

# MONTANA STATE UNIVERSITY AMERICA READS\* AMERICA COUNTS 2011-2012



## Teacher Packet & Referral Forms

P.O. Box 170545  
Bozeman, MT 59717-0545

Phone: 994-6902  
[www.montana.edu/community](http://www.montana.edu/community)  
Email: [msuamericareads@gmail.com](mailto:msuamericareads@gmail.com)

**Priority Deadline: September 12<sup>th</sup>, 2011**



Greetings,

Another academic year has begun, and we'd like to invite you to utilize the MSU America Reads\* America Counts Program (MSU AR\*AC) academic tutoring program. The mission of this program is to work with and support children to achieve and succeed academically. We recruit, screen, select, train and place predominately MSU students to tutor Bozeman pre-K through 8<sup>th</sup> grade students.

Carissa Gates is entering her second year co-coordinating the MSU AR\*AC Program and Keaton Ramm will be joining her as a new co-coordinator for the 2011-2012 school year. They are serving as Campus Corps (AmeriCorps) Members in the MSU Office for Community Involvement.

### **Seven Steps to Refer a Student to MSU ARAC**

- 1. SELECT** those students who are behind their peers and struggling with math and/or literacy.
- 2. SEND** a Refusal of Service Slip (master copy enclosed) home with each of the identified students. (If parent/guardian(s) does not wish to have the MSU AR\*AC Program work with their student, please do NOT refer them to us.)
- 3. COMPLETE** teacher information form, only one form is necessary per teacher per year.
- 4. READ & SIGN** the Memorandum of Understanding.
- 5. MAKE AS MANY COPIES OF THE ENCLOSED REFERRAL FORM AS YOU NEED TO REFER STUDENTS.** We have only provided one copy.
- 6. COMPLETE** student referral form AND pre-tutoring assessment for EACH student you are referring. If you are referring a student to BOTH America Reads and America Counts, be certain to complete both pre-tutoring assessments. Additional referral forms can be downloaded from: [www.montana.edu/community/programs/arac/infoteachers.html](http://www.montana.edu/community/programs/arac/infoteachers.html)
- 7. RETURN COMPLETED FORMS TO:**  
MSU America Reads\*America Counts Program  
MSU Office for Community Involvement  
P.O. Box 170545  
Bozeman, MT 59717-0545  
Fax: 994-6889  
Email- [msuamericareads@gmail.com](mailto:msuamericareads@gmail.com)

Once your referral(s) have been received, we will begin matching students with tutors whose schedules, transportation capabilities, and other variables are conducive to a good match. You can trust that we will do our best to match each and every referred student with a tutor. However, we cannot guarantee every referred student will be matched with a tutor.

The priority deadline for referrals is **Monday, September 12<sup>th</sup>**, though referrals will be accepted after this date as well. Our program year begins with the initial tutor training on Sunday, September 18<sup>th</sup>. The tentative start date for tutors will be **Monday, September 26<sup>th</sup>**. If you do not hear from a tutor for each of the children you have referred to the program by the week of October 3<sup>rd</sup>, please contact us. We will verify for you whether this student has been matched or not and if not, we will continue to do our best to find a tutor to work with this student. The issue will likely be that we do not have a tutor involved with our program who is available on the day/time you specified your student could be working in a one-on-one situation.

If you have any comments or questions please contact:

Program Coordinators: Carissa Gates and Keaton Ramm, [msuamericareads@gmail.com](mailto:msuamericareads@gmail.com)

Campus Corps Team Leader: Alex Black, [teamleader@montana.edu](mailto:teamleader@montana.edu)

Staff Program Coordinator: Mandy St. Aubyn, [amanda.staubyn@montana.edu](mailto:amanda.staubyn@montana.edu)

Office Hours: Monday through Friday 8am – 5pm

Phone: 994-6902



## Information about the MSU America Reads\*America Counts Program

### The Program Coordinators:

The MSU America Reads\*America Counts (MSU AR\*AC) Program is coordinated by the MSU Office for Community Involvement. The program has been offered in Bozeman area schools since the fall of 1997. The office utilizes a state AmeriCorps program called Montana Campus Corps to manage this large academic tutoring program. Every two years, two new MSU student members come on board to handle the planning and day to day management. These Campus Corps members are full-time students at MSU while they serve the two program years to manage this project. They each average 10-15 hours per week running the MSU AR\*AC Program. In addition, a full-time Team Leader assists these Campus Corps members as does the Program Coordinator in the MSU Office for Community Involvement.

### The Tutors:

The majority of MSU AR\*AC tutors are full-time MSU students. The majority of our tutors serve with the program as a work-study job. Work-study is a form of financial aid made available to eligible students based on financial need. The work-study tutors are working to earn the funds they need to continue their educational pursuits at MSU. The rest of our tutors are volunteers. In any given year we recruit, train, and place 60 to 100 tutors in Bozeman area schools. MSU student tutors come to us from a variety of majors or disciplines and with an array of experiences working with children. This program is eager to work with tutors from all backgrounds and disciplines knowing that each has something unique to offer to your students. In the coming years we will be increasing our efforts to engage more community members as volunteers with this program as well as working with faculty to incorporate service with this program into more courses on campus as a service learning component. The last training session the tutors attend will have teachers from the Bozeman school district talk about reading and math topics.

### The Students:

In partnership with teachers like you this program reaches 200 to 380 children each program year. We provide tutors to Head Start classrooms and work with kindergarten through 8<sup>th</sup> grade students who are referred by caring teachers as needing extra one-on-one time to better master requisite literacy or math skills.

During the 2010-2011 program year, MSU America Reads\*America Counts impacted 160 children in grades K-8. Of those children, 93% improved in math and 90% improved in reading. Over 70 Head Start students were helped last year and benefited with extra support in math and literacy skills.

### Our Partnership with You:

When you complete and submit a referral form for a student you are entering into a partnership with this program and ultimately, the tutor who is matched with your referred student.

The teacher who refers a student acts as supervisor to the tutor who is placed with that student. Ongoing communication with the tutor is essential. It will be up to the two of you to decide upon the best methods of communication for you both (e.g.: phone messages, emails, notes, face-to face meetings).

As the supervising teacher you determine what the student and tutor will be working on and how much time the tutor spends with your student. We ask for a minimum allocation of 30 minutes per tutoring session.

As a partner in this program you can expect the following:

- We will work diligently to find tutors whose schedules match up with the days and times you request to have a tutor work with your referred student;
- We will interview, screen, run background checks, and provide an initial training to all tutors prior to placement with your student;

- The Program Coordinators will be responsive to your concerns, problems or challenges and will do all in their power to assist with and address issues as they arise.

We expect the following from you:

- Notify us immediately of any problems you are having with any MSU AR\*AC tutors assigned to work with you and your student;
- Notify us right away if a tutor does not show up on a regular basis or if you have moved them to work with a different child;
- Sign off on tutor timesheets on a monthly basis verifying the hours the tutor has served with you and your student;
- Be open to sharing your expertise, insights and experience with our tutors at one of the training sessions in September.
- Contact us at any time with questions, suggestions or feedback, we count on you to provide constructive criticism that can help us all learn and grow to become a better, stronger program that can continue to effectively meet the needs of area students.
- Complete and return the post-tutoring assessment for each student referred.
- Participate in MSU AR\*AC Program evaluation.

**A NOTE ON MSU AMERICA READS\*AMERICA COUNTS TUTORS AND SCHEDULING:**

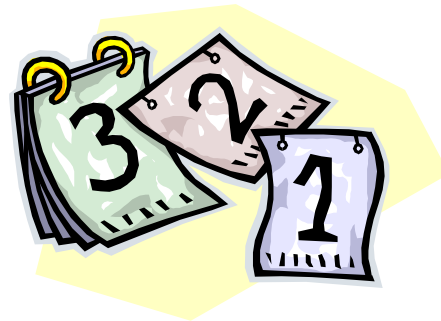
MSU AR\*AC tutors are college students first and foremost in addition to their commitment to the MSU AR\*AC program. They are not fully trained teachers, reading specialists or experts in this field. They are engaged in a learning experience of their own through this program so please keep this in mind as you work with them.

- MSU AR\*AC tutors who are currently enrolled students here at MSU are **NOT** expected to participate in tutoring sessions that occur during final exam weeks or on university holidays.
- The bulk of our tutors are university students and academics are their first priority, so this program honors the university calendar throughout the academic year.
- Some tutors may, due to a lack of other commitments or a light finals week, choose to tutor. They are **NOT** required to do so on the dates designated.

The following days are university holidays during the 2011-2012 school year, and tutors will not be available to tutor referred students on the following dates:

**2011 Fall Semester**

September 5	Labor Day Holiday (no classes, offices closed)
November 11	Veteran's Day holiday (no classes; offices closed)
November 23-25	Thanksgiving Day holiday (no classes; offices closed)
December 12-16	Final examinations week
December 16	Fall semester ends & Winter break begins



**2012 Spring Semester**

January 11	Spring Classes Begin
January 16	Martin Luther King's Day holiday (no classes; offices closed)
February 20	President's Day holiday (no classes)
March 12-16	Spring break (no classes; offices open)
April 6	University Day (no classes; offices open)
April 30 - May 4	Final examinations week
May 4	Spring semester ends & Summer begins

Please post these dates or make note of them so that you are not surprised by a tutor's absence on any one of the above mentioned days. Please contact our office if you have any questions about these designated holidays or vacation dates.



## COMMUNICATION EXPECTATIONS: TUTORS, TEACHERS & COORDINATORS

A strong line of communication between teachers and tutors is critical to the success of the referred student. We hope to create a partnership between the supervising teacher and the tutor defined by mutual respect, strong communication, and shared information. With your ongoing involvement, we will be better equipped to truly serve the students you have referred to our program.

- You can assist tutors in making a strong, lasting impact upon the students that they tutor by sharing critical information each tutoring session. This information could include:
  - how the student's day is currently going
  - where s/he needs extra assistance
  - whether s/he seems to be struggling with non-school issues
  - whether the referred student is showing signs of improvement from the teacher's perspective
- The tutors may also be able to provide you with valuable information through regular communication, as tutors are often able to spend a larger amount of one-on-one time with the student.
- If you are having any trouble with a tutor (ie: the tutor is unreachable, tutor misses sessions, tutor is chronically late, tutor is behaving or dressing inappropriately, etc.)
  - First address the student directly in a respectful manner.
  - If addressing the tutor directly does not resolve the issue, please inform our office so that we can ensure that the appropriate changes are made.
  - In the case of a tutor missing more than one tutoring session in a one month period, or a tutor who does not respond to your phone messages or emails we ask that you contact us **IMMEDIATELY**. We wish to hold our tutors accountable for their time and performance, and we need your help to do so! We will pursue the issues with any tutor and, if necessary, replace the tutor.

Thank you for your participation in this program. We appreciate the opportunity to help make a difference in the lives of students in the Bozeman area. We are committed to building a strong and lasting working relationship with you, so we encourage you to contact us at ANY time with your concerns, questions and ideas!

# MSU America Reads\*America Counts Teacher Info.

*For Office Use Only*

Complete

Entered into database

**NOTE:** The information provided will only be used for the explicit purpose of matching your student(s) with an MSU America Reads\*America Counts (MSU AR\*AC) Tutor(s) and will remain confidential. **All Fields are REQUIRED for this program**

**Step 1: Teacher's Information**

**Step 2: Sign Memorandum of Understanding**

**Step 3: Fill Out Referred Student's Information** *(Make copies of the blank form first as we only give you one copy).*

**Step 4: Complete Pre-Assessment of Student**

**Step 5: Send Refusal of Service Slip home with student**

**Step 6: Mail or Fax Form to MSU Office for Community Involvement, P.O. Box 170545 Bozeman, MT 59717-0545 or (406) 994-6889**

## STEP 1: Teacher Information (please print clearly)

Last Name: _____ First Name: _____ Phone: _____ Grade: _____ E-mail: _____ Email is our primary means of communication; if you prefer that we communicate with you via phone check here: <input type="checkbox"/>	<b>School: (Check One)</b> <input type="checkbox"/> Chief Joseph <input type="checkbox"/> Great Beginnings <input type="checkbox"/> Hawthorne <input type="checkbox"/> Hyalite <input type="checkbox"/> Irving <input type="checkbox"/> Learning Circle	<input type="checkbox"/> Longfellow <input type="checkbox"/> Middle Creek <input type="checkbox"/> Monforton <input type="checkbox"/> Morning Star <input type="checkbox"/> Sacajawea <input type="checkbox"/> Whittier <input type="checkbox"/> Other:
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## STEP2: Memorandum of Understanding

In order to better assist each referred student, I agree to the following:

1. To treat tutors with respect and dignity and establish ongoing communication with the tutors in my classroom.
2. To act as an in-class supervisor and resource to tutors
3. I will only use tutors with students who have been referred to the MSU AR\*AC program in 1-on-1 or small group tutoring situations.
4. To fill out and return all MSU AR\*AC paperwork promptly
  - a. Teacher Information
  - b. Memorandum of Understanding
  - c. Student Referral Information
  - d. Student Pre-Assessment AND Post-Assessment at the end of the school year
  - e. Program Evaluation Assessment
  - f. (Optional) Outstanding Tutor Nomination
5. Sign or initial each tutor timesheet to verify their presence in my classroom on a monthly basis.
6. If possible, I will notify each tutor if the student is absent or provide another student for them to work with on that day ONLY.
7. Forward a copy of the "Refusal of Service" Form to the parents/guardians of the child referred, and, by their lack of response, have received permission to refer their child to this program and to use their child's picture, story, and/or quote in pamphlets and other media concerning the MSU AR\*AC Program.
8. I understand that the majority of MSU AR\*AC tutors are university students, and I am aware that scheduling challenges may result.

Teacher's Signature \_\_\_\_\_

Date \_\_\_\_\_

**SEND ALL FORMS TO:**  
**MSU AMERICA READS\*AMERICA COUNTS PROGRAM**  
 P.O. Box 170545 Bozeman, MT 59717-0545  
**Or fax to:**  
 (406) 994-6889  
**If you have any questions:**  
 msuamericareads@gmail.com or 406-994-6902

**Please copy the following documents as needed**

- Teacher packets
- Teacher information forms (only one needed per teacher)
- Student referral forms

**Electronic copies are available at:**

**<http://www.montana.edu/community/programs/arac/infoteachers.html>**

# MSU America Reads\*America Counts Referral Form

For Office Use Only

Complete  
 Access  Pre/Post

Tutor: \_\_\_\_\_  
 Fall \_\_\_\_\_  
 Spring \_\_\_\_\_

## STEP 3: Student Information

- Please fill out every field for EACH referred student. Do not use the student's full name; we will **only refer to the student by their initials** to maintain confidentiality.
- Tutors often have early morning classes; they are available to tutor more often later in the day. Keep in mind that the more options and flexibility in scheduling the higher the likelihood a match can be found.
- Additional referral forms can be downloaded from: [www.montana.edu/community/programs/arac/infoteachers.html](http://www.montana.edu/community/programs/arac/infoteachers.html)

America Reads: ____ America Counts: ____ Student's First Initial: ____ Last Initial: ____ Gender: ____ Grade: ____ Teacher's Last Name: _____ School: _____ <input type="checkbox"/> McKinney-Vento Notes: (i.e.: interests, hobbies, special needs, etc.)	<p><b><u>DAY(s) OF THE WEEK / TIME FRAME(s) the student can be tutored</u></b>                  (Provide actual times, not class period and a minimum of 30 min. time slots) The more time options, the better.                  e.g. MWF 12:15-1:55pm, Tue/Thurs 1pm-2pm</p> 1. _____ 2. _____ 3. _____
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## STEP 4: Student Pre Assessment

### America Reads Pre-evaluation of Student:

Overall fluency	1	2	3	4
Comprehension of text read	1	2	3	4
Writing skills	1	2	3	4
Ability to concentrate on reading	1	2	3	4
Participation in reading activities	1	2	3	4
Decoding skills	1	2	3	4
Literacy skills are at grade level	1	2	3	4
Overall attitude toward reading	1	2	3	4

### Key:

- 1=NOVICE: *DIFFICULTY* with subject matter  
 2=FAIR: *PARTIAL MASTERY* of subject matter  
 3=PROFICIENT: *ACCEPTABLE* mastery of subject matter  
 4=EXEMPLARY: *EXCEPTIONAL* mastery of subject matter

### Instructions:

- Only complete evaluations for the program(s) to which the student is referred (Reads and/or Counts).

### America Counts Pre-evaluation of Student's:

Completion of math assignments	1	2	3	4
Understanding of new math concepts	1	2	3	4
Involvement in math classroom activities	1	2	3	4
Concentration on math tasks	1	2	3	4
Ability to setup and solve problems	1	2	3	4
Completion of difficult problems	1	2	3	4
Overall math skills are at grade level	1	2	3	4
Overall attitude toward math	1	2	3	4





To: Parents of Bozeman area school children
FROM: MSU America Reads\*America Counts Program
SUBJECT: America Reads\*America Counts tutoring
DATE: 2011-2012 Academic Year

Your student's teacher has recommended that your student would benefit from participation in the America Reads \* America Counts Tutoring Program!

WHAT IS AMERICA READS\*AMERICA COUNTS?

America Reads\*America Counts is a nation-wide initiative to help students improve their literacy skills. A grant from the Montana Campus Compact and federal work-study funding is allowing the MSU America Reads\*America Counts (MSU AR\*AC) program...

WHAT WILL AN AMERICA READS\*AMERICA COUNTS TUTOR DO FOR YOUR CHILD?

In short, the MSU AR\*AC program aims to help your child improve his/her reading ability and/or math skills. The tutor who works with your student has been trained in reading and math techniques to improve basic reading abilities, math abilities and they understanding various learning styles.

WHAT DO YOU NEED TO DO TO GET YOUR CHILD INVOLVED?

Nothing! Your student's teacher will be taking care of all paperwork associated with the MSU AR\*AC Program. If you do not return the refusal of service form (located below), your student will begin receiving tutoring during regular school hours...



PARENTAL REFUSAL OF SERVICE FORM

If you DO NOT wish your student to receive America Reads\*America Counts tutoring or if you accept these services but DO NOT wish to have your student's story, quote, or picture used, please complete, sign, and return the appropriate portion of this slip to the teacher who referred them immediately.

I, \_\_\_\_\_, DO NOT give my student, \_\_\_\_\_, permission to participate in the MSU America Reads\*America Counts Tutoring program.

Parent or Guardian Signature Date

I, \_\_\_\_\_, give my student, \_\_\_\_\_, permission to participate in the MSU America Reads\*America Tutoring program, BUT I WITHHOLD PERMISSION to use my student's story, quote, and/or picture on web pages, in newspapers, on television, and/or in brochures or other materials used in promoting the MSU America Reads\*America Counts Tutoring program.

Parent or Guardian Signature Date