

# Northfield Reads & Counts

## Tutor Manual

**St. Olaf College, Carleton College and  
Northfield Public Schools**

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## **Northfield Reads and Counts—A History of the Program**

The Northfield Reads and Counts program has evolved from President Clinton's 1997 America Reads Challenge, a challenge that sought to motivate all community members to help every child to read well and independently by the end of third grade. America Reads sparked collaborations between educators, parents, libraries, business people, senior citizens, college students, and community and religious groups. The challenge was later expanded to include an improvement of mathematics skills. This challenge was accompanied by many initiatives intended to assist communities to be more proactive in their schools, one of these initiatives was the approval of federal work-study dollars for college students to work as a tutors in local schools.

In the fall of 1997 Carleton College's ACT Center (Acting in the Community Together) received a three-year AmeriCorps\*VISTA grant to hire a full-time Literacy Coordinator to connect work-study Tutors with elementary students in need. In the fall of 1998 St. Olaf College began an America Reads honor house to coordinate volunteer tutors in Northfield's schools. The Carleton program was renamed Carleton Reads and the two programs operated independently while Carleton expanded to include math tutoring as well. In the fall of 2001 the Northfield Reads and Counts partnership formed a cooperation between St. Olaf College, Carleton College and Northfield Community Education and Recreation to coordinate work-study and volunteer Tutors in Northfield's schools both during class in elementary schools and in after school programs--namely the Learning Team, established in 2001 by Beth Berry, a Sibley Elementary School Guidance Counselor. This partnership of Northfield's educational institutions continues today. The Northfield Reads and Counts Tutoring Program is led by a full-time AmeriCorps\*VISTA Tutoring Coordinator working to pair college Tutors with Northfield students who need extra academic assistance to be successful in the classroom.

Today tutors work in classrooms at each elementary school providing small group and individual support to students. Tutors also work in the elementary schools' after school program KidVentures. This program works to provide struggling students with the academic skills to be successful in their classrooms during the school day.

Tutors also work in a number of study halls at Northfield Middle School. Tutors provide one-on-one homework and skill building support to students who need extra help to be successful in the classroom.

Tutors work with students in need of extra support at Northfield's High School. Tutors working at the high school commit to a pairing with an individual for one whole academic year. Tutors work with English Language Learners and students who have not yet passed their Basic Skills Test (a passing grade is needed to graduate high school in Minnesota). Tutors also provide one-on-one support in classrooms at the Alternative Learning Center in Longfellow School and at ArTech (Northfield's charter middle/high school).

Tutors also work with the Dakota Prairie Adult Basic Education Cooperative to work with Northfield's adult learners providing one-on-one support in English language acquisition and GED preparation.

A collaboration of both Carleton and St. Olaf Colleges have designated a Community-Based-Work Study Program overseeing Northfield Reads and Counts, work-study tutor placement, and work study students in non-profits in the Northfield Community.

## **Position Description for Northfield Reads and Counts Tutors**

Position Title: Northfield Reads and Counts Tutor

Responsible To: Diana Dargen, Community-Based Work Study Coordinator

Duties:

- \* Commit to work scheduled hours every week as a Tutor.
- \* Attend initial training sessions.
- \* Assist individual students or small groups with academic needs.
- \* Meet all program expectations, including paperwork, dress code, background check, standards of conduct, and attendance policies.
- \* Attend one continuing education class per semester
- \* Meet with supervisor once during each term.
- \* Participate in program evaluation.

Qualifications:

- \* Desire to motivate and assist students
- \* Effective communication skills
- \* Reliable
- \* Ability to receive and give instructions
- \* Patient
- \* Ability to maintain confidentiality
- \* Must pass a Minnesota criminal background check
- \* Must qualify for federal work-study to work as a paid tutor

## Tutor Expectations

By becoming a Tutor, you have an opportunity to impact students' lives; therefore, along with the remarkable rewards of tutoring comes a serious commitment. Students will depend on your presence every week. You will be a friend, a mentor, and a teacher.

As a representative of this great partnership between Northfield's colleges and public schools, you are expected to behave in a professional manner. Your supervisor is the Community-Based Work Study Coordinator and this is the person to whom you will submit all paperwork, contact to assist with scheduling, transportation and absences, or any other issues encountered while working as Tutor. You will be given training and offered support throughout your commitment.

Diana Dargen Community-Based Work Study Coordinator 1520 St. Olaf Ave. Northfield, MN 55057 St. Olaf Office: 507-786-3268, dargen@stolaf.edu Carleton Office: 507-222-7023, ddargen@carleton.edu
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By taking this job, you are agreeing to abide by the following expectations:

1. Attend all training sessions and read Tutor Manual (paid time).
2. Commit to work scheduled hours every week that your college and the Northfield Public Schools are in session (through the last day of classes in a given term).
  - If you cannot attend a tutoring session due to:
    1. Scheduling conflict—you must notify the Tutoring Coordinator 24 hours in advance of your scheduled tutoring shift.
    2. Illness or emergency—you must call the school at which you work before your session begins, and leave a message for the teacher with whom you work. In addition, you should contact the Community-Based Work Study Coordinator.
      - a. Bridgewater Elementary School: 664-3300
      - b. Greenvale Elementary School: 645-3500
      - c. Longfellow School: 645-1200
      - d. Sibley Elementary School: 645-3470
      - e. Northfield Middle School: 663-0650
      - f. Northfield High School: 663-0630
      - g. St. Dominic School: 645-8136
  - \* Please note: whenever a session is missed, you should explain your absence to your student(s) as he/she depends on your presence
  - \* Upon two unexcused absences from scheduled tutoring sessions, Tutors will be dismissed from further participation in the program
3. Attend one continuing education/reflection training program (paid time).
4. Maintain accurate timesheets and ensure they are totaled, signed and submitted to the VISTA Tutoring Coordinator by posted deadlines.
5. Meet with the Community-Based Work Study Coordinator once per term to discuss progress.
6. Contact the Community-Based Work Study Coordinator with any questions or concerns as soon as they develop.
7. Participate in the Northfield Reads and Counts evaluation process.

## **Procedures for all Tutors in Public Schools**

1. **Sign in.** All school visitors must sign in at the school's main office and wear a name badge at all times (so staff can recognize visitors).
2. **Make contact with your tutee's teacher.** Make sure to get his/her name and contact information and leave your own. Introduce yourself and listen carefully to any instructions or background information the teacher may have for you.
3. **Obey school rules.** Know and follow all school rules and policies (regarding gum, hats, dress codes, behaviors, etc).
4. **Respect confidentiality.** Tutors are asked to consider confidential whatever they may see or hear while on assignment, unless they suspect that the child is in danger. You should not discuss the student's behavior or progress with anyone other than the teacher. Students and staff need to know they can trust you.
5. **Be dependable.** See Tutor Expectations for procedure when you must miss a session.
6. **Work with your tutee in a public area.** The district is responsible for the education, safety and well-being of each student; therefore, Tutors need to remain under the direct supervision of professional staff. Never take students outside.
7. **Refer discipline problems to Northfield Public Schools staff.** The responsibility for discipline rests with the school's professional staff; as a result, if the student is behaving in such a manner as to repeatedly interrupt your tutoring activities contact the teacher. See Responding to Inappropriate Behavior.



## **Transportation**

There are a variety of free transportation options to get you to your tutoring sessions. However, transportation time is not paid time for paid Tutors (your timesheets can only reflect time spent in the schools with students).

Walking—In good weather, some schools are within walking distance of St. Olaf and Carleton Colleges.

Biking—In good weather, biking is fast and easy. The ACT Center has bikes to borrow by contacting Campus Activities.

Vehicles—Personal vehicles are available to those who own them; however, there is no mileage reimbursement available.

Northfield Transit—Dial-A-Ride: 645-7250.

A fee of \$1 for each trip in Northfield can be scheduled by St. Olaf and Carleton students, with a minimum of two hours notice during operating hours 8:30am-4:15pm Monday-Friday. If you do not need a ride that has been scheduled for you, you must call Northfield Transit to cancel the ride in advance. If you do not show for your ride and did not cancel, the transit will drop your schedule after the third occurrence.

## School Calendar – 2008-09

### **St Olaf College**

First day of Sem. 1 classes: September 3  
No classes: October 11-15  
No classes: November 26-30  
Last day of Sem. 1 classes: December 10  
Final exams: December 12-17

First day of Interim classes: January 5  
Interim Exams: January 30

First day of Sem. 2 classes: February 9  
No classes: March 21-31  
No classes: April 10-12  
Last day of Sem. 2 classes: May 13  
Final exams: May 15-20

### **Carleton College**

First day of Fall Term classes: September 15  
Mid-Term Break: October 18-20  
Last day of Fall Term classes: November 19  
Final exams: November 22-24

First day of Winter Term classes: January 5  
Mid-Term Break: February 7-9  
Last day of Winter Term classes: March 11  
Final exams: March 14-16

First day of Spring Term classes: March 30  
Mid-Term Break: May 2-4  
Last day of Spring Term classes: June 3  
Final exams: June 6-8

### **Northfield Public Schools**

First day of school: September 2  
No morning kindergarten: September 24 (2 hr. late start)  
No afternoon kindergarten: October 15 (2 hr. early release)  
No school: October 16-17  
No school: November 7  
No school: November 26-28  
No morning kindergarten: December 3 (2 hr. late start)  
No school: December 22-January 2  
No school: January 19  
No school: January 26  
No school: February 16  
No school: February 27  
No school: March 30-April 6  
No afternoon kindergarten: May 6 (2 hr. early release)  
No school: May 25  
Last day of school: June 5 (2 hr early dismissal)

### **School Start Times**

<b>Building</b>	<b>Class Begins</b>	<b>Dismissal</b>
Bridgewater	8:50	3:45
Greenvale	8:20	3:15
High School	7:51	2:45
Longfellow	7:51	2:45
Middle School	7:57	2:51
Sibley	8:15	3:10
St. Dominic	8:05	2:35

## **School Specific Information**

### **Bridgewater Elementary School**

401 Jefferson Parkway  
(507) 664-3300  
Principal: Nancy Antoine

### **Greenvale Elementary School**

700 Lincoln Parkway  
(507) 645-3500  
Principal: David Craft

### **Longfellow School (Alternative Learning Center)**

201 Orchard Street  
(507) 645-1200  
Director: Dan Hurley

### **Northfield High School**

1400 Division Street S.  
(507) 663-0630  
Principal: Joel Leer

### **Northfield Middle School**

2200 Division Street S.  
(507) 663-0650  
Principal: Jeff Pesta

### **Sibley Elementary School**

1400 Maple Street  
(507) 645-3470  
Principal: Scott Sannes

### **St. Dominic School**

216 North Spring Street  
(507) 645-8136  
Principal: Vicki Marvin