

**Des Moines Public Schools (DMPS)
Supplemental Educational Services (SES), 1st Semester 2015-2016
Guidance for SES Providers**



Student eligibility	Eligible students are only those who attend a Title I school <u>AND meet federal guidelines for free/reduced-priced meals.</u>
DMPS Title I schools	High Schools: North, Scavo Middle Schools: Harding, Hiatt, Hoyt, McCombs, Weeks Elementary Schools: Brubaker, Capitol View, Carver, Cattell, Edmunds, Findley, Garton, Howe, Jackson, King, Lovejoy, Madison, McKinley, Monroe, Morris, Moulton, Oak Park, River Woods, South Union, Stowe, Willard
Enrollment dates	<i>SES Tutoring Request Forms</i> and provider lists will be distributed to students during the week of September 21 and must be turned in to schools by October 1
Late enrollment	Forms will be accepted at schools through October 15 for late enrollment
DMPS website	This link to DMPS website school pages provides access to school phone numbers, email addresses, and street addresses. http://www.dmschools.org/schools/ 2015-16 Enrollment Reports for each school can be found on the Facts & Figures page at this link: http://www.dmschools.org/about/facts-figures/ The <i>Guidance for SES Providers</i> document is posted on the following DMPS web page: http://www.dmschools.org/about/no-child-left-behind/student-achievement/
Per student allocation	DMPS 2015-16 school year per pupil allocation: \$1,297
Contract	<ul style="list-style-type: none"> • The district will enter into a contract (<i>Contractual Services Agreement</i>) with a Provider only after a family requests the Provider for services. • Providers are asked to return the signed contract within 7 days of receipt. Providers not responding within 7 days will be sent a follow-up email. Failure to send a signed contract within 7 days of this email will result in the district notifying parents that they may chose an alternate Provider. • The <i>Contractual Services Agreement</i> provides more detailed information regarding such things as the scope of services and monthly invoicing.
SES enrollment Contacting parents/guardians Initiating services	<ul style="list-style-type: none"> • Upon receipt of a signed contract, the district will send the Provider a list of students, including contact information of the parents/guardians who have requested tutoring services from the Provider. • SES Providers will contact parents with information about services for their student. • It is the responsibility of the Provider to keep track of student contact time and billing so that it does not exceed the maximum allocation for any individual student. When a student reaches her/his allocation amount, services will end with the SES Provider. It will be the responsibility of the Provider to communicate this to families. • The district reserves the right to notify parents that they may sign up with an alternate provider in the event the Provider fails to begin services within 30 days of receipt of the student list from the district.

<p>SES Provider table</p>	<ul style="list-style-type: none"> • Each school offering SES has been asked to provide a table or counter top space for information about SES services in a common area easily accessible to families. All SES provider promotional materials will be distributed through placement on this table. The following items will be available for parents and students: <ul style="list-style-type: none"> ○ Copies of the <i>SES Tutoring Request Forms</i> and <i>2015-16 Approved Des Moines Public Schools SES Tutoring Services</i> (documents have been translated into the following languages: Spanish, Vietnamese, Arabic, Nepali, Somali, Karen, and Burmese) ○ SES promotional materials provided by SES Providers: SES Providers may mail or deliver pamphlets (written materials) about their services to each school office. Please clearly mark the envelope or box, “SES Provider table.” ○ Please limit to printed materials no larger than 8 ½ x 11 inches. • Providers are encouraged to send materials to each school for the Provider table.
<p>Individual Learning Plan and Final Summary Report – sent to the district</p>	<p>The Provider will meet with parents and, if requested, school personnel to develop an Individual Learning Plan (agreement) which includes the following:</p> <ul style="list-style-type: none"> • Statements of specific achievement goals for each student who will receive services from the Provider through the Supplemental Educational Services program • A description of how the student’s progress will be measured • A timetable for improving the student’s achievement <p>The Provider will provide a copy of the Individual Learning Plan to the District at the time the first month’s invoice is sent. The Provider will provide a copy of the Final Summary Report to the District within 30 days of the final invoice.</p>
<p>Progress Reports – sent to schools</p>	<p>Student Progress Reports must be sent to the students’ schools. The Provider will provide Progress Reports to parents and teachers/schools on a monthly basis. The parent’s copy of the report will be given to the parents in person at a conference held at the Provider location, or may be mailed if the parent is unable to attend the conference. A copy of each student’s Progress Report will be mailed to the school each month. Please do not send Progress Reports to district offices.</p>
<p>Use of DMPS schools for tutoring services</p>	<ul style="list-style-type: none"> • Any request to use school space to provide tutoring services must be made through Community Education at 515-242-8521. Community Education representatives will work with principals to determine availability of school space and will then communicate with Providers about availability of space in accordance with DMPS Board Policy and Procedures. • Any Provider using school space for tutoring after school must contact the principal to determine school routines for transitioning students to and from tutoring. • In some cases, school teachers may be hired by the Provider to serve as a tutor for their organization. <u>School staff may not begin their work until after their contract time.</u> As contract days vary by school, providers should contact individual schools to determine when teachers’ contract time ends. • <u>School staff are not responsible for students between the time school ends and tutoring starts. The Provider must have their own staff on site to supervise students until the tutoring session begins.</u> When the tutoring session ends, the Provider must either directly transition students to other on-site programs, such as Metro Kids Care and 21st Century, OR provide supervision until the student is picked up by the parent/guardian.

<p>Students released to an SES Provider for tutoring services off school grounds</p>	<p>Before students will be released to an SES Provider for tutoring services off school grounds:</p> <ol style="list-style-type: none"> 1. The SES Provider must have a formal meeting with the principal to discuss procedures for transitioning students after school to the SES Provider. A formal meeting means there is sufficient time to meet together to discuss the needed details of the transition. 2. The SES Provider must furnish the principal with the names of students who will be tutored, as well as the tutoring schedule. 3. The SES Provider must furnish the principal with signed permission slips from the parent/guardian of each student who will be transported off school grounds to tutoring sessions. 4. In the event students are added to the tutoring sessions at a later date, the SES Provider must furnish the principal with the permission slip for the student(s) at least 24 hours in advance of the first tutoring session. 5. Once students are released to the SES Provider, the SES Provider is responsible for supervising all tutoring students until the child's parent/guardian picks the student up. 6. The SES Provider must provide the parent/guardian with the contact information of at least one of the tutors so that the parent/guardian knows how to contact the SES Provider in an emergency – such as the parent/guardian needing to pick the student up early from tutoring. 7. The SES Provider must provide the principal with the location of the off-site tutoring services and the cell phone number of at least one of the tutors providing tutoring services off school grounds so that, in the event a parent contacts the principal with questions, the principal will be able to refer the parent to the tutor.
<p>Contact for attendance records, invoices, Learning Plans, Summary Reports</p>	<p>Student attendance records, invoices, Individual Learning Plans, and Final Summary Reports should be sent to Carla Miller at carla.miller@dmschools.org OR: Des Moines Public Schools Attn: Carla Miller, Executive Assistant for the Office Academics 2323 Grand Ave. Des Moines, Iowa 50312</p>
<p>Contact information for all other questions</p>	<p>Wilma Gajdel, Director of Federal Programs wilma.gajdel@dmschools.org 515-242-7937 (email is the best way to communicate)</p>