PROGRAM: Tutoring for children who speak other languages at home

PURPOSE: World Relief is looking for volunteers who will commit to **in person** and **online** school tutoring support for Elementary, Junior High and Senior High Students for the 4 week online school portion from September 8, 2020 to October 6, 2020.

BACKGROUND/HISTORY: While there are active plans to move the Tarrant County student population to online instruction (4 weeks) with in person instruction to follow, there has not been enough time for the Independent School Districts to put together a supporting plan for English as a Second Language; Swahili, Burmese, Bhutanese, Arabic, and Pashtu/Dari speakers. Currently, there are 117 families within our area of responsibility. Primarily, most refugee children lack Wi-Fi at home and all their parents lack the computer and English skills to assist them in getting to online instruction.

OVERVIEW: There are two parts for school assistance; Part 1 is a face to face technology education of parents of elementary school students, Part 2 is to link junior and senior high students to online tutors.

Part 1 - **Goal: is to teach parents of elementary school students on how to access their student classrooms**. We fully expect that students and parents will need help first in the technology aspect of going online. Face to face instruction will be limited to 6 students in the clubhouse during one period. We have hopes that once parents know how to access classes, that they will be able to do schoolwork with their child from home (language level dependent).   Large family groups will be given priority, especially those families that have elementary, junior and senior high students.

Part 2 - **Goal: is to teach junior and senior high students on how to access their student classrooms, and to link them to online tutors to help with their academics**. We plan to supervise the initial interaction between students and tutors but then plan on letting them work out interaction schedules on their own. Our hope is that after a few times facilitating the connection between student and tutor, that they will engage with each other away from the clubhouse. See attached OD Wyatt High School schedule. SUPPORT/ACTION: Volunteer applications and background checks will have to be done for all volunteer tutors. The school semester general plan starting September 8, 2020. Only one day a week is expected of volunteers, additional days can be added as agreed upon by the tutor/student.

Tutor face to face (Elementary school in WR clubhouse)

1. Four-week commitment: starting September 8, 2020 - October 6, 2020.
   Schedule: Monday- Thursday. Tutors commit to one hour a week at a minimum
2. Mask required for tutors and students within clubhouse.
3. Class size: 6-7 students – 3 teachers (2 minimum)
4. Although elementary school children will be required to be online from 8 am to 12 pm it is expected that they will need tutors to them help navigate the online process. Our goal is to train PARENTS to help students get online. Once this is achieved students will do lessons at home.
5. Draft schedule: Monday to Thursday
   a. **9 am -10 am**   **Tutor Session 1**
   b. 10 am -10:30 am   Clean
   c. **10:30 am -11:30 am   Tutor Session 2**
   d. 11:30 am   Clean
   e. **1 pm -2 pm   Tutor Session 3 (As needed)**
   f. 2 pm -2:15 pm   Clean
   g. **2:15 pm -3 pm   Tutor Session 4 (As needed)**
6. Efforts will be made to train parents or older siblings in family groups.
7. Family groups will be given priority and be given an appointment stime and day
8. Cleaning - wipe down desks, chairs, laptops and bathrooms

Student/Tutor checklist: (Student must obtain this information)

1. Everything is based on their student ID number.
2. Chromebook Login: Username: s123456@students.fwisd.org
   **(The student's username will be their 6 digit student number,
   followed by @students.fwisd.org**. The student number is also known as
   their library or lunch number)
3. Microsoft password: The username for Chromebook Login differs from the Microsoft Login. Chromebook uses @students.fwisd.org, while **Microsoft uses @stu.fwisd.org.**
4. Google classroom check each classroom
5. Class Code for each class (5 classes = 5 class codes)
6. Shane Park has created a classroom navigation tool. See below.

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Navigating to Classrooms....by Shane Park

1) Using Google Chrome, navigate to Google ClassLink login by going to:
   www.fwisd.org/myfwisd
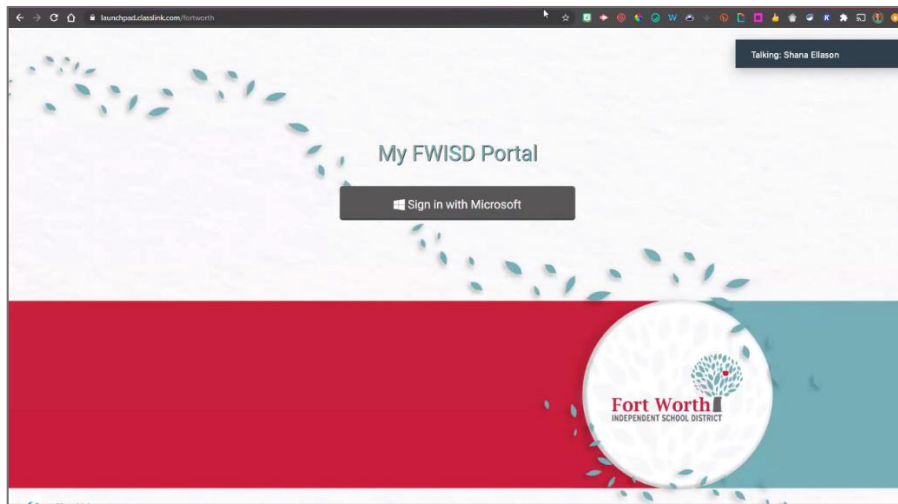
When you go to www.fwisd.org/myfwisd, the login page will look like this.

2) Microsoft Login:
   Username: s123456@stu.fwisd.org

   (The student's username will be their **6 digit student number**, followed by **@stu.fwisd.org**. The student number is also known as their library or lunch number)

   Note: The username for Chromebook Login differs from the Microsoft Login. Chromebook uses @students.fwisd.org, while Microsoft uses @stu.fwisd.org.

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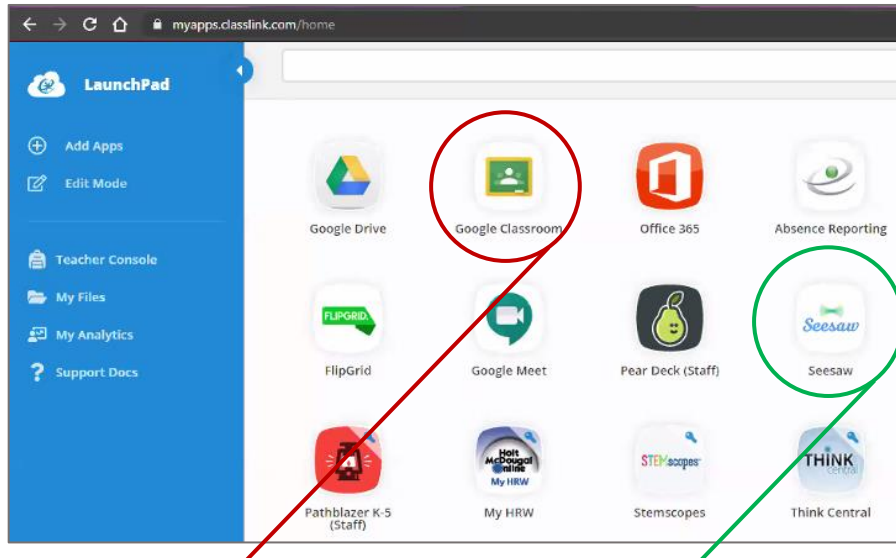
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Password: Passwords will be the same as the Chromebook login password. For reset, follow the same instructions in the previous section on Chromebook login.
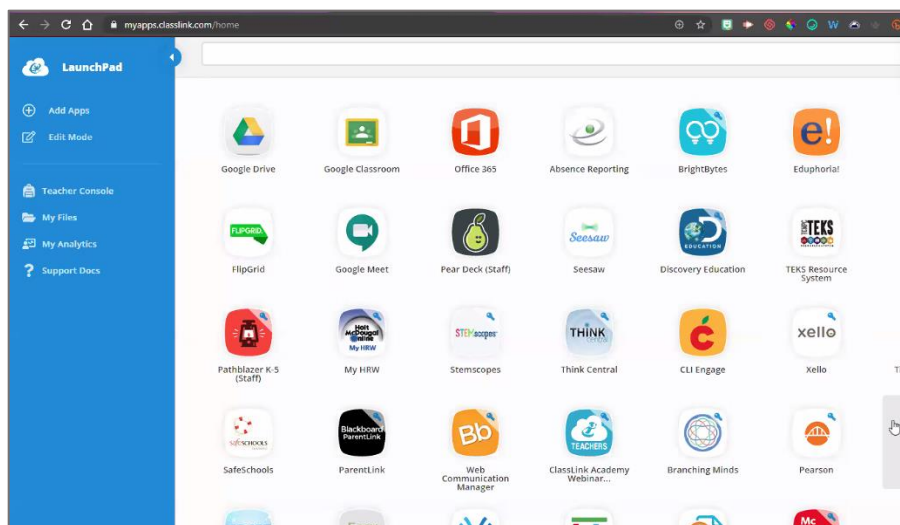
Once you've logged in, the ClassLink LaunchPad will open displaying the various apps your student will be using.

3) Click on the Google Classroom App to access to all classes and assignments for grades K-12.

Note: The LaunchPad is populated with apps the students will be using for their classwork. However, all classes, assignments and due dates are accessible through Google Classroom. By clicking on an assignment, the student will be directed to the assignment's corresponding app.
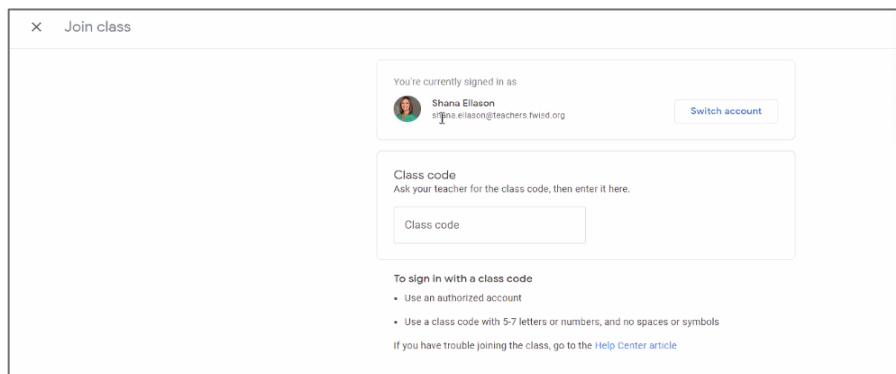
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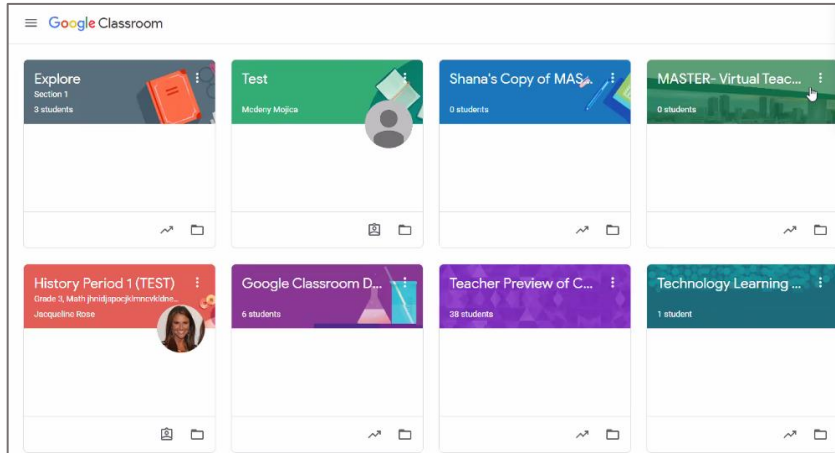Google Classroom is the go-to app for

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4) **Access Classes:** Upon first opening Google Classroom you will see a '**plus sign**' in the upper right corner (which is cropped out from the image below).

    a) Each teacher will email their student a unique, one-time Class Code.

   b) Click on the plus sign to join a class. You will be prompted to enter the Class Code.

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c) Do this for each class.
d) When you finish, you should see all classes populated on the screen.

Navigating Courses

Upon opening a course subject in Google Classroom, you will see three menu tabs: Stream, Classwork, and People.
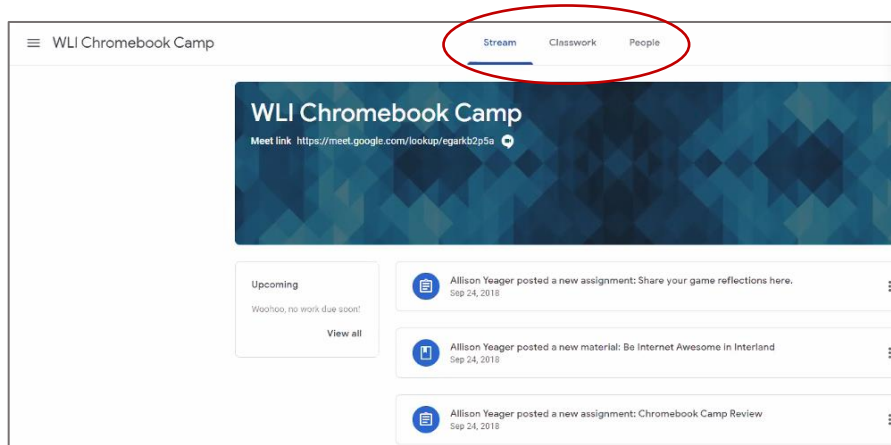
1) Stream: This tab contains chronological posts/communications from the teacher. This may be related to assignments, due dates, FAQs by students, etc/

2) Classroom: This is where all current and past assignments are posted with due dates.   When you click on an assignment, it will give a brief description with links to the corresponding app, video, document, or internet link needed to complete the assignment. Upon completion of each assignment **the student must click 'submit'.**

> **Note:** If the student does not submit the assignment, they will not receive credit for completion.

3) People: Students can connect with their teacher or classmates via email links.

Student Attendance

**Students must login once each school day** to get credit for daily attendance.

*In households where more than one student is sharing a device, each student must login daily. That means if student A has logged in, they

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must log out in order for student B to log in and get attendance credit for that day.
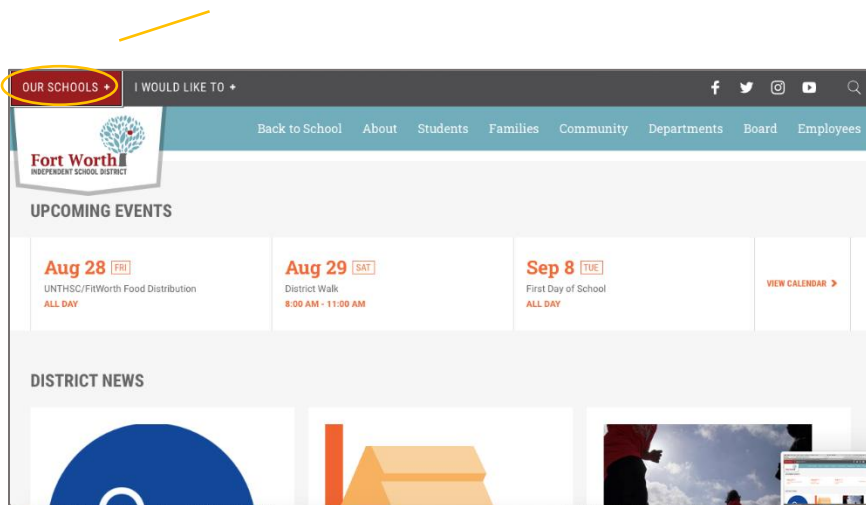
Student/Teacher Video Calls

Students will be able to make video calls with teachers during their regularly scheduled office hours, which will be posted. They will use the Google Meet App, which can be found on the ClassLink LaunchPad. Students will be given a Google Meet Code to enter for each class.
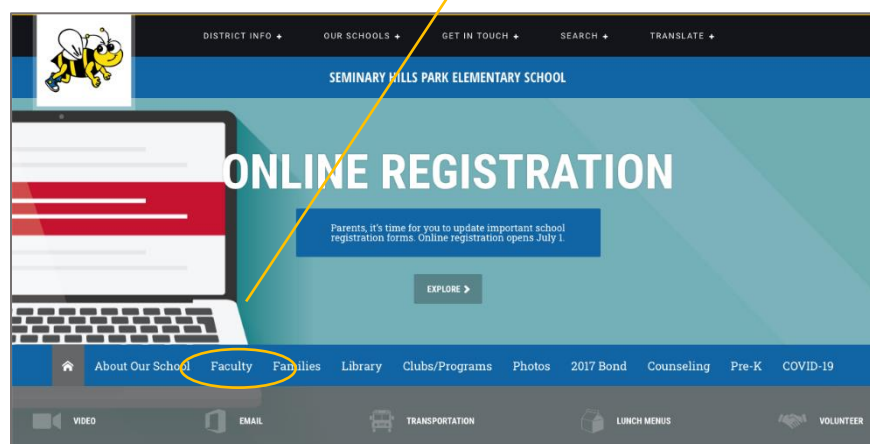
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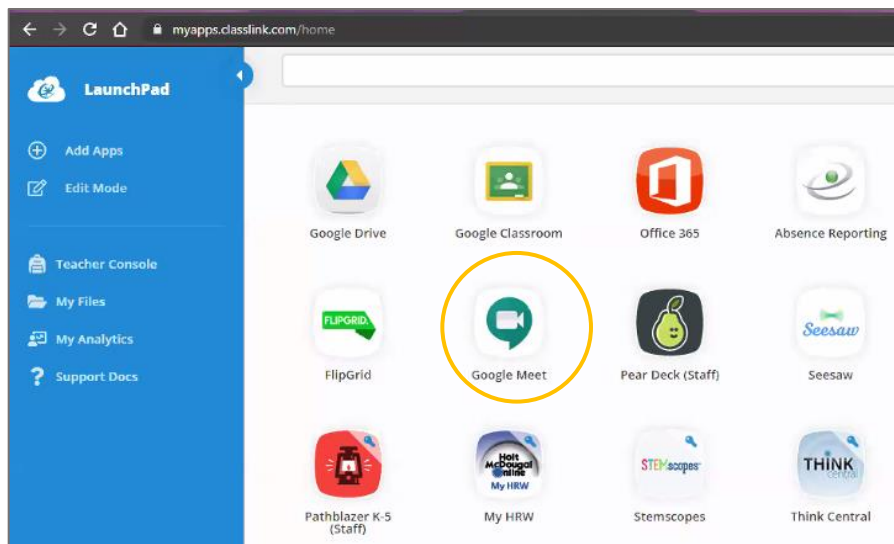
Connecting with Teachers

If you need to make contact with a teacher or faculty member, simply go to www.fwisd.org. Select your student's school from the 'Our Schools' tab.

Then click on 'Faculty' to find your teacher or faculty member's contact information.

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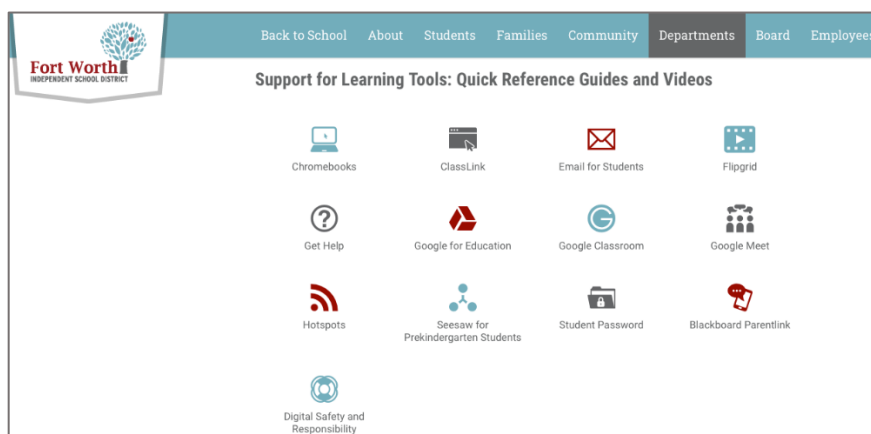www.worldreliefnorthtexas.org

Additional Support Tools

Go to www.fwisd.org, then click on the 'Families' tab.

Next, click on the 'Virtual Learning Support for Students and Families' hotlink.
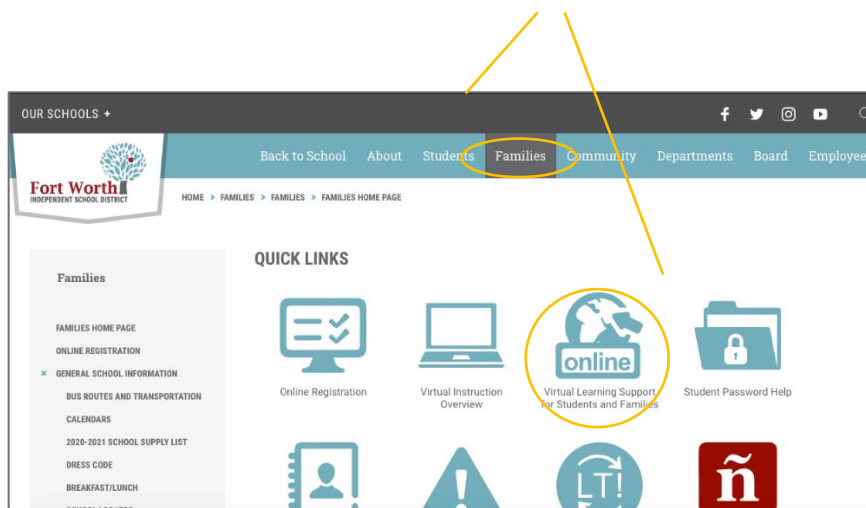
Scrolling down, you will find a menu of video tutorial for all the various areas we have covered.

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Tutoring tips (By Heather Smith)

1. In the limited time with students - be a guide, perhaps more of a cheerleader than actual instructor. Give steps to the student do not give the answers! Ask questions to lead the student to discovery.

2. Discuss concepts so they learn how to solve the problems for themselves when you are not there. Understanding concepts makes it easier to remember the procedures and to learn new material.

3. Encourage the students to practice, to show up to class and do the work! Showing up and asking questions is important to gain clarity from their teacher so you can assist them.

4. Address their fears and anxiety about the topics that they are worried about. Using "I know you can learn this it will take practice and time just like anything" may help.

5. Don't confuse the student if you are not sure about a subject use resources, ask others so you are giving correct information. We are all learning this a new frontier so let's work together and ask other tutors or clarify with the student's teacher.

6. Show up consistently for your student. Be on time and let them know if you will not make it so they do not take it personally.