



CAPE GIRARDEAU PUBLIC SCHOOLS

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January 21, 2011

Re: Free Tutoring for Your Child

Dear Parent or Guardian:

Help your child succeed in school – sign up for free tutoring! This is a great opportunity to help your child in school without any cost to you. As a result of the federal No Child Left Behind (NCLB) Act, your child can receive Supplemental Educational Services/ academic tutoring to help him or her do better in school.

The Cape Girardeau School District is dedicated to helping your child succeed, both in school and in life. Your child may qualify for tutoring, at no cost to you, from an outside organization. This tutoring is called Supplemental Educational Services, or SES, and can provide help in reading and/or math to children in low-income families who attend certain Title I schools.

You can choose a tutoring program that best meets your child's needs from the list of Missouri approved Supplemental Educational Services (SES) providers in your area . The program will provide your child with tutoring that is coordinated with what is being taught in school and may help improve your child's academic skills. Research from the federal government has shown that students who participated in this free tutoring program made significant gains in student achievement, and those students who participated in multiple years did even better.

Under the federal law called *No Child Left Behind*, those Title I schools not meeting specified achievement levels on the state test (MAP) for two or more consecutive years are designated as being in "school improvement." A school that remains in school improvement for two or more years will offer its low-income students (those on free and reduced lunch) the opportunity to receive SES.

The attached list of SES providers/tutoring programs gives you a description of each program, qualifications of the tutors, and information about each program's effectiveness. It also indicates the programs that serve students with disabilities or limited English proficiency, and the languages other than English the staff can speak.

When deciding which SES provider/tutoring program is best for your child, you may want to ask these questions:

- When and where will the tutoring take place (at school, home, a community center)?
- How often and for how many hours in total will your child be tutored?
- What programs, by grade levels and subject areas, are available for your child?
- What type of instruction will the tutor use (small group, one-on-one, or on the web/Internet)?
- What are the tutors' qualifications?
- Can the tutor help if your child has a disability or is learning English?
- Is transportation available to and from the location where the tutoring will take place?

Please call me, Mark Cook, at 334-2030 if you have any questions about SES providers/tutoring programs. You also may join us for a **parent meeting on Wednesday, January 26 at 6 p.m. at the Central Administration Office located at 301 North Clark** to discuss the Supplemental Education Services to help you decide which program is best for your child.

If you would like to select a provider now, you can fill out the enclosed Provider Selection Form and mail/send it back to me at Jefferson Elementary School, 520 South Minnesota Street, in the stamped envelope we have provided. Please indicate your first, second, and third choice of providers. **Provider Selection Forms are due in the school office by Friday, February 4, 2011.** After you submit your form, you will receive a letter from Cape Girardeau Public Schools telling you when the SES/free tutoring will start. The bottom of the form is for you to enter your choices for your records. Just tear it off and keep it as a reminder while mailing the top portion back to the school.

Enclosed is a list of frequently asked questions with answers that should help you better understand SES.

We hope to see you at the parent meeting on **Wednesday, January 26, 2011 at 6:00 p.m. at the Central Administration Office located at 301 North Clark Street.**

Sincerely,

Mark Cook, Principal
Jefferson Elementary School

Enclosures: Provider Selection Form
 SES Frequently Asked Questions
 Missouri Approved Provider List/Summaries
 Stamped Return Envelope

Supplemental Educational Services (SES) Frequently Asked Questions and Answers

The following questions and answers may help you understand more about SES.

1. What are Supplemental Educational Services (SES)?

SES are tutoring sessions offered outside the regular school day – usually before or after school, on weekends, or in the summer.

2. Who may receive SES?

The federal law states that only low-income students, those eligible for free or reduced lunch, attending a Title I building in a school improvement status are eligible for SES. If we cannot provide SES for all requests submitted, priority is given to the lowest-achieving of these students.

3. Who does the tutoring?

Organizations apply to the Missouri Department of Elementary and Secondary Education to be a provider on Missouri's list. After the review process, the list of approved SES/tutoring providers is updated. The list of providers may change from year to year. Enclosed is a list of current SES providers serving our area with a brief summary of their services.

4. Who pays for the tutoring?

The school district/LEA will pay for the tutoring. Each child will receive an average of 40 to 60 hours of tutoring during the school year, depending on the fees charged by the provider the parents request.

5. Who decides on which SES provider my child will have?

Parents choose from the state's list of approved providers, and we try to meet your first choice. An agreement must be reached and signed by all parties – the school district, provider, and parents – before services can begin.

6. When does the tutoring begin?

It will begin as soon as possible in the first semester after the agreement is signed by all parties.

7. Are the tutoring sessions at our school?

Some may be, and some may not. That is part of the agreement between the school and the provider. If the tutoring is provided on another site, such as a community center, library, or the provider's site, parents may be responsible for transportation.

8. How often and for how many hours will my child be tutored?

The time will vary with different providers. On average, students will have two tutoring sessions a week with each session lasting an hour or two.

9. Can the tutors help a child who has disabilities or is learning English?

Some SES providers have tutors specially trained to work with these children, and it is noted in the provider's summary.

SES Letter to Parent/Guardian – Provider Selection Form

Complete the information below and **return** this form to the Jefferson Elementary School Office by **Friday, February 4, 2011**.

**Supplemental Educational Services (SES)
Provider Selection Form**

I have reviewed the information about SES/tutoring providers approved by the Missouri Department of Elementary and Secondary Education. I want my child to receive this free tutoring.

School Name _____

Child's Name _____ Age _____

Teacher's Name _____ Grade _____

My choices for SES are:

1st Choice Name of provider _____

2nd Choice Name of provider _____

3rd Choice Name of provider _____

Parent/Guardian Name (printed) _____

Home Phone # _____ Work Phone # _____

Parent/Guardian Signature _____

Date _____

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**PARENT RECORD of SES PROVIDER SELECTION**

My choices for SES are:

1<sup>st</sup> Choice Name of provider \_\_\_\_\_

2<sup>nd</sup> Choice Name of provider \_\_\_\_\_

3<sup>rd</sup> Choice Name of provider \_\_\_\_\_

I returned to \_\_\_\_\_ on  
(Date) \_\_\_\_\_ **Parents -- Keep this for your record.**