O'Farrell Charter High School / MySchoolTA
Student / Parent Guide
2021 Terms & Conditions

Overview:

O'Farrell Charter High School, in conjunction with **MySchoolTA**, is making available online tutoring services to students in STEM courses. This service is optional for students to attend and is offered at **no cost** to the families. This service is being sponsored by **MySchoolTA**.

Registration:

Students are required to register for the program in order to join the online tutoring sessions. Students should register at www.myschoolta.org/ofarrell. Students will receive an email weekly with the login information for that week's session along with periodic text messages regarding the sessions.

Students will be assigned to a weekly tutoring session that is 90 minutes long and will begin at either 5:00pm or 7:00pm. It will be offered weekly at the same time and day of the week. The tutors work with the teachers directly to ensure that they have the information being taught that week. Students may only attend the sessions that they are assigned to.

During Sessions:

- We will be using the **Zoom** application for the sessions. Students may attend on their computer, tablet, or phone. For best results, we recommend attending by computer.
- You must sign in to your assigned sessions only. Sign in using your first and last name.
- Only students signing in to their assigned sessions will be allowed to participate in that session.
- Tutoring sessions are recorded.
- You should leave your camera on during the entire session while you are attending
- Please be courteous to other students and the tutors by muting your microphones if you are not speaking or if there is any loud noise in the background.
- Students may join at any time during the session but we encourage on time attendance to derive the most benefit from the live session and to maximize the time available to ask questions.
- Sessions will end promptly at their designated end times.
- To ask a question, enter your question in the chat window or click the *'raise hand'* icon.
- Tutors will address questions from students as they come up and will give as many students as possible the opportunity to ask questions during the sessions.
- The Tutors are here to help you with your questions and homework. They are not here to **do** your homework for you.
- Only topics related to the specific course for this session should be brought up for discussion to be courteous to others in the classroom.
- You will get the most benefit from the sessions if you come ready to participate. Come prepared to listen, learn, ask pertinent questions and pay attention to maximize learnings during the session.
- Feedback is encouraged so please speak up if something is not clear or you require further explanation of a topic being covered

- Feel free to provide feedback to help Tutor improve and be more effective, as well as positive feedback for things being done well
- This program is offered for your benefit so take advantage of this opportunity.

Code of Conduct:

- Proper Attire must be worn at all times during the tutoring session (O'Farrell Charter High School dress code)
- Foul language, profanity, or disruptions by the student will not be tolerated and will result in the student being removed from the session.
- Repeated violations will result in the student being removed from the tutoring program entirely.
- Conduct violations will be reported to O'Farrell Charter High School administrators.
- Please treat the tutors with proper courtesy and respect. They are there to help you learn and deserve your full attention and respect in the same way that your teachers do.
- Please treat other participants with respect and don't interrupt them while they are speaking.

Issues or Questions:

If you have any issues with the technology or the program in general or just need any additional information, you are encouraged to send an email to ashlyn@myschoolta.org and she will get back to you to help you resolve your problem or answer your questions.