The Magellan International School
El Colegio Internacional Magallanes
麦哲伦国际学校

Tutoring Protocol

Regardless of the very best efforts of our faculty, some students need additional academic support. This might be because students need to put more effort into studying and class preparation, while for others, the need may be for one-on-one time to have questions answered or to have specific skills enhanced.

Tutoring is provided at MIS in different ways:

1. "Reinforcement"- is designed as a preventative means of tutoring and is offered to those students who need to review concepts, reteach concepts and/or need extra time completing work. Reinforcement is available to students K-8th grade by teacher invitation only per the teachers request- No additional cost.

2. Lack of academic success- "Tutoring Plan"-is designed for students who are not performing at grade level or who show minimum or no progress. A plan is created to help support the child's learning and may include therapy if applicable. Tutoring intervention is available to students K-8th grade per parent and/or teacher request. Sessions are available M-F in or outside school hours by internal and external tutors beginning at a cost of $40-50 per hour. Please refer to MIS Tutoring Directory for more information on tutors available.

3. Language Leveling: "Language leveling" – is designed for students 2nd-5th grade who enter MIS with little or no previous Spanish/English instruction. the program provides formal instruction in language foundational stages and acquisition. Language leveling is a requirement for all students who qualify. Support Services Coordinator will determine frequency of sessions at a cost of $40 per 40 min session.

In order to manage tutoring more effectively and ensure that our students' needs are being met in the best possible way, processes will be established from the beginning of the school year.

Tutoring Process

The process to initiate tutoring has usually begun in one of two ways (as described below), and after discussions it has been decided to adopt a more formal mechanism to deal with each:

1. **Parents request tutoring:** The goal may be to improve or maintain the grades in one or more courses. Additionally, a parent may have a goal that extends beyond the school's normal

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offerings, such as a parent who wants a language teacher to provide instruction in writing and reading of a language that the student is or not studying. In cases of parent-requested tutoring, parents should send a written request to Support Services and Resource Coordinator, which may or may not include a request for a specific teacher to do the tutoring. A committee comprising the Head of School, Support Services and Resources Coordinator, the class teacher(s), a counselor (if applicable), and outside consultant (if appropriate) will consider the request, and if deemed justified, will approve the tutoring for up to one academic year, designate a tutor (and a time and place if required), and establish a feedback mechanism to evaluate the effectiveness of the tutoring.

2. **School requests tutoring:** In spite of the extra help already provided by the teacher, a teacher may initiate a request for tutoring for one of his/her students considering the following:

-MIS provides in school morning reinforcement sessions twice a week from 7:45-8:10 AM on Tuesday and Friday for Grade 1-8 students by teacher invitation only. These sessions are intended for re-teaching, review, work completion, answering questions and additional practice. Teachers will inform parents via email if there is a need for his/her child to attend these sessions. A log is kept to monitor student progress by teachers.

-Lack of academic success: If a student is not performing as per grade level expectations in a certain area of the curriculum and/or shows minimum and/or no progress. A tutoring intervention program is designed by Student Support Services Coordinator, teachers and tutor and progress monitoring takes place regularly. Parents are informed at this stage. Further testing may be considered if the student fails to show significant progress after intervention.

-Language Leveling: Students entering MIS in 2nd-8th Grade with little or no previous Spanish/English instruction will need to attend the SLL (Spanish Language Learners) or ELL (English Language Learners) Program. Both programs provide formal instruction in language foundational stages and curriculum compacting in regards to language acquisition. Sessions can be in-school (1-3 students max) and/or a combination of in-school (1-3 students max) and after-school tutoring (1 student) . The student's entering grade and progress in the SLL/ELL program will determine the student's exit from the program. Constant progress monitoring will be provided to determine such release.

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The teacher's request will be sent in writing to the Head of School and Support Services and Resources Coordinator in any of the previous categories mentioned above, and it may or may not include a request for a specific teacher to do the tutoring. A committee comprising the Head of School, Support Services and Resources Coordinator, the class teacher(s), a counselor (if applicable), and outside consultant (if appropriate) will consider the request, and if deemed justified, will approve the tutoring for up to one academic year, designate a tutor (and a time and place if required), and establish a feedback mechanism to evaluate the effectiveness of the tutoring. This academic support process will also determine the strategies most suitable for correcting the academic issue. Tutoring may be one of the strategies implemented, and the length of tutoring will be determined in the academic support process. If tutoring is selected, then the Student Support Services Coordinator will alert the approved tutors of the opportunity. MIS has a list available of MIS staff and outside tutors available for in school and afterschool tutoring.

The tutoring arrangements will start from the beginning of this school year ,and from this date, all tutoring (existing and proposed) should pass through the relevant application procedure to ensure quality control. The new procedures apply to all tutoring that is done by MIS faculty and staff, external tutors whether on the school's campus or not.

Tutoring Fees

As a school we provide a list of available tutors. Fees usually range between $40-50 dollars an hour. Parent and teacher will discuss and work collaboratively for this purpose. The school does not collect payments, teachers should be paid directly.

External Tutors (non MIS STAFF)

All external tutors need to comply with Magellan's STAFF hiring protocol. The following is required to start any tutoring in school grounds:

-Interview with Support Services and Resources Coordinator
-CV
-Background Check
-FAST FBI Fingerprint requested by our school (for this purpose you will need to contact HR Manager to request this for you.
-Copy of social security card (present original at school to SSS Cord)

-Sign MIS non-disclosure agreement

Tutoring Supervision

By no means can tutors leave students unattended. If session is finished, they need to bring the student back to the classroom if it is in-school. If it is after-school tutoring, student needs to be brought to the front desk after the session or return him/her to the After Care respective class if student is signed in the program.

Tutoring Schedule and Location

Support Services and resources Coordinator will assign schedules and location according to availability and in agreement with parents and tutors. Front desk at each campus (CC and AL) will have registration of all tutoring taking place at MIS.

Reporting

External tutors and therapists need to share action plan and strategies that will support student's intervention. An MIS tutoring form needs to be completed before every school's reporting period to monitor student's progress. Additional reports may be needed between reporting terms as well as interdisciplinary meetings to evaluate the effectiveness of the tutoring and/or therapy and follow new recommendations and make decisions as needed. (See Tutoring/Therapist Reporting Form.