

Volunteer Guidelines for Middle School Tutoring at Nations Academy



FAMILY • EDUCATION • EMPLOYMENT
A Partner in Rebuilding Lives

Middle School
Tutoring Times:
Monday 4:15-5:45
Tuesday 4:15-5:45
Wednesday 3-4:30
Thursday 4:15-5:45

Tutoring Instructions

- The kids eat their snacks first and then move on to homework. This is a transitional time and will be chaotic.
- There will be a few minutes when you feel like you aren't doing anything. This is ok. You can sit down with the students and start getting to know them, or stand aside until things get going.
- When the kids have finished their snacks, help them get started on their homework. You can pick a student and initiate this (which is very helpful to us); otherwise a staff member will pair you with a student and help you get started.
- We might switch you around to work with a different student from time to time – just go with the flow.
- Every day, each student should work on three things (in this order): homework, Lexia, and their colored folders.
- Start with homework. When that's done (or if they did it at school), ask them to move on to Lexia (a computer program). Sit with them to answer questions and help them stay focused. When they get distracted, keep directing them back to their work. After 20 min of Lexia, help them move on to work in whatever is in their colored folders.
- If they finish homework, Lexia, and colored folders, ask them to pick a book or magazine and read

aloud to you. They can also work on their white binders.

- Some days they will have projects and work on that the entire time.
- Please let me know if you are a math or science person! Students always need help with those subjects.

Dos and Don'ts

- **Don't use your phone in front of students** (please go into the hall if you must use it). An exception to this is if you need to look something up for educational purposes.
- **Don't be alone with a student in a room, or accompany students to the restroom.** If you need to use the restroom, take BOTH restroom passes that the students use so there will not be a student in the restroom with you.
- **Don't give students answers. Help them figure out how to find out the answer themselves.**
- Do be firm with them and show that you expect them to follow all directions. Ask them to use their inside voices when they get loud.
- Do flag down Caitlin or another staff member if they break a significant rule, are making you uncomfortable, or are being disrespectful to anyone.
- Do ask them questions about themselves and their day, but don't let this distract from the school work.
- Do treat them with respect and dignity at all times.
- Do try to relate to them on their level. Put yourselves in their shoes.

Rules for students: English only. Inside voices. No bad words. Be respectful. No running. Clean up your messes. No calculators. No music or youtube.

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Need to Know

- We only have tutoring when Davidson county schools are in session. If school is canceled for any reason, we will not have tutoring and we will email you about cancelation. There might be times when we have to cancel for other reasons, so please check your email!
- Please email us to let us know ahead of time if you will not be able to come to tutoring on your scheduled day.
- Please be sure you have completed an application and turned it in to us.
- Please follow our directions at all times and don't believe everything the students say.
- Please don't answer the doorbell.
- After you have volunteered once, you will need to complete a background check (we'll email you).

Where to Go

- Our offices are located at 4710 Charlotte Ave, but **our entrance is on 48th Ave North**. We are inside the building for West Nashville United Methodist Church, on the opposite side of the church from McDonald's.
- Park on 48th or in the alley behind the church. There is usually enough parking but occasionally you might need to find parking a street or two over.

About Our Students

- They are refugees, meaning their families have fled persecution and war. They have lived through traumatic events.
- They are from very different cultures with different norms, values, and expectations than you have grown up with. Loud conversations are normal for them!
- They are kids, and they have been in school all day. They will have good days and bad days, and will often be loud, restless, and rowdy!
- Some of these kids have mental or emotional problems related to or in addition to their past trauma. Please be patient and understanding.
- They have been in the U.S. from anywhere between several weeks to 5 or 6 years.
- Our students are from Burma, Burundi, Iraq, Palestine, Togo, and Sudan.

Contact Information:

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