

# Bay Port Tutoring Connections

## Code of Conduct

---

### Skills

- Patience
  - Positivity
  - Empathy
  - Confidentiality
  - Active Listening
  - Communication
  - Problem-Solving
  - Time Management
  - Honesty
  - Encourage Independence
- 

### Requirements

BPTC requires that the student applying to tutor must have already taken the classes they apply to tutor for or be currently enrolled in the course. In addition, students are expected to provide us with two teacher references that we will contact. This is to ensure BPTC's ability to provide high quality tutors and to create an opportunity for growth and success in the individual being tutored.

### Appreciation

We thank everyone for their cooperation and willingness to help other students. BPTC appreciates your time and is very grateful for your commitment to us and bettering the school community.

---

### Patience

Patience is key when tutoring, and it is important to understand that everyone is at different levels. It is important that you never act annoyed, even if they ask a very basic question. Always remember, they are relying on you for help, and are giving you their trust, as they are putting themselves in a very vulnerable position.

---

### Confidentiality

The students you will be tutoring are putting themselves in a very vulnerable spot by exposing their weaknesses to fellow students. It is important that you do not share information about the students you are tutoring to others. If a student shares information with you that is threatening, harmful, or dangerous to themselves or anyone else, please contact one of the school counselors. This ensures everyone's safety is handled properly, and any significant problems can be resolved.

---

### Active Listening

It is important to actively listen to students you are tutoring. Please remember to understand that their needs may be different. Active listening will help to ensure that both parties are on the same page and can communicate effectively.

### Communication

Communicating effectively with students will help you understand that everyone learns different ways. You need to be flexible with your communications. This means being compassionate if it seems you are not getting across to the student, you will need to change up your teaching style to allow for their success.

### Time Management

Time management is key to a successful tutoring session. One must be able to improve, in a reasonable amount of time, in the subject matter of the tutoring sessions.

### Honesty/Encouraging Independence

Arguably two of the most important traits on this list are honesty and encouraging independence. It is important to encourage the student to do what they can on their own. You must allow the student to attempt things for themselves, and make an effort on problems before offering your assistance. This also comes with honesty. You should NOT be doing the homework for a student, this defeats the purpose of tutoring, and does not allow the student to grow. In addition, there should be NO assessments taken during your tutoring session. Taking a virtual test with the student you are helping is still considered a form of cheating and will be punishable through Bay Port Administration's Academic Dishonesty Policies.