



FAMILY HANDBOOK

SCHOOL
SITES

2023-24

WWW.TUTORSMART-TOLEDO.ORG

CONTENTS

- 01 INTRODUCTION
- 02 WHAT YOU CAN EXPECT FROM US
- 03 HOW IT WORKS
- 04 WHAT IS MOBYMAX?
- 05 ATTENDANCE
- 06 CALENDAR
- 07 BEHAVIOR & CLASSROOM DISCIPLINE
- 08 STUDENT SAFETY

INTRODUCTION 01



**WELCOME TO
TUTORSMART**



We're excited to work with you and your student to help them reach grade level and succeed in school.

WHAT YOU CAN EXPECT FROM US

02

PROFESSIONALISM



Our tutors are experienced educators who have all undergone thorough background checks – we want only the best people working with your student!

UPDATES FROM US



For students with at least 10 days of tutoring with us, we'll reach out regularly to help you stay informed of their progress. And if you'd like a more detailed analysis of your student's growth, we're happy to set up a meeting with you.

A VOICE IN THE PROCESS



You will have opportunities to give us feedback on how we're doing and what the TutorSmart experience has been like for you and your student.

HOW IT WORKS 03

SCHOOL SITES



Our school-based tutoring sites are intended to serve students who are already enrolled at that school during the day. We work closely with school administrators, faculty, and district officials to support outside-of-school-hours tutoring that targets your student's learning gaps.

At TPS schools, our program runs Monday, Wednesday, and Thursday, typically for one-hour-and-15-minutes each day (your school will set the precise schedule). The school enrolls the students in TutorSmart directly, and then our people reach out to get written consent from the families. Your school will let you know the Start Date for your student, and TutorSmart will work with the tutors to get everything ready and set you up with a MobyMax account.



WHAT IS MOBYMAX?

EDUCATIONAL TECHNOLOGY

MobyMax is an online learning platform we use to help us tutor your student better. When your student first starts with TutorSmart, we have them take placement tests* through MobyMax that help the tutors figure out which areas of math and reading to focus on.

As your student regularly does some work on MobyMax, the program's Adaptive Learning software automatically adjusts the questions to better target your student's learning needs. Even outside our program times, your student can still log on to MobyMax at home - so the learning doesn't have to stop over the weekend, for example.

We also use MobyMax to track your student's progress as they learn and grow with us. And as their parent or guardian, you can use the MobyMax "Parent Portal" yourself to check in on how they're doing on their work. Just go to mobymax.com, click the Sign-In button in the upper right corner, select the "As a Parent" tab, and sign in using the same login information your student uses for their account.

*If our placement tests show that your student is already on grade level, we may want to talk with you and your school administration about whether our program is really a good fit for your student. Our strength is helping kids who are behind catch up; we aren't really set up to help kids who are already doing well do even better.

ATTENDANCE

05

Once your student starts attending TutorSmart, we recommend they attend two or three days each week – that’s what seems to get the best results for our students. It’s ok for them to miss now and then, especially if you keep their tutor informed about it; but if your student is absent for two weeks in a row, we will likely move them to “inactive status” – which means they won’t be able to return to our programming until the start of the next Session (Winter or Spring, for example). We only have so much room in our program, and if your student isn’t attending consistently, we want to free up that space for other students who need our help.

SIDE NOTE: SNACKS & ALLERGIES



We find that kids learn best when they’ve had a little something to eat recently, so some of our school sites distribute snacks to the students. If your child has a food allergy that we should know about, please inform their tutor about it as soon as possible!





06

CALENDAR

FOR THE 2023-24 SCHOOL YEAR

SESSIONS:

Fall Session: October 2nd - December 21st

Winter Session: January 8th - March 27th

BREAKS (NO TUTORING):

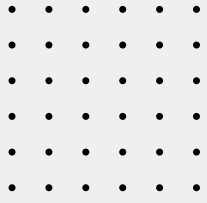
Turkey Break: November 20th-24th

Santa Break: December 25th - January 5th

END-OF-YEAR STUDENT CELEBRATION:

Thursday, March 28th

Because we run our programs at your school building, tutoring can only happen on days when the school is in session; if the school is closed for some reason, our programming will be canceled for that day. If TutorSmart programming needs to be canceled at some other point or for some other reason, we'll work with your school administration to make sure you're notified via email and/or phone.



07

BEHAVIOR & CLASSROOM DISCIPLINE

LEARNING IN PEACE AND SAFETY



Both TutorSmart and the schools that host our programming expect our students to behave well during tutoring, so that everyone has a chance to learn in a safe, peaceful place. When and if any behavioral issues arise, our tutors and/or school staff will gently work with the students to get things back on track, and if more serious challenges continue, we will be sure to communicate about these concerns with the administration and with the families involved as well – so we can find the best way to help all our students keep learning.



STUDENT SAFETY 08

SUPERVISION BEFORE & AFTER



TutorSmart is not able to take responsibility for your student's supervision at the school before or after tutoring – but by working with your school's leadership, we will do everything we can to make sure they are well cared-for during our program.

TRANSPORTATION



TutorSmart is not able to provide transportation for students at our school-based locations. You'll have to make sure your student can get safely to and from our program each day they attend.

INCIDENT REPORTING & PROTOCOLS



The schools that host our tutoring all have their own policies and protocols should any safety-related incidents occur, and we cooperate fully with their processes for incident reporting, etc. TutorSmart also has its own internal rules and reports that we use in addition to those set up by the schools hosting our program.

CONTACT INFORMATION



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