Priority Referral Deadline is Friday, September 20, 2013
(Additional referrals will be accepted after this date)
Greetings,

Welcome to another school year in the beautiful Gallatin Valley! Jenn Hendricks and Damon Alm are serving as your co-coordinators for the MSU America Reads*America Counts Program (AR*AC) for the 2013-2014 academic year. Thank you for taking an interest in MSU AR*AC!

We would like to invite you to utilize our tutoring program as a resource in your classroom this year, and hope this packet will answer any questions you may have. Our mission at MSU AR*AC is to work with and support children to achieve and succeed academically. The students you refer to this program should be those who are struggling to achieve grade level work in either literacy or math skill development. We recruit, screen, select, and train MSU students to be quality tutors in your pre-K through eighth grade classrooms.

**Referring a student to MSU AR*AC**

1. **IDENTIFY** students who are behind their peers and struggling with math and/or literacy. Please refer your highest need students and not an entire classroom. We will strive to match each student with a tutor, but will put an emphasis on the highest need referrals.

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** the 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!** We have provided one hard copy.

6. **COMPLETE** a student referral form AND pre-tutoring assessment for EACH student you are referring. If you are referring a student for reading and math, be certain to complete both pre-tutoring assessments on the same referral sheet. Additional referral forms can be found at: http://msuamericareads.wordpress.com/teacher-resources/

7. **RETURN COMPLETED FORMS TO:**
   MSU America Reads*America Counts Program
   MSU Office of Activities and Engagement
   P.O. Box 170545
   Bozeman, MT 59717-0545
   OR
   Fax: (406) 994-6889
   OR
   Email: 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 unfortunately cannot guarantee that every referred student will be matched with a tutor and will do our utmost to match the highest need students first.

The priority deadline for student referrals is **Friday, September 20th**, though we will continue to accept referrals throughout the school year. Our program year begins with the initial tutor training on Sunday, September 15th, and the tentative start date for tutors will be **Monday, September 23rd**.

**NOTE:** If you do not hear from a tutor for each of the students you have referred to the program by the week of October 7th, 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.
Information about the MSU America Reads*America Counts Program

The Program Coordinators:

The MSU AR*AC program is overseen by the MSU Office of Activities and Engagement. The program has been offered in Bozeman area schools since the fall of 1997, when President Clinton granted colleges and universities work-study funds to pay tutors to help area kids in literacy and/or math skills. The office utilizes a regional AmeriCorps program called Compact Service Corps to manage this large academic tutoring program. Each year, two MSU students come on board to handle the planning and management of the program. These AmeriCorps members are full-time students at MSU, and average 10-15 hours per week coordinating the AR*AC program over the course of two years. Meet your 2013-2014 Coordinators!

Damon Alm
I am small town man hailing from Highwood, Montana. Highwood is a very small and close knit community with the school and agriculture being the backbone. Growing up in such a small community was the biggest blessing for me. I was surrounded by people who only wanted the best for me. I was taught that you must work hard both in and out of the classroom. I attribute my beloved community, the people in it, and my family to molding me in to the man I am today. No matter what I do, I want to do it to the best of my ability and with all that I have, treating people with respect and dignity. As Michael Jordan once said, “Some people want it to happen, some wish it would happen, and others make it happen.” I always want to be the person to make it happen. In my spare time I enjoy watching or playing any sport, waterskiing, and cliff jumping, swimming and just being outdoors. Kids are very near to my heart and are the reason I joined this program. Alongside great leadership I believe this program will continue to grow and serve Bozeman kids to the best of its abilities, where the students will always be our top priority. Our tutors will not only help students with their schoolwork but will be role models in each student’s life. Thank you for looking in to our program. I look forward to a great year with MSU America Reads*America Counts.

Jennifer Hendricks
I grew up in a small town in Montana called Augusta. I graduated high school in a class of only 8 students and then came to Bozeman to pursue a degree in Elementary Education with a minor in Special Education and Reading. I am going to be a junior this fall in the Elementary Education Program. Let’s see, I just got married on August 3rd of this year to the love of my life, so I have been busy with being a new wife! =] I enjoy hiking, running, and am involved in a college ministry called Crosslife.

The Tutors:

The majority of MSU AR*AC tutors are full-time MSU students, and approximately half serve MSU AR*AC in a work-study position and half serve as volunteers. (Work-study is a form of federal financial aid made available to eligible students based on financial need.) In any given year we recruit, train, and place 40-60 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 individual tutor has something unique to offer to your students.

The Students:

In partnership with teachers like you, this program reaches out to 200-300 children each program year. We provide tutors in pre-K programs such as Head Start, and also work with kindergarten through 8th grade students in Bozeman area schools. This includes the Bozeman Public School District, as well as local Montessori schools and other private elementary and middle schools.

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.
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 you and the tutor to decide upon the best methods of communication for the two of you. (For example: phone messages, emails, notes, face-to-face meetings)

As the supervising teacher, you determine what your student and the MSU 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 to improve our chances of making a positive impact.

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.
- We will interview, screen, 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 should any arise.

We are here to help you; here is how you can help us:

- Notify us immediately of any problems you are having with any MSU AR*AC tutors assigned to work with your student;
- Verify the hours the tutors have served in your classroom by reviewing and signing their monthly time-logs.
- 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 hold our tutors accountable for their time and performance, and will address the issues with the tutor and, if necessary, provide a replacement tutor.
- Share your expertise, insights and experience with our tutors, and hold them to high professional standards in your classroom.
- 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 meet the needs of area students.
- Complete and return a post-tutoring assessment for each student you refer to the program throughout the year.
- Participate in MSU AR*AC program evaluations and surveys.

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 going
  - where s/he needs extra assistance
  - whether s/he seems to be struggling with non-school issues
  - whether you notice that the referred student is showing signs of improvement
- Keep in mind that tutors may also be able to provide you with valuable information through regular communication, as tutors are often able to spend a large amount of one-on-one time with the student.
- 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!
A note on MSU America Reads*America Counts tutors and scheduling:

The cohort of 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 their fields. They are engaged in a learning experience of their own through this program so please keep this in mind as you work with them.

Important notes:
- 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. Our program honors the university calendar throughout the academic year.
- Some tutors may choose to tutor during university holidays or finals week. They are NOT required to do so on the dates designated below.

The following days are university holidays during the 2013-2014 academic school year:

**2013 Fall Semester (August 26th, Fall Classes Begin)**
- September 2  Labor Day Holiday (no classes; offices closed)
- November 11 Veteran’s Day holiday (no classes; offices closed)
- November 27-29 Thanksgiving Day holiday (No classes from Nov. 27-29.)
- December 9-13 Final examinations week
- December 13 Fall semester ends & Winter break begins

**2014 Spring Semester (January 8th, Spring Classes Begin)**
- January 20  Martin Luther King’s Day holiday (no classes; offices closed)
- February 17  President’s Day holiday (no classes, offices closed)
- March 10-15  Spring break (no classes; offices open)
- April 18  University Day (no classes; offices open)
- April 28-May 2  Final examinations week
- May 2  Spring semester ends & Summer break begins

Please make note of these dates, and communicate with your tutors so that you are not surprised by their absence on any one of the above mentioned days. Assume your tutors will not be attending their tutoring session on these days unless they inform you to the contrary. Please contact our office if you have any questions about the designated holidays or vacation dates.

If you have any comments or questions please contact us!

**Program Coordinators:**  
Jennifer Hendricks & Damon Alm  
Email: msuamericareads@gmail.com  
Phone: (406) 994-2854

**Director, Office of Activities & Engagement:**  
Kathryn Tanner  
Email: ktanner@montana.edu  
Phone: (406) 994-6872
MSU America Reads*America Counts Teacher Information

NOTE: The information provided will only be used for the sole 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 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 of Activities and Engagement, P.O. Box 170545 Bozeman, MT 59717-0545 or (406) 994-6889

**Teacher Information** (please print clearly)

<table>
<thead>
<tr>
<th>Last Name: __________________________</th>
<th><strong>School:</strong> (Check One)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name: _________________________</td>
<td>□ Chief Joseph</td>
</tr>
<tr>
<td>Phone: _____________________________</td>
<td>□ Great Beginnings</td>
</tr>
<tr>
<td>E-mail: ___________________________</td>
<td>□ Hawthorne</td>
</tr>
<tr>
<td>Email is our primary means of communication; if you prefer that we communicate with you via phone please check here: ☐</td>
<td></td>
</tr>
<tr>
<td>Grade: ____________________________</td>
<td>□ Hyalite</td>
</tr>
<tr>
<td></td>
<td>□ Anderson</td>
</tr>
<tr>
<td></td>
<td>□ Bozeman Summit School</td>
</tr>
<tr>
<td></td>
<td>□ Other:</td>
</tr>
</tbody>
</table>

**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 utilize 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. To 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
Fax to: (406) 994-6889
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: [http://msuamericareads.wordpress.com/teacher-resources/](http://msuamericareads.wordpress.com/teacher-resources/)

### Student Information

<table>
<thead>
<tr>
<th>America Reads</th>
<th>America Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s First Initial</td>
<td>Last Initial</td>
</tr>
<tr>
<td>Gender</td>
<td>Grade</td>
</tr>
<tr>
<td>Teacher’s Last Name</td>
<td>School</td>
</tr>
<tr>
<td>McKinney-Vento</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Notes:

<table>
<thead>
<tr>
<th>DAY(s) OF THE WEEK / TIME FRAME(s) THE STUDENT CAN BE TUTORED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Tuesday</td>
</tr>
<tr>
<td>Wednesday</td>
</tr>
<tr>
<td>Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
</tbody>
</table>

### Student Pre Assessment

**America READS Pre-evaluation of Student:**

<table>
<thead>
<tr>
<th>Overall fluency</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading comprehension</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Writing skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Ability to concentrate on reading</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Participation in reading activities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Decoding skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Overall attitude toward reading</td>
<td>negative</td>
<td>fair</td>
<td>positive</td>
<td>exceptional</td>
</tr>
<tr>
<td>Literacy skills are at grade level?</td>
<td>yes</td>
<td>no</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**America COUNTS Pre-evaluation of Student:**

<table>
<thead>
<tr>
<th>Completion of math assignments</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of new math concepts</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Involvement in math classroom activities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Concentration on math tasks</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Ability to setup and solve problems</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Completion of difficult problems</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Overall attitude toward math</td>
<td>negative</td>
<td>fair</td>
<td>positive</td>
<td>exceptional</td>
</tr>
<tr>
<td>Overall math skills are at grade level?</td>
<td>yes</td>
<td>no</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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).
TO: Parents of Bozeman area school children  
FROM: MSU America Reads*America Counts Program  
SUBJECT: Tutoring Services  
DATE: 2013-2014 Academic Year

Your student's teacher has recommended that your student would benefit from participation in the MSU 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 math and literacy skills. A grant from the Compact Service Corps (AmeriCorps) program and federal work-study funding is allowing the MSU America Reads*America Counts (MSU AR*AC) program (operated out of the MSU Office of Activities and Engagement) to place trained tutors in Bozeman area schools. Annually, approximately 60-80 university tutors work with roughly 200 Pre-K, elementary and middle school students in the Bozeman area.

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. In addition to an initial training, all MSU AR*AC tutors have been hand-selected and have undergone an interview and criminal background check. The MSU AR*AC Program is aware of the importance of maintaining confidentiality; thus all tutors have read and signed a strict statement of confidentiality.

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, before, or after school (all sessions occur on school grounds) by the beginning of October or as soon as we are able to match them with a tutor who has a similar schedule of availability. The tutor will be under the direct supervision of your student's teacher, with guidance provided by the AmeriCorps Members coordinating the MSU AR*AC Program, and the Program Manager in the MSU Office of Activities and Engagement. If you have any questions, please call us at 994-6902 or email us at msuamericareads@gmail.com.

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PARENTAL REFUSAL OF SERVICE FORM

✓ IF you do not wish your student to receive MSU 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

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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