will do everything we can to support you and your student to navigate remote mentoring and tutoring. Your presence at Enroot has never been more important.

Please remember, if your students or their families are going through any sort of challenge or hardship (food/housing insecurity, emotional distress, etc.), please reach out to us. We will contact the student and help them obtain the resources and support they need.

Thanks for everything you do to support our youth.

Do not hesitate to reach out - we're here to help. You can find our contact information below.



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