

New School Signup Process – Spring 2017, Preparing for 2017/18 School Year



Connecting Students & Volunteers
for Results that Count

School

Post Preliminary Interest Form on website

Jan

Learn more about Heart via website, current school partners, etc.

Discussions between Heart Staff and Math Facilitator about feasibility and potential plans

Feb

Discussions between Heart staff and Math Facilitator about feasibility and potential plans

Research schools that would be a good fit for program (use of Kathy Richardson, location/bell schedule / partnerships, Principal interest)

Mar

Turn in 10-15 minute Preliminary Interest Form indicating interest in discussing further and a proposed plan for 2017/18 tutoring (form includes signature line for principal and math facilitator)

Schools are selected; Heart meets with Principal and Math Facilitator to select tutoring times and sign agreement.

May

Schools are selected; Heart meets with Principal and Math Facilitator to select tutoring times and sign agreement.

Planning Meeting (Principal, Math Facilitator)

- Confirm tutoring times & location
- Begin nominating students for 2017/18
- Review August calendar

June

Planning Meeting (Principal, Math Facilitator)

- Confirm tutoring times & location
- Begin nominating students for 2017/18
- Review August calendar

Heart begins recruiting tutors and hiring Program Coordinator for 2017/18 school year.

July

Heart / School Partnership Timeline — 2017/18 School Year at a Glance



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School

Planning Meeting

****Fall Startup Tasks (see detailed slide)****

Progress Report 1 to Teachers & Parents

Planning Meeting

- Feedback
- Parent event details

Parent Event (students receive math games to practice over winter break)

Progress Report 2 to Teachers & Parents

Planning Meeting

- Feedback
- Spring timeline
- Sign on for next year

Progress Report 3 to Teachers & Parents

Post Assessments (3 days)
 Parent Event (students receive certificates and math games to play over the summer)
 Final Report sent to teachers and Parents

50 students tutored 2x per week for 30 minutes

July

Aug

Sept

Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

June

Planning Meeting

****Fall Startup Tasks (see detailed slide)****

Planning Meeting

- Feedback
- Parent event details

Provide space for event

Planning Meeting

- Feedback
- Spring timeline
- Sign on for next year

Provide space for parent event

School staff completes End of Year survey and nominates students for next year

Planning Meeting - Review Student Data

Heart / School Partnership Timeline — 2017/18 Fall Startup Tasks



Connecting Students & Volunteers
for Results that Count

Planning Meeting

- Review tutoring time & space
- Begin student nomination list based on EOGs, MAP, and master schedule
- Confirm upcoming timeline (staff presentation, permission form collection, assessment dates, start of tutoring)
- Decide school point person for executing timeline

Provide pre-labeled permission forms to teachers

Conduct 3 full days of pre-assessments

Volunteer Orientation and Scheduling (1 week)

Week 1 of Tutoring (provide schedule to teachers)

Progress Report 1 to teachers (Pre-assessment Data and other narrative info)

School

Aug

Planning Meeting

- Review tutoring time & space
- Finish student nomination list based on EOGs and master schedule
- Confirm upcoming timeline (staff presentation, permission form collection, assessment dates, start of tutoring)
- Confirm school point person for executing timeline

Provide documents to Heart:

- Map of School (incl. teacher classroom #s)
- Master schedule & Master Calendar
- Emergency Procedures
- Student Behavior expectations or Core Values (if applicable)

Provide Heart with a list of 60 students who are available during tutoring times

Sept

Retrieve All Permission Forms

Prepare space

- Materials storage
- Tutoring space large enough for 12 tutor/student pairs
- Nametag / bulletin board (if applicable)

Oct

Confirm volunteer background checks were completed (Heart will provide the list to Volunteer Coordinator)