

# Peer Tutors Handbook 2025-2026

## Mission Statement

*SHS Peer Tutors' mission is to foster collective academic success through collaborative tutoring and a growth mindset in both tutors and tutees.*

## NEW THIS YEAR!



There will be a **\$10** membership fee for all tutors. This is **NONREFUNDABLE**

- The money will be used to fund our community events (Winter Snowcial, food at meetings, gifts, etc). Thank you!

**Requirements:** All Peer Tutors must be Sophomores or above (some content areas have more specific grade requirements)

- **Humanities:** *must be a Junior or Senior*
  - Communication Arts: no specific course requirements
  - Social Studies: enrolled in or taken APUSH or CP US History
  - Economics: enrolled in or taken AP Microeconomics or AP Macroeconomics
- **Math:** enrolled in or taken AP Precalculus BC, AP Calculus AB/BC, AP Statistics
- **CS:**
  - Computer Science: enrolled or taken AP Computer Science A, AP Computer Science Principles, or Algorithms
  - All CST must meet Math Content Area tutoring requirements and be willing to tutor Math as well
- **Science:**
  - Taken any accelerated Science course, or enrolled in/taken any AP Science course/Earth Science (DC)



to



- **Multilingual Learning:**

- **Spanish:** enrolled or taken Spanish 3-4x
- **Chinese & Hebrew:** enrolled or taken 3x
- **French:** enrolled or taken French 2x
- **Latin:** enrolled or taken Latin 3
- **German:** enrolled or taken German 3x or independent study students
- **Middle School:** undergo a specified Classroom Training Session and have a Transportation Waiver signed by a Parent

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## Protocol for all Peer Tutors except Middle School (Middle School, see note below)

1. Get to the ILC/ELC on time

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2. Check in on the PEER TUTORS Computer (Near the Science Desk in the ELC, or the center table by English in the ILC). Please scan your ID or input your ID number at the computer then put on a Peer Tutors lanyard.
3. Check in with the adult tutor, they will be taking attendance for all shifts. If your Content Area adult tutor is not present, you **MUST** check-in with a different adult tutor.
4. Follow the Model Tutor Session steps, remember to start by introducing yourself. Refer ALL Mandatory Targeted Tutoring students to adult tutors.
5. Maintain confidentiality. [See Behavior Expectations]
6. If an issue arises with a tutee that makes you feel uncomfortable or that you feel you cannot handle, get an adult immediately. [Refer to Behavior Expectations]
7. At the end of your shift, check out with the Adult Tutor. Please let your adult know that you are leaving, and rescan your ID or input your ID number at the computer at the PT Computer. Then drop off your lanyard in the basket.

### **Protocol for Middle School Peer Tutors (In-Person)**

1. After school ends, promptly provide your own method of transportation (student/parent driving) to arrive at Daniel Wright on time
2. Check in at either the main-office or directly at the library
  - a. Note: All tutoring will be taking place in the library.
3. Check-in with the adult supervisor by indicating that you are a Peer Tutor
  - a. Ensure all students who need help are designated a corresponding Peer Tutor to help
  - b. If any issue arises, **immediately** contact the Adult Supervisor
4. While waiting to tutor (if no one needs help), work quietly with the activities on the [Booklet](#).
5. Maintain confidentiality. [See Behaviors Expectations]
6. At the end of your shift, check out with the Adult Tutor, and fill out the [MST Attendance Form](#) with a **photo at tutoring** to ensure your attendance has been recorded.
7. Ensure that you have a means of transportation from Daniel Wright

### **Behavior Expectations:**

1. Time is for tutoring. Socializing with friends is not appropriate.
2. Do not wear airpods or headphones while working your shift.
3. Silence your cell phones and refrain from using them during your shift.
4. If you don't know the answer, first ask another peer tutor. If you both cannot find an answer, please refer to your adult tutor.
  - a. If a tutee is being disrespectful towards you or another peer, please refer that student to the adult tutor or report the behavior to the adult tutor as soon as the student leaves



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5. When you are not working with a student, please keep aware of other potential tutees who may be waiting for someone to help them.
6. Keep information confidential. This means that whatever is talked about between you and your tutee should stay between the two of you. Do not share information about what another student is struggling or how they are doing academically without their consent.
  - a. I.e. Grades, MTT status, failing a test, reperforming on any assessments, etc.

### Attendance Policy:

- **All general trainings are mandatory.** *Please reach out to your Content Director if you have any issues attending a meeting via email with the club sponsors CC'd.*
- **Special Circumstances related to Tutoring Shifts:**
  - Late Arrival Before School: Adult tutor will email you with details
  - Late Arrival Half Lunch: Excused
  - Activity Period: Show up to shift
  - General Meeting/Community Event: Excused
- **Missing a Shift:** You are allowed to miss 2 shifts without having to make them up each semester. After your 2nd absence, you will be required to makeup shifts in order to retain membership and receive credit for your service. You will not receive credit for the semester with more than 2 un-made up absences.
  - If you are missing a shift, you **MUST** fill out the [Missing Shift Form](#) in advance of missing your shift. (This will send out an email to the adult tutors of your content area and advise them of your absence.) If possible, please give at least 24 hours advance notice.
    - Your director will send you a probation warning notice after you have accumulated more than 2 absences.
  - To make up your shift, choose one of the following options:
    - Create a submission for the Content Database: [Submission Instructions](#) (You may only complete 2 makeup submissions per semester)
      - Here is the breakdown of hours you can earn for each type of submission
        - Unit Study Guides\*\*:
          - Max 1 hour
        - Videos
          - Max 2 hours
        - AP Review Guides
          - Max 2 hours
    - Email your Content Director to schedule a Makeup Shift. You **MUST** schedule this shift with your Director first, do NOT show up for an unplanned additional shift.
  - **NOTE: If you miss 5 shifts in a row, you will be removed from the club.**

*\*\*If you attend all of your shifts, you may still submit guides to the Content Database. You may submit unlimited guides to this platform and we welcome all submissions.*

### Components of a Model Tutoring Session:

1. Connection/relationship building
  - a. Introductions/Personalization



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- i. Introduce yourself first and then ask for the student's name
  - ii. How are you doing today? Ask a follow-up question related to their response.
2. Set the purpose
  - a. Why are you here? (clarify class and level)
  - b. Can I see what you need help with? Can you show me what part you are struggling with?  
(\*Note: Don't be afraid to use student resources to refresh on older content and construct the tutoring session. *If you don't feel comfortable with the content, ask another peer tutor or adult tutor for help*).
3. Tutoring Strategies
  - a. Questioning
    - i. Ask the tutee to summarize what work they have done thus far, or where exactly they are stuck.
    - ii. Have the tutee highlight/underline key information
  - b. Dialogue
    - i. Let the tutee lead the conversation
    - ii. After you provide information, consider using a question to assess tutee understanding  
(\*Note: Too much questioning can create anxiety, don't be afraid to give a formula or a hint).
  - c. Build Tutee Confidence
    - i. Reaffirming when tutee shows understanding
    - ii. Supportive when tutee struggling
4. Conclusion
  - a. Assess what the tutee learned
    - i. Ask the tutee to summarize what was accomplished
  - b. Remind the tutee to visit as often as needed
  - c. Optionally provide resources outside of the session - reference content database