Teacher Information Packet

Phone: (406) 994-4761
Email: rosemary.madero@montana.edu
http://www.montana.edu/fieldplacement/arac/

Revised December, 2018
Greetings!

Welcome to the 2018-2019 school year! The Field Placement & Licensure Office (FPLO) would like to invite you to utilize the MSU America Reads * America Counts (ARAC) tutoring program as a resource in your classroom this year and hope this teacher information packet will answer your questions. The mission of the ARAC program is to work with and support area children to achieve and succeed academically.

Program Management
The Field Placement & Licensure Office (FPLO), under the Department of Education, administers and oversees the ARAC program which offers future teacher candidates to engage in tutoring K – 8 students in Bozeman area schools. These candidates will benefit from the ARAC program in building a resume and experience in the classroom environment prior to their practicum and student teaching experiences. The ARAC Program Coordinator is Rosemary Madero, rosemary.madero@montana.edu, (406) 994-4761, and your primary contact person.

The Tutors
The majority of ARAC tutors are full-time students and serve ARAC in a work-study position. Work-study is a form of federal financial aid made available to eligible students based on financial need. We also accept applications from MSU students not work-study eligible as volunteers. We recruit, screen, select, and train the MSU teacher candidates to be quality tutors in K - 8 classrooms in Bozeman area schools. Each tutor offers something unique to your students.

The Students
In partnership with teachers like you, this program reaches out to children each program year. We provide tutors in K – 8 grade students in Bozeman area schools. This includes the Bozeman Public School District, as well as some local Montessori schools and other private elementary and middle schools.

Our Partnership with You
When you complete and submit a tutor request form, you are entering into a partnership with this program and ultimately, the tutor who works in your classroom. The teacher who requests a tutor acts as a supervisor to the tutor who is placed with their students. 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 (i.e., phone messages, email, notes, face-to-face meetings)

As the supervising teacher, you determine what your students and the MSU tutor will be working on and how much time the tutor spends with your students. 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 students.
- The program coordinator 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.

As a partner in this program you will be asked to:
- Notify FPLO immediately of any problems you are having with any ARAC tutors assigned to you;
- 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 FPLO 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 and your school.
• Contact the FPLO 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.
• Participate in ARAC program evaluations and surveys.

Communication Expectations: Tutors, Teachers, Coordinators
A strong line of communication between teachers and tutors is critical to the success of your students in need of assistance. 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 in your class.
• You can assist tutors in making a strong, lasting impact upon the students who 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 student the tutor is working with is showing signs of improvement.
• Keep in mind that tutors may 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!

How to Request a ARAC Tutor

1. IDENTIFY times in your class schedule where you would most like a tutor(s). Tutors may be used in small or large group settings or one-on-one tutoring. The focus should be math and/or reading.

2. SEND a Permission and/or Refusal of Service slip (located on Page 5 of this packet) home with each student who may be working with a tutor. If parent/guardian(s) does not wish to have the ARAC Program work with their student, please do NOT have them work with the tutors.

3. SUBMIT an ONLINE TUTOR REQUEST FORM. Simply request tutors during the times they are most needed in your classroom along with proposed duties.

Once your requests have been received we will begin matching your classes 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 request with a tutor. However, we unfortunately cannot guarantee that every child will be matched with a tutor.
A NOTE ON MSU AMERICA READS*AMERICA COUNTS TUTORS AND SCHEDULING

In addition to their commitment to the ARAC program, the cohort of ARAC tutors are college students first and foremost. They are not yet 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.

Our program honors the university calendar throughout the academic year. Though 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 2018-2019 academic school year and those where “No Classes” are identified are the dates you should not expect your tutors to be in the schools:

2018 Fall Semester
August 27 Classes Begin
September 3 Labor Day Holiday No Classes; Offices Closed
November 6 Election Day No Classes; Offices Closed
November 12 Veteran's Day Holiday No Classes; Offices closed.
November 21-23 Thanksgiving Day Holiday
   No classes from Nov. 21-23. Offices are open on Nov. 21, but are closed Nov. 22nd, 23rd.
December 7 Classes End
December 10-14 Final examinations
December 14 Fall Semester ends
December 15 Fall Commencement 2018

2019 Spring Semester
January 9 Classes Begin
January 21 Martin Luther King Holiday No Classes; Offices Closed
February 18 Presidents' Day Holiday No Classes; Offices Closed
March 18-22 Spring Break No Classes; Offices Open
April 19 University Day No Classes; Offices Open
April 26 Classes End
April 29 – May 2 Final examinations
May 3 Spring Semester ends
May 4 Spring Commencement 2019

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 days. Assume your tutors will not be attending their tutoring session on these days unless they inform you to the contrary. Please contact us if you have any questions about the designated holidays or vacation dates and notice that our offices are open on some of the dates when no classes are being held at your school.

Rosemary Madero, ARAC Program Coordinator
Field Placement & Licensure Office
rosemary.madero@montana.edu
Phone: (406) 994-4761
TO: Parents of Bozeman Area School Children
FROM: MSU America Reads*America Counts Program
SUBJECT: Tutoring Services
DATE: 2018-2019 Academic Year

Your student’s teacher is requesting MSU America Reads*America Counts (ARAC) tutors in their classroom and your student may be receiving tutoring either in small group or one-on-one settings during the school day. **There is no charge for the tutoring services.**

**WHAT IS AMERICA READS*AMERICA COUNTS?**
America Reads*America Counts is a nation-wide initiative to help students improve their math and literacy skills. Federal work-study funding is allowing the ARAC program (operated out of the MSU Field Placement & Licensure Office) to place tutors in Bozeman area schools. Annually, approximately 20-30 university tutors work with, K-8, elementary and middle school students in the Bozeman area.

**WHAT WILL AN AMERICA READS*AMERICA COUNTS TUTOR DO FOR YOUR CHILD?**
In short, the ARAC program aims to help your child improve his/her reading ability and/or math skills. The tutor who works with your student is a future teacher candidate who has been trained in reading and math techniques to improve basic reading abilities/ math abilities and understanding various learning styles. In addition to an initial training, all ARAC tutors have undergone a rigorous interview and criminal background check. The ARAC Program is aware of the importance of maintaining confidentiality. 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 ARAC 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) mid-September.** The tutor will be under the direct supervision of your student's teacher, with guidance provided by the Program Coordinator in the MSU Field Placement & Licensure Office. If you have any questions, please call us at (406) 994-4761, or email, rosemary.madero@montana.edu.

**PARENTAL PERMISSION AND REFUSAL OF SERVICE FORM**

☐ No, I **DO NOT** wish my student to receive MSU America Reads*America Counts tutoring.
☐ Yes, I wish my student to receive MSU America Reads*America Counts tutoring.
☐ Yes, I wish my student to receive MSU America Reads*America Counts tutoring, but **WITHOLD PERMISSION** to use my student’s story, quote, and/or picture on web pages, in newspapers, on television, and/or brochures or other materials used in promoting the MSU America Reads*America Counts program.

Please complete, sign, and return the appropriate portion of this slip to the teacher who referred your 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, __________________, **DO** give my student,__________________________, permission to participate in the MSU America Reads*America Tutoring program.

__________________________________________  __________________________________________
Parent or Guardian Signature                                       Date