

# MONTANA STATE UNIVERSITY AMERICA READS\* AMERICA COUNTS 2017-2018



## Teacher Information Packet & Tutor Request Forms

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<http://www.montana.edu/fieldplacement/arac/>

Priority Request Deadline is Friday, January 12, 2018

(Additional requests may be accepted after this date)

## Greetings!

Welcome to the 2017-2018 school year! The Field Placement & Licensure Office (FPLO) would like to invite you to utilize the MSU America Reads \* America Counts (MSU AR\*AC) tutoring program as a resource in your classroom this year, and hope this teacher information packet will answer your questions. The mission of the MSU AR\*AC program is to work with and support area children to achieve and succeed academically.

## Program Management

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

## The Tutors

The majority of MSU AR\*AC tutors are full-time students, and serve MSU AR\*AC in a work-study position. (Work-study is a form of federal financial aid made available to eligible students based on financial need.) We recruit, screen, select, and train the MSU education majors to be quality tutors in K - 8 classrooms for Bozeman area schools. Each tutor offers something unique to your students.

## The Students

In partnership with teachers like you, MSU AR\*AC reaches out to children each program year. We provide tutors in K – 8 grade students in Bozeman area schools, including the Bozeman Public School District rural K-8 schools, 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 his or her 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 the focus of a tutor's work with each student 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 his or her 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 MSU AR\*AC 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 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 your students in need of assistance. We hope to create a partnership of mutual respect and shared communication 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 whom 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 signs of improvement in the student the assisted by the tutor.
- Keep in mind that tutors may provide you with valuable information through regular communication, as tutors are often able to spend a significant 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 MSU AR\*AC Tutor**

- 1. IDENTIFY** times in your class schedule during which 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 (at the end of this document) home with each student who may be working with a tutor. The parent permission slip is retained by the AR\*AC teacher (If parent/guardian(s) does not wish to have the MSU AR\*AC Program work with a student, please do not include that student in the program.).
- 3. SUBMIT AN [Online Tutor Request Form](#).** Simply request tutors during the times they are most needed in your classroom.

Once your requests have been received we will begin matching your classes with tutors whose schedules, transportation capabilities, and other variables are compatible with your needs. 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.

The priority deadline for tutor requests is **Friday, January 12, 2018**, though we will continue to accept requests throughout the school year. Initial tutor training is scheduled on **Friday, January 19, 2018**, and the target start date for tutors will be **Monday, January 22, 2018**.

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

In addition to their commitment to the MSU AR\*AC program, the cohort of MSU AR\*AC 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 2017-2018 academic school year and those where “No Classes” are identified are the dates you should not expect your tutors to be in the schools:

### 2017 Fall Semester

*September 4 Labor Day Holiday No Classes; Offices Closed*

*November 11 Veteran's Day Holiday No Classes; Offices closed.*

*November 22-24 Thanksgiving Day Holiday*

*No classes from Nov. 22-24. Offices are open on Nov. 22, but are closed Nov. 23-24.*

*December 8 Classes End*

*December 11-15 Final examinations*

*December 15 Fall Semester ends*

*December 16 Fall Commencement 2017*

### 2018 Spring Semester

*January 10 Classes Begin*

*January 15 Martin Luther King Holiday No Classes; Offices Closed*

*February 19 Presidents' Day Holiday No Classes; Offices Closed*

*March 12-16 Spring Break No Classes; Offices Open*

*March 30 University Day No Classes; Offices Open*

*April 27 Classes End*

*April 30 – May 3 Final examinations*

*May 4 Spring Semester ends*

*May 5 Spring Commencement 2018*



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 and notice that our offices are open on some of the dates when no classes being held.

If you have any comments or questions, please contact us!

Rosemary Madero, Program Coordinator

Field Placement & Licensure Office

[rosemary.madero@montana.edu](mailto: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:** 2017-2018 Academic Year

Your student’s teacher is requesting MSU America Reads\*America Counts (MSU AR\*AC) tutors for his or her 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?**

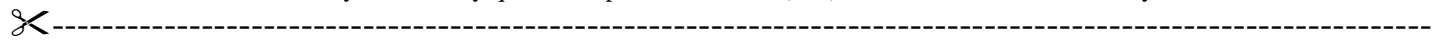
America Reads\*America Counts is a nation-wide initiative to help students improve their math and literacy skills. Federal work-study funding is allowing the MSU AR\*AC program (operated out of the MSU Field Placement & Licensure Office) to place tutors in Bozeman area schools. Annually, approximately 40-60 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 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 is an education major 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 MSU AR\*AC tutors have undergone a rigorous interview and criminal background check. The MSU AR\*AC 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 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. 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