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- I. **Icebreaker** (10 min)
 - II. **Acknowledgments**
 - III. **Data Protocol**-Tricia (5 min)
 - IV. **Guest Speaker on Motivating Students**- Kasimu Harley (35 min)
 - V. **Upcoming Events:**
 - 2/3: Community College Family Night
 - 2/4: Rosa Parks Fall Festival 12:30pm
 - 2/7- ELM/EPT Testing @ Hoover
 - 2/11: Parent Portal Training @ Clark, 5pm
 - 2/13 & 2/16- President's Holiday (school closed)
 - 2/19: 8th Gr. College Knowledge Pres @Clark
 - TBD: 7th Gr. Value of Educ. Pres. @Clark
 - 2/20- CAC/GU Mid-year training (8am-4:30pm)
 - 2/21- Cash for College financial aid assistance
 - 2/21- 3/14 CAHSEE Bootcamp (4 Saturday's) @ Hoover
 - 2/25 thru 2/27: Wilson Parent Conferences
 - TBD:Wk. of 2/23 Clark- Cardinal 4 Day
 - 2/26- Community College Family Night
 - 3/3- College Prep Night
 - 3/6- 10th Gr. SDSU Fieldtrip for CAC 3.0 students
 - 3/14- SDSU Explore Day
 - VI. **Reminders**
 - a. Student Staff Protocols
 - i. Appropriate Attire: Wear SDSU or CAC/GU Polos every day
 - ii. Stay on Task: Get Ready for Next Period, Update Google Docs/PSP's/EmpCenter, research Scholarship/Volunteer Opportunities
 - iii. Keep personal conversation for your break time
 - iv. Answer the room phone: "GU/CAC room, this is (name) how can I help you..."
 - v. No Cell Phones when students/other school staff
 - vi. Confidentiality: Username/Passwords, Student files must be stored away before you leave
 - VII. **Break Outs**

January Birthdays:

Jasmin Diaz (CAC HS) & Belgica Crespo (GU)

After school Tutoring Protocols & Expectations for CAC Advisors

Monday, Tuesday, Thursday, Friday—2:30-4:00pm

Wednesday—1:30-3:00pm

1. Serve as a positive representative of the CAC program and act professional at all times (with students and other professional staff).
2. Serve as a direct role model, provide motivation and support to students.
3. Remember that we are guests at the school and we need to adhere to school rules and be respectful of school procedures.
4. Leave at least 5-10 minutes before the end of 6th period to prepare and station yourself.
5. Be prepared. Make sure to take with you a pen/pencil and something to write with.
6. Be engaged and mentally present at all times.
7. Stay busy, walk around, and separate yourself from the rest of the staff (do not congregate).
8. **Be proactive! Ask students if they need help—DO NOT wait for students to come to you. If there aren't enough students at tutoring, go outside and encourage students to come in.**
9. Check in with each student you tutor to make sure they signed in/out at the front. You can say, "hello and did you sign in already?"
10. Remember to start with what students know already of the subject matter. Encourage them to adopt a growth mindset (i.e., "I can't do it...yet...").
11. Your role at a tutor is to serve as a facilitator. Don't just give students the answer; help them figure things out.
12. As a tutor, you shouldn't be doing all the talking. You are there to lead/facilitate the conversation.
13. If you are working with a group of students, encourage them to work together (peer to peer interactions).
14. Do not leave any student information unattended.
15. Cell phone use is only permitted when communicating/researching for work related circumstances (i.e. contacting your supervisor etc.).
16. Refrain from using cell phones in front of students, parents or school staff. Use of cell phones makes you look disengaged and as if you are not doing your job.
17. When in doubt or you are stuck, consult or refer out to others.
18. In the event that there are no students, please check-in with your supervisor immediately.

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