

October 4, 2011

Dear Parents/Guardians,

We are closing in on the halfway point of the first trimester. Montabella will again be able to offer some tutoring services to students in grades 7-12, and these will begin next week. The funding source for the tutoring program has changed, and so has the format. This letter will explain some of the changes to the program.

First, the program is now being funded with At-Risk Funds, which are provided through the state of Michigan. At-Risk Funds have specific regulations regarding their usage. One of these regulations is the funding must be used on students who are categorized as "at-risk." There are some specific criteria that are used by the state to categorize students as "at-risk." You are receiving this letter because your student(s) have been categorized as at-risk, and they are eligible for the tutoring services.

The format of tutoring has also undergone some changes. Tutoring will be provided in three of the core content areas: mathematics, English language arts, and science. The three core areas are in compliance with At-Risk regulations. There will be a lead teacher, accompanied by five student tutors who have been hired by the school, to provide assistance to students. With six total people helping, it is a specific goal of the program to give as much tutorial help as possible.

Tutoring will take place on Tuesday, Wednesday, and Thursday of each week. Tutoring will not be held on the weeks of trimester exams and on the days when there are parent teacher conferences or professional development days. If school is dismissed early because of weather complications, tutoring will also be cancelled. Transportation will be provided on each of the days tutoring is operating to designated drop-off points in the district. These drop-off points are:

Northern Bus Run

Blanchard Elementary 4:30
Trinity Wesleyan Church 4:45
Butcher Shop (if needed) 4:55

Southern Bus Run

Central Office 4:30
Curtiss Park 4:35
McBride 4:40
Six Lakes 4:50

At this time, there is not a specific process for tutoring referrals because the school would like to gauge the number of students who may need or would like to use this service. In previous school years, students were assigned tutoring based on grades. With this current system, teachers may recommend a student attend tutoring. Parents may also request tutoring assistance for their student(s). The number of students permitted each day will be limited to 30, and if more than 30 students show interest students will be assigned specific days for tutoring.

Tutoring time may be used for two primary purposes. Students may receive help with concepts in homework assignments or they may receive assistance/remediation on concepts with which they are struggling. If a student has to make up a test or project, they may also use tutoring time to complete those tasks.

Montabella is looking forward to these changes in the tutoring program as a way to help many students improve their understanding and performance. If you have questions regarding the tutoring program, please contact me at the Junior/Senior High (989.427.5175).

Sincerely,

Shane D. Riley