



Tuesday, October 30, 2018

Dear Hamilton Parents and/or Guardians,

We will be offering a tutoring/targeted intervention program for students who need additional support with **Math skills and concepts**. This opportunity will be available to students **Tuesdays-Thursdays from 3:15 – 4:45 p.m.** and **will begin next Tuesday, November 6, 2018**. To ensure our student safety, the expectation is students will remain in tutoring/intervention for the entire 1 hour and 30 minutes.

Student safety is our primary concern and we also believe in the continuous improvement of our instructional practice, therefore the following policies have been put into place for the 2018-19 school year.

At the end of the school day, students who are not participating in an after school sport or enrolled in tutoring intervention are expected to exit campus and be picked up by parent/guardian, no later than 3:30 p.m. If the student is a bus rider, then the student needs to be on the 3:15 p.m. bus. **Only student athletes or assigned tutoring students will be eligible to ride the 4:45 p.m. late bus.**

### **Math Tutoring/Intervention School Program Expectations**

All students present on the Hamilton campus are bound to abide by established school and district-wide expectations and code of conduct regarding dress code, behavior, etc. If a student doesn't abide by our school and district expectations, then they will be dismissed from the after school math tutoring intervention program. It is a privilege to be a part of the After-School Math Tutoring Intervention Program and any disruption to the learning process will not be tolerated.

### **Math Tutoring Intervention Procedures**

Student can participate in the After-School Math Tutoring Intervention through the following:

- Parent recommendation
- Teacher/Counselor/Coach recommendation
- Student self-recommendation

Parent and Student recommendations can be made by visiting our school website [www.hamiltonbobcats.net](http://www.hamiltonbobcats.net) and filling out a Math Tutoring Intervention Recommendation form. Staff members who recommend students to math tutoring will contact parents/guardians to get verbal or written consent for student to stay after school and inform the Math Tutoring Intervention Team.

Students will report at 3:15 p.m. to tutor/intervention room and complete the following:

1. Sign-in via a Google Form
2. Establish a learning goal based on various assessments and student/teacher input.
3. Conference with the Tutors to develop an action plan and a means to monitor student growth.
4. Participate in small group instruction and computer program based on area of need.
5. Sign-out via Google Form and be escorted by tutor to the front of the school to either ride the late bus or be picked up by a parent/guardian.

We feel this math tutoring/intervention model will best assist students in their specific areas of need. We look forward to continuing to work together to ensure the academic success and safety of our students.

Sincerely,

*Hamilton Administration*

#### Administrative Team

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