



Student Handbook

Welcome to Build Our Bridge Academy (BOBA), also known as BOBTutor! Our primary mission is to bring more educational opportunities to underprivileged students around the world. We hope this handbook will provide helpful information as you begin and/or continue your journey with BOBTutor.

PART 1: ORGANIZATION

Our Organization

Build Our Bridge Academy is a registered 501(c)(3) non-profit organization based in California with tax ID 85-2330060.

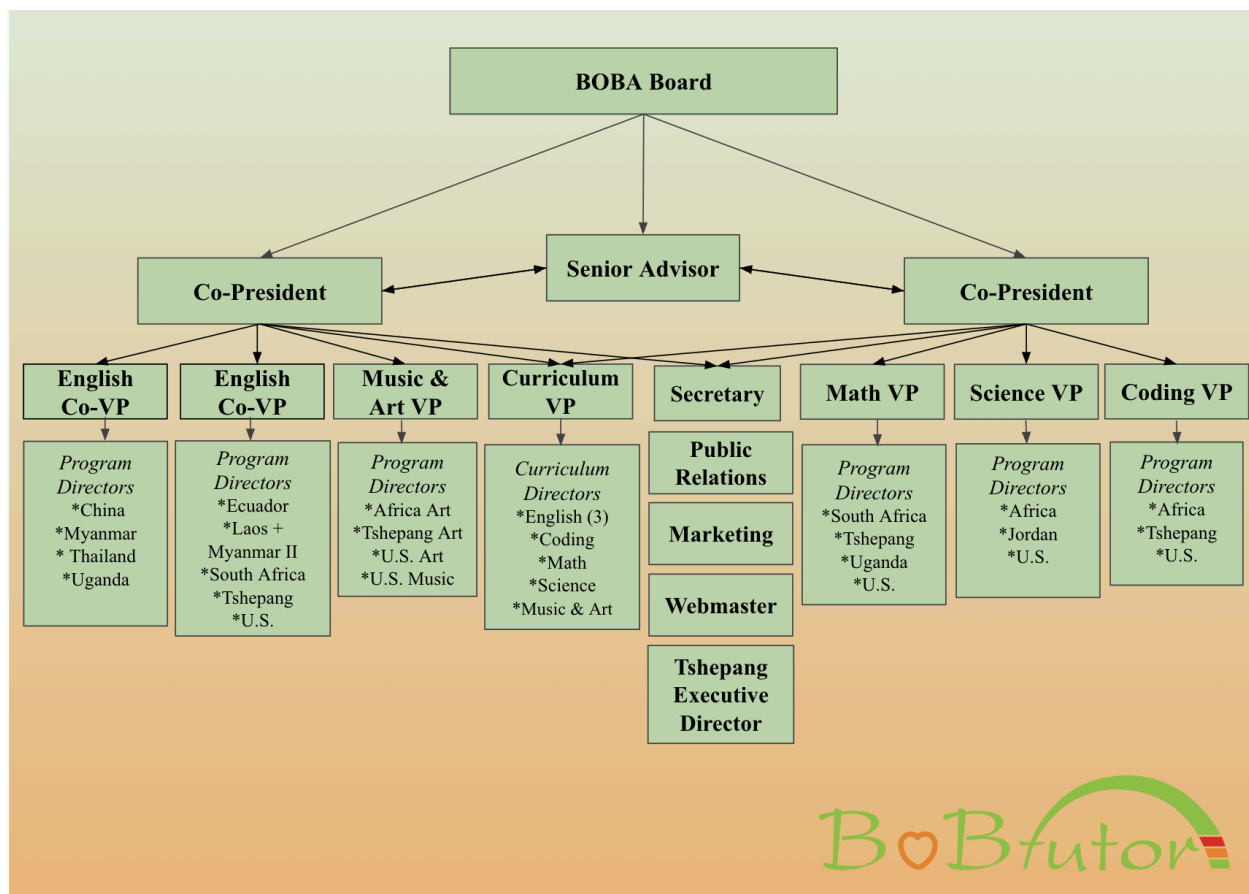
At BOBA, we are committed to making a significant global impact through education and charity for underprivileged students. Our focus is on cultivating responsibility and nurturing leadership skills among middle and high school tutors in the U.S. as they serve those in need. Most of our adult volunteers are their parents, who generously give their time, effort, and donations to support BOBTutor's mission. We have hundreds of outstanding tutors providing online tutoring in English, Math, Science, Coding, Music and Art to students from countries all around the world; our services have been offered in South Africa, Uganda, Thailand, Myanmar, Ecuador, Laos, Jordan, China, and the US. BOBA's goal is to develop an environment of encouragement to foster confidence and growth in our students.

Our Organization (cont'd)

While BOBtutor's day-to-day activities are primarily run by tutors, the BOBA Board consists of four adults who oversee the entire organization and provide support and guidance to tutors as needed.

BOBtutor's Core Leader Team consists of the Senior Advisor and two Co-Presidents; the Secretary, Data Management, Marketing, and Public Relations officers; the Tshepang Executive Director; the Vice Presidents of each of the five branches; and the Curriculum Vice President.

Our five branches include English, Coding, Math, Science, and Music & Art. Within those branches, the Vice Presidents, Program Directors, and Curriculum Directors all work together to keep things running smoothly.



Our 2025-2026 Leaders

BOBA Adult Board

Name	Position	Email
Eileen Chen	President / Chief Executive Officer	info.bobacademy@gmail.com
Xiurong Bai	Executive Vice President	info.bobacademy@gmail.com
Michelle Lu	Secretary	info.bobacademy@gmail.com
Xiaomei Hu	Treasurer / Chief Financial Officer	fund.bobacademy@gmail.com

Core Leaders

Name	Position	Email
Victor Yang	Senior Advisor	senioradvisor.bobtutor@gmail.com
Yoyo Li	Co-President	info.bobtutor@gmail.com
Stephen Lin	Co-President	info.bobtutor@gmail.com
Lauren Yuan	Secretary	secretary.bobtutor@gmail.com
Alvin Qu	Public Relations	pr.bobtutor@gmail.com
Megan Yu	Marketing	marketing.bobtutor@gmail.com
Angela Zhong	Webmaster	data.bobtutor@gmail.com
Tanish Savla	Tshepang Executive Director	tshepang.bobtutor@gmail.com
Jeffrey Jiang	English Co-Vice President	english.bobtutor@gmail.com
Cindy Jin	English Co-Vice President	english.bobtutor@gmail.com
Pranjal Kaushal	Coding Vice President	coding.bobtutor@gmail.com
Olivia Luan	Math Vice President	math.bobtutor@gmail.com
Alex Qu	Science Vice President	science.bobtutor@gmail.com
Martina Zhang	Music & Art Vice President	music.bobtutor@gmail.com
Amy Chen	Curriculum Vice President	curriculum.bobtutor@gmail.com

English Branch Leaders

Name	Position
Edward Zhang	China Program Director
Claire Chen	Ecuador Program Director
Vivian Wang	Laos + Myanmar II Program Director
Katherine Lu	Myanmar Program Director
Alyssa Gin	South Africa Program Director
Julia Xie	Thailand Program Director
Ollie Gu	Tshepang Program Director
Matthew Guo	Uganda Program Director
Maulik Rastogi	U.S. Program Director

Coding Branch Leaders

Name	Position
TBD	Africa Program Director
TBD	Tshepang Program Director
TBD	U.S. Program Director

Math Branch Leaders

Name	Position
Eric Yan	South Africa Program Director
Tanish Savla	Tshepang Program Director
Jenny Mao	Uganda Program Director
Jonathan Ni	U.S. Program Director

Science Branch Leaders

Name	Position
Madalina Zhang	Africa Program Director
Vicky Jin	Jordan Program Director

Vicky Jin	U.S. Program Director
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Music & Art Branch Leaders

Name	Position
Martina Zhang	Africa Art Program Director
Ruoxi Liu	Tshepang Art Program Director
Hasita Penikalapati	U.S. Art Program Director
Jenny Wu	U.S. Music Program Director

Curriculum Leaders

Name	Position
Karen Chang	English Curriculum Director
Alice Luo	English Curriculum Director
Xinyuan Ou	English Curriculum Director
Anusha Kapoor	Math Curriculum Director
Madalina Zhang	Science Curriculum Director
TBD	Coding Curriculum Director
TBD	Art Curriculum Director
TBD	Music Curriculum Director

Our Five Branches

BOBtutor's operations are split across five different branches, which focus on different subjects: English, Coding, Math, Science, and Music & Art.

[BOBtutor's Program Schedule](#) outlines the days and times for the current programs in each branch.

English

The English branch focuses on helping underprivileged students around the globe to improve their English fluency. We offer English tutoring to international students from kindergarten to

12th grade. Our U.S. classes and summer camps help local students improve reading comprehension and writing skills through fun activities and games. Currently, we have weekly programs in the following regions:

- China
- Ecuador
- Laos
- Myanmar
- South Africa
- Thailand
- Uganda
- U.S.

Coding

The Coding branch strives to provide students with quality education in computer science and programming. We offer a variety of courses, camps, and programs from front-end web development to a deep understanding of Object Oriented Programming languages for elementary to high school students. In addition to coding courses, we also teach basic computer skills and Google Workspace tools like Docs, Sheets, Slides, and Drive to help students develop practical digital proficiency. We provide tutoring on the following courses:

- Web Design
- Scratch
- Python
- Java
- AP Computer Science A

Math

The Math branch focuses on helping underprivileged students around the world improve their math knowledge. We teach a variety of topics from elementary school math up to high school calculus. We hold camps during the summer targeting specific concepts, such as Algebra or Geometry, which help enhance understanding of the material while also raising funds to support underprivileged students around the world. Our students come from a number of locations, including:

- Tshepang Care Center
- South Africa
- Uganda
- Various locations in the U.S.

Science

The Science branch provides students from around the world with tutoring in a variety of science topics, from animals and biology to high school chemistry and physics. Tutors choose subjects

for each student based on their interests. Throughout the year, the Science branch offers various opportunities, such as science fairs, for students to show off their knowledge. Our students come from a number of locations, including:

- Jordan
- South Africa
- Various locations in the U.S.

Music & Art

The Music program provides tutoring to students and introduces them to different instruments. The Art program focuses on helping students learn how to draw, paint, sketch, and work with various art mediums. We offer year-round classes and summer art camps as well as special events like talent shows. We provide tutoring in instruments when we have the tutors available. Examples of instruments for which we have provided instruction include:

- Strings (violin and cello)
- Voice
- Woodwinds (flute, sax)

Care Centers We Support

Many BOBtutor students come from rural areas of countries around the world and often do not have adequate resources for education. BOBtutor has established a long-term relationship with several care centers to support underprivileged children's education through both fundraising and tutoring.

Tshepang Care Center

Tshepang Care Center, located in South Africa, has a staff of around only 10 people who look after over 600 orphans and vulnerable children. Tshepang provides meals and after-school education support to these children. BOBA not only donates technology, internet, and more to the care center, but also hosts weekly classes in English, math, art, and coding.

Myanmar Student Centers

BOBA has established relationships with three student centers in Myanmar to support underprivileged children amidst a civil war which makes it difficult for children in Myanmar to access education. The student centers help children from disadvantaged backgrounds, and BOBA hosts weekly English classes for these children. BOBA has also donated money to provide equipment, creating online education opportunities.

Laos Student Center

The Laos student center works with children from remote areas who would otherwise have to walk 2-3 hours through forest to make it to school. Many of these children are orphans or destitute and come from various districts and tribes across Laos. The center takes care of 40 children now, many of whom have lost one or both parents, or whose families are poor and unable to provide for their basic needs. Through

BOBTutor's support, we aim to provide them with educational assistance, life skills, and encouragement, giving them the chance to break the cycle of poverty and build a brighter future.

Trimester System

To standardize the calendar for programs across the five BOBTutor branches, classes operate on a trimester system. U.S. programs can expect an average of 9-12 classes each trimester.

Fall Trimester

September through November

Spring Trimester

January through April

Summer Trimester

June through August

(Some branches will host summer camps instead of, or in addition to, classes)

If a tutor misses a class or classes for any reason and the student does not receive the minimum amount of classes guaranteed in that trimester, then the tutor and student will schedule an additional class or classes in order to reach the minimum number of classes advertised.

*Trial Class and Registration Fee**

Parents of students interested in trimester classes should complete the appropriate signup form and students may attend the first class as a trial. If students would like to continue after the first class, their parents may enroll them for the remainder of the trimester by paying the \$49 registration fee for each trimester program (no additional fees are paid for classes).

*For U.S. programs only; other programs support our charity projects through WeChat donations to the China Free Lunch Program or direct donations to Tshepang Care Center.

PART 2: POLICIES

Safety Policies

Please carefully review the important policies and guidelines below, to which all tutors, students, and adult volunteers are expected to adhere in order to keep our tutors and students as safe as possible.

Camera & Name Policies for Zoom Classes

To facilitate safe and productive Zoom tutoring sessions, please follow the guidelines below.

- (1) Students, tutors, and leaders should keep their cameras on; please do not alter your appearance in any way (do not use any filters).
- (2) Adult volunteers should have their cameras turned on at the beginning of class and until tutors and students are placed in breakout rooms. Adult volunteers may keep their cameras off while observing in the breakout rooms; however, when speaking, they are asked to turn their cameras on.
- (3) All BOBTutor leaders and tutors must use the BOBTutor-approved Zoom background.
- (4) All Zoom attendees must display their names, including tutors, students, leaders, and adult volunteers.
 - (i) Adult volunteers monitoring tutoring sessions should rename themselves on Zoom to indicate who they are, so that students, tutors, and leaders know who is observing (e.g., “English VP Jack’s mom” or “Jane Doe - Adult Volunteer”).
 - (ii) Leaders must rename themselves to indicate the position they hold (e.g. “Madeleine Yuan - Senior Advisor”).
 - (iii) Tutors who are shadowing a class should keep their cameras on and should rename themselves on Zoom to indicate that they are shadowing (e.g., “Name - Shadowing”)
- (5) Zoom hosts should verify participants as they are accepted from the waiting room, to confirm that only appropriate participants are allowed onto the call.

Adult Supervision Policy for Zoom Classes

Because our students and the majority of our tutors are minors (i.e., under the age of 18), BOBTutor requires that an adult be present at all times during every tutoring session.

Corresponding with Tutors

In order to create a safe environment for our tutors and students, we ask that you follow the guidelines below when contacting and corresponding with our tutors:

- (1) Do not share personal information with your tutor or his/her parent (e.g., your school name, -, etc.)
- (2) Do not share your phone number
- (3) Do not use an email address that might provide personal information (e.g., a school district-issued email address)
- (4) Students should always copy their own parent on all emails, and copy the tutor's parent, the program director, and the program director's parent

General Student Policies

Attendance & Absences

Please inform your program director of any expected absences at least 24 hours in advance. We understand that emergencies sometimes happen, but it is important that our directors have enough notice to prepare and adjust classes when someone is absent. Based on your program, you may be offered the option to have a "make-up" class. Our program directors track weekly attendance and if you miss too many classes, you may be r put on a waiting list. Please check with your program director for more details on your program's attendance policy.

Homework

Homework may or may not be assigned based on the program as well as your child's needs. If you would like homework assignments, please let the tutor or program director know, and they will help arrange it.

PART 4: OTHER IMPORTANT INFORMATION

Stay Connected

Want to stay up-to-date with the latest happenings at BOBTutor? Be sure to check our announcements and newsletters on the [BOBTutor website](#) on a regular basis.

[Announcements](#)

[Newsletters](#)

Events Calendar

Please regularly check the [BOBTutor Events Calendar](#) on the website, to note important dates like the beginning and end of each trimester, holiday breaks, and special events like the spring talent show.

Frequently Asked Questions

Our leaders have prepared answers to frequently asked questions from tutors, students, and parents; you can find them [here](#).

Feedback and Suggestion Form

BOBTutor continually works to improve the experience for all members of our community. Please use [this form](#) to share any feedback you have. We appreciate your input!

Still Have Questions?

Reach out to info.bobtutor@gmail.com. Thank you for being a part of BOBTutor!

Support Us

If you, your family, or friends would like to support BOBA's mission of serving underprivileged children around the world, we encourage you to donate. Any and all donation amounts are greatly appreciated! Donations can be made through the following methods:

- 1) By [PayPal](#) or Zelle to: info.bobacademy@gmail.com
- 2) By mailing a check to: Build Our Bridge Academy, 1807 Santa Rita Rd, STE H #209, Pleasanton, CA 94566 (*payee: BOBA*)