



Advisement Tutorial Information Packet

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Dear Parents and Students,

September 2009

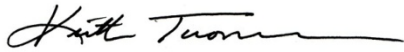
I am excited to share our new **Venado Tutorial Program** with you. I believe this tutorial program will be a wonderful opportunity for students to receive extra help from their teachers during the school day. With this program, we are hoping to raise achievement for every student and also provide an opportunity for students to practice elements of our **HONOR Code**. Overall, we hope student growth will be facilitated in both character and academics.

In the following pages I hope you will find answers to questions that you may have about this program. We have tried to provide multiple formats to let you see the program from various angles. The key elements for you to be aware of are:

- 1) Tutorial will take the place of Advisement on T, W, and Th. It will also move from its spot after lunch to one right before lunch.
- 2) During tutorial, students will pick one teacher or one open tutorial to attend for the entire period. Some students may be directed to a specific tutorial through the use of a “tutorial stamp”, which their teacher stamps in their planner. **Students must carry their planners** with them through all of their classes each day.
- 3) In the case of multiple stamps, a *priority schedule* has been developed to guide which tutorial a student should attend. A *Weekly Tutorial Schedule*, describing what each teacher is offering for the week, will also help in making plans.
- 4) A *nutrition break* is also included as part of our new schedule. Students are asked to bring a healthy snack or purchase one in the morning before school from the cafeteria.

Thank you in advance for helping us to make this new Tutorial Program a success. I believe this program will be of great benefit for all of our students, and I am dedicated to making it work. Please contact us at school if you have any suggestions or questions after reading this material.

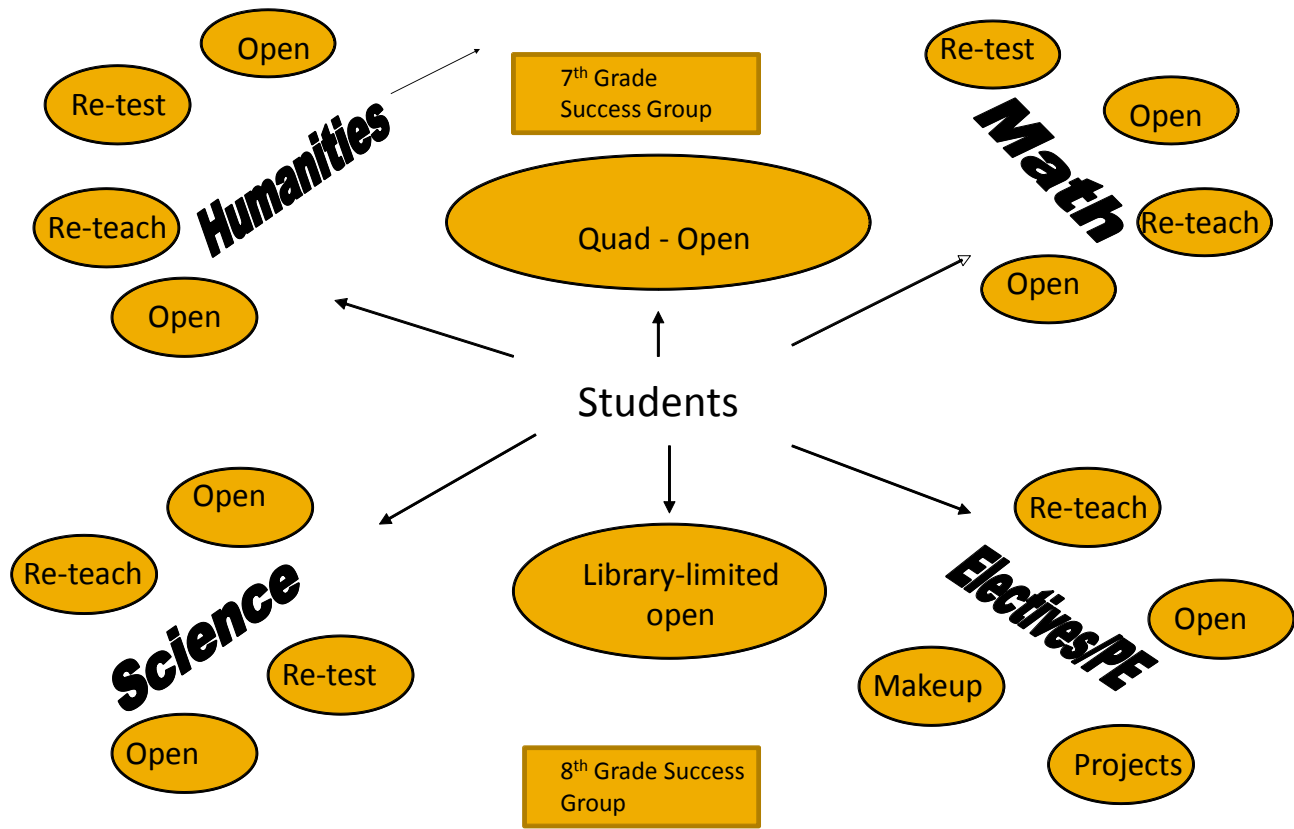
Sincerely,



Keith Tuominen, Ed.D.

Principal, Venado Middle School

Venado Tutorial – Graphic View



A graphic representation of the Venado Tutorial system is shown here. Student options for which tutorial to attend may depend on assignment to a success group or by being requested to attend a particular tutorial, as designated by a tutorial stamp in their planner.

Priority Release Schedule (sample)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
No School 25	PR – Math 26	Track Meet Students to Advisement 27	None – Late Start 28	PR – Humanities 29
None – ADV 1	PR – Science 2	PR – Electives/PE 3	None – Late Start 4	PR – Math 5
None - ADV 8	PR – Humanities 9	PR – Science 10	None – Late Start 11	PR – Electives/PE 12

Bell Schedule

Period	Time	Total Minutes
1 st	7:58 – 8:50	52
2 nd	8:53 – 9:43	50
Break	9:43 – 9:53	10
3 rd	9:56 – 10:46	50
4 th	10:49 – 11:40	51
Tutorial/Advisement	11:43 – 12:11	28
Lunch	12:11 – 12:46	35
5 th	12:49 – 1:39	50
6 th	1:42 – 2:32	50
7 th	2:35 – 3:26	51

Advisement: Monday Tutorial: Tuesday – Thursday Friday: Late Start

*At approximately 11:39, administration will make an announcement that all students take out planners; those with “Tutorial” stamps are then released to go to the appropriate tutorial classroom. All others wait for the bell at 11:40 and then they may go to open tutorial, library, or quad. Students are asked to keep their planners out and visible during tutorial so that supervisors can help to make sure students are in the correct location.

SAMPLE

SAMPLE

SAMPLE

Weekly Tutorial Schedule

VENADO TUTORIAL SCHEDULE				
DATE: Week of May 25 – May 29				
		SUBJECT		
TEACHER	ROOM	TUESDAY (OPEN/CLOSED)	WEDNESDAY (OPEN/CLOSED)	FRIDAY (OPEN/CLOSED)
SAMPLE: SMITH	100	Pre-Algebra Help Chp 4.2 OPEN – 8 th grade	Pre-Algebra Quiz Make up & Tests by appt CLOSED – 8 th grade	Pre-Algebra Help Chp 5 OPEN – 8 th grade
SAMPLE: ADAMS	101	Vocabulary Workshop OPEN – 7 th grade	Pronoun Review OPEN – 7 th grade	Make up work & Tests CLOSED – 7 th grade
SAMPLE: Tuominen	190	Homework Help OPEN	Project completion CLOSED	Re-teaching Unit 5 CLOSED – US History

We ask that each student make plans at least a day in advance for what tutorial they plan to attend and mark that in their planner. A Weekly Tutorial Schedule (like this sample one) will be posted on our website and in paper form around campus each week. Students will have only 3 minutes to move from 4th period to their Tutorial, thus advanced planning is necessary.

Tutorial Description

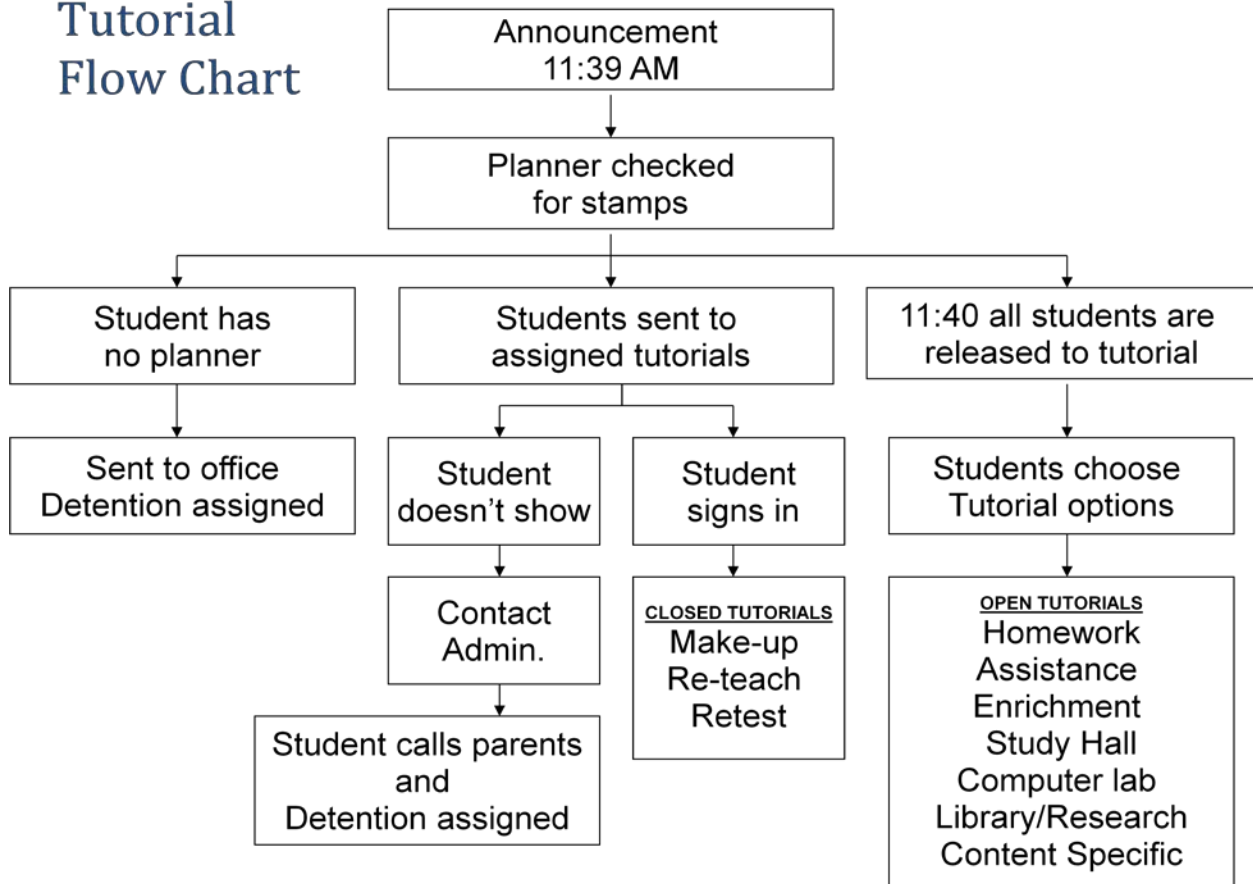
Open tutorial: Students are free to come for any reason. They should use the time to work with a teacher or independently on homework. Group work may be possible if pre-arranged with a teacher.

Closed tutorial: A tutorial is closed by a teacher if they are only allowing students with a stamp to attend or other prior arrangement have been made between teacher and student.

Tutorial Stamps can be used for any of the following reasons:

- Incomplete homework or projects
- Test/quiz make-up
- Reteaching: a student or group of students, needs individualized help
- Enrichment activities

Tutorial Flow Chart



Tutorial Notes

Planners:

Students are expected to carry their planners in their backpacks each day and use them to record homework and appointments with teachers. Teachers will stamp that a tutorial is required in the planner if they want to see a student on a particular day.

* On tutorial days, **students without planners** will be sent to the office. A detention will be assigned and phone call to the student's parents.

Attendance

Students are expected to attend a tutorial as requested by a teacher (as designated by a tutorial stamp.) If a student does not attend they will be referred to an administrator, a detention will be assigned, and parents called.

- If a student receives two stamps on one day, the student must report to the priority tutorial.
- If a student receives two stamps (neither one being the priority), the student must decide which tutorial to attend. Each student will have the opportunity to practice responsibility in this system. With HONOR, we hope students will make appropriate arrangements to take care of both obligations.

Textbook options:

- Textbook Cart in the quad area
- Textbooks in the library
- Students bring book from home
- Students attend open tutorial in a classroom with subject area books available

Note - All books must remain in area of use, i.e. one should not take a book from a classroom to use in quad area.