

## Welcome

A tutor is a member of the professional staff of the Spencerport Schools who plays a vital role in providing instructional services for students who are unable to attend school for health or behavioral reasons or for students in transition from programs as determined by the Committee on Special Education.

### Q: What is a tutor?

A: Tutors are members of the professional staff at Spencerport Central Schools, and accordingly, professional confidences and observances with regard to students and colleagues must be observed and honored.

### Q. What are the qualifications for being a tutor?

A: Tutors are certified teachers who provide instruction for students under the guidance of a student's regular teachers. The following priorities for assignment of tutors is in effect:

1. Spencerport teaching staff
2. Certified tutors
3. Substitute teachers

### Q: How are tutors called for assignments?

A: Tutor coordinators and school staff make contact and arrange for tutors for their students. In addition, the District Tutoring Coordinator will contact and make arrangements for students placed in the District Learning Center.

**“Teaching for Learning  
by All”**

## School Information:

### Spencerport High School 349-5201

Principal: Mr. Sean McCabe

Counselors:

Grades 9 & 11 Mrs. JoAnn Krywy A - K

Mrs. Jocelyn Paolozzi L - Z

Grades 10 & 12 Mrs. Heidi Morgan A - K

Mrs. Amy Gillett L - Z

Spencerport Academy, 12:1:1, 15:1:1

Mrs. Rebecca DiNatale

Tutor Coordinator: Ms. Marianne Schmitt 349-5240

### Cosgrove Middle School 349-5302

Principal: Mr. Ned Dale

Counselors: Ms. Jacqueline Woodard Gr. 6

Ms. Ms. Julianne Henninger Gr. 7

Ms. Erin Bell Gr. 8

Tutor Coordinator: Ms. Lisa Nielson 349-5340

### Bernabi Elementary School – K-5 349-5409

Principal: Mr. David Caiazza

Counselor: Mr. Brett Shufelt

Tutor Coordinator: Ms. Deborah Ferris

### Canal View Elementary School – K-5 349-5709

Principal: Mrs. Carol Robinson

Counselor: Ms. Robyn Loveland

Tutor Coordinator: Ms. Darlene Taft

### Munn Elementary School – K-5 349-5509

Principal: Mr. Michael Canny

Counselor: Mrs. Jeanne Pacitto

Tutor Coordinator: Ms. Lisa McLaen

### Taylor Elementary School – K - 5 349-5609

Principal: Mrs. Monica Macaluso

Counselor and

Tutor Coordinator: Ms. Tabitha Messner

### Student Information Services 349-5150, Fax - 349-5055

Coordinator: Mrs. Linda Howell

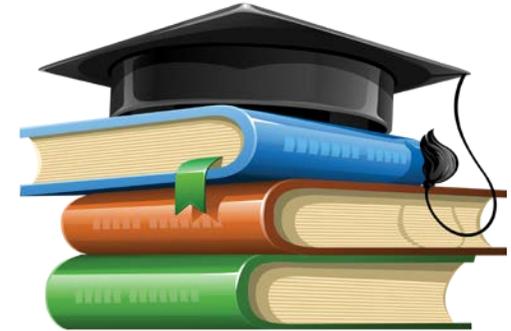
Secretary: Ms. Kathy Wolf

DLC Coordinator: Mrs. Kerry Geedy 349-5132

The Spencerport Central School District advises students, parents, employees, and the general public that it offers employment and educational opportunities including vocational education opportunities without regard to age, color, creed, disability, marital status, veteran status, national origin, race or sex.

*Spencerport Central  
Schools  
Spencerport, New York*

# SUCCESSFUL TUTORING 2017-2018



**OFFICE OF STUDENT SERVICES  
71 LYELL AVENUE  
SPENCERPORT, NEW YORK 14559**

## WHY DO WE TUTOR STUDENTS?

By Board of Education Policy, the Spencerport Schools provides tutoring for students who are unable to attend school for medical reasons or have been suspended from schools for inappropriate behavior. On occasion, the Committee on Special Education may assign tutoring services to students with disabilities.

## WHERE DOES TUTORING OCCUR?

For students unable to attend school for medical reasons, tutoring may occur in the student's home, in the hospital or at the District Learning Center (DLC). Students suspended from school are most often tutored at the DLC. However, depending on the severity of the discipline problem, this may occur at the student's home or a neutral site. If tutoring is in the home, parents must be present during tutoring.

## RESPONSIBILITIES OF TUTORS

- ✓ If home tutoring, arrange tutoring with parents at a time that is mutually convenient for student, parents and yourself.
- ✓ If tutoring is one-on-one with a child, make sure that your tutoring location has at least one other adult present.
- ✓ Meet with, speak to or e-mail appropriate school personnel to secure materials, consult with staff about the subject area or the student you will be tutoring. Tutoring should be productive time spent on the attainment of appropriate skills, concepts and content.
- ✓ When tutoring is long term, meet with the teachers regarding unit expectations.
- ✓ The tutor should make professional and reasonable judgments about the amount of work that can be accomplished in a given session. It is also expected, that if needed, homework is assigned between tutoring sessions. When there are concerns about workload, contact the teacher to discuss the issues.

- ✓ Report results of tutoring through "Report of Tutoring" forms which are available from the Tutor Coordinator in each school or the District Tutoring Coordinator.
- ✓ Report any problems with a given student or situation with the school administration.
- ✓ On a daily basis, give the student an effort grade so that the teacher and school administration is aware of the student's effort during tutoring.

## RESPONSIBILITY OF THE SCHOOL

- ✓ Complete "Request for Tutoring" in a timely fashion. Tutoring should begin no later than the third day following the request for tutoring. In matters of suspension from school, students should receive alternate instruction beginning no later than the second day of suspension. Requests may be faxed to the Coordinator of Student Information Services.
- ✓ Provide instructional goals, objectives and appropriate activities and materials for tutors in a timely fashion. The teacher and the school are responsible for establishing and evaluating the students program of instruction.
- ✓ Meet, speak to or e-mail tutors on a regular basis regarding student's progress.
- ✓ Assign grades for each student based on the work prescribed, student's effort, and quality of work submitted. Some of the work you prescribe may need to be alternative but equivalent activities or assignments as some work cannot be duplicated during tutoring.
- ✓ Communicate with parents about tutor(s) assigned. If more than one tutor is working with a student, the tutoring coordinator may need to assist in putting together a schedule of tutoring activities.
- ✓ Oversee tutoring and ensure that the allocated hours of tutors are not exceeded.
- ✓ Arrange for science labs at the high school during after-school hours as appropriate.
- ✓ For students attending the DLC, arrange for transportation to and from home to the District Learning Center.

## RESPONSIBILITY OF PARENTS

- ✓ Parental Request for Tutoring must be completed for all medical (physical or emotional) reasons.
- ✓ It is the parents' responsibility to get the physician's statement. These need to be submitted before tutorial services are approved. Please be aware that our district physician may need to call and speak with your doctor.
- ✓ If home tutoring, communicate with the tutor and establish mutually convenient times for tutoring to occur.
- ✓ If tutoring occurs in your home, be present at all times and provide an environment conducive to learning.
- ✓ Communicate any difficulties to the tutoring coordinator, school counselor or school administrator.
- ✓ If your child is unable to receive tutoring, please call the tutor the day before so that they can make appropriate plans. We do keep attendance for students in tutoring and they are counted as being in attendance if they receive tutoring.

## RESPONSIBILITY OF STUDENTS

- ✓ Attend tutoring on a daily basis prepared to be an active part of the teaching-learning process.
- ✓ Complete homework assignments as this is an important part of the learning experience.
- ✓ Be responsible for your own learning. Ask questions and seek clarification on any of the concepts which are difficult for you.
- ✓ Report any problems or concerns with your tutoring to your parents, counselor or Tutoring Coordinator so they can be an advocate for you.