



January 30, 2012

Dear Parent of a Windover Student:

Late last summer we mailed this letter to every parent of a Windover student who qualifies for free after school tutoring services. We are mailing this letter again to remind parents that these services are still available. According to the program legislation the school must offer no less than two enrollment periods per year. At Windover we never end the enrollment period for free tutoring services. You may enroll your child at anytime during the school year. The information you will need to understand the program and how to enroll your Windover student will be found in this letter.

Help your child succeed in school! As a result of the federal No Child Left Behind Act, your child may be able to receive extra help in mathematics and reading. Your child can receive **free** tutoring because Windover High School is identified for restructuring, and your family meets the requirements that qualify your Windover student.

Windover High School is identified for restructuring because it did not make adequate yearly progress in math, and we failed to test the mandatory 95% of the students that were eligible to take the Michigan Merit Exam for the 2010/2011 school year.

Over the last three years the staff and program here at Windover have made a number of changes and improvements to our program that have led to success in the areas of academics. In the Spring of 2008 our scores on the Michigan Merit Exam improved enough achieve the status of "Safe Harbor" in both ELA and math, and we made Adequate Yearly Progress in math in the Spring of 2009. In 2010 we made Adequate Yearly Progress in both math and English; however this year we lost our struggle in math. Over the past four years our program was able to move from performing well below the state average in all areas of testing to surpassing those averages, and now we have moved back a step. We are proud of our accomplishments in the areas of academics, and last year we turned our attentions to graduating students. Now we find ourselves turning our focus on making sure every student has passed the coursework necessary to have success on the Michigan Merit Exam. This year, 2011/2012, we are placed in Phase 7 of NCLB because our math scores and testing percentage were below the acceptable limits set by the state. We will assign a new person in charge of our testing unit, and we change the way we determine which students are ready to take the MME. We are determined to win our struggle making the scores to make Adequate Yearly Progress according to NCLB.

Our school is also currently involved in a number of programs provided by the Michigan Department of Education through the Statewide System of Support for High Priority Title I Schools. This program is designed to help us keep improving our student achievement levels. Currently the principal and staff are cooperating and learning from an instructional coach, data coach, and the Process Mentor Team from the Midland County Educational Services Agency which provides outstanding professional development concerning school-wide best practices in classroom delivery of lessons. We have also conducted an extensive comprehensive needs assessment to help identify areas of weakness in our program so we

can coordinate activities to solve those issues. The entire staff has joined forces with the school improvement team to rewrite our school improvement plan to meet the challenges of the coming year. Through our collaborative efforts and the support of the Statewide System of Support for High Priority Title I Schools, Windover has been able to meet or student achievement levels in the past two out of three years, and we are still improving.

The federal government has also done a great deal to help our program improve. Windover was awarded \$30,000 in a School Improvement Grant that paid for a great deal of teacher training during the summer months. That training focused on the use of technology in the classroom, advanced teaching strategies and data collection and analysis. The staff will use this new knowledge to improve our program across the board.

As a result of our failing to meet an acceptable level of achievement to satisfy the No Child Left Behind legislation, we will again offer free after-school tutoring services to the students that qualify. If you have received this letter then your son or daughter qualifies for that service.

In order to help your child do better in school, you can now choose a **free** after school tutoring program. A list of programs that have been approved by the Michigan Department of Education is included with this letter. Any of these programs will provide tutoring that is coordinated with what is being taught in school and aligned with the state expectations. Each program is different. You will need to review the information about each program and decide which is best for your child. No person affiliated with Windover can give guidance concerning your choice of a tutoring provider; however, following are some questions you should consider before choosing a tutoring service.

Think about the answers to these questions to help you decide:

- When and where will the tutoring take place?
- How far is it? *Please note that transportation to the tutor and to your home may not be provided.*
- How often the tutor will meet with your child and how long is each tutoring session?
- What programs, by grade level and subject areas, are provided by that tutor?
- What type of instruction is used (e.g., small group, one-on-one, or computer based instruction)?
- What are the tutor's qualifications?
- Does this program seem to fit your child's needs?

Included in this letter is a Tutor Selection Form. When you are ready to select a tutor from the list, complete this form and return it to Greg Armstead at Windover High School 32 S. Homer, Midland, Mi. 48640 in the self-addressed stamped envelope enclosed. Your Tutor Selection Form should be filled out and returned as soon as possible for your child(ren) to be eligible to participate. It is important that you select a first, second, and third choice of providers due to limited availability.

If the district receives more applications than there is space available, students will be selected based on academic need. Students who demonstrate the greatest academic need will be offered services first. If your child is not selected to receive tutoring services, you will be notified by mail. If your child is selected to receive services, we will send a confirmation letter to you, the provider you selected, and your child's school.

The No Child Left Behind Act also allows students to transfer to another school, and that would be a high school with available space in any of our surrounding districts. The school must be currently meeting the requirements of AYP. If you do choose to transfer your child to another district, Windover may be responsible for the cost of transporting your child to and from that district (unless that district offers free transportation). If you have any questions concerning transferring your child to another program, or about transportation to and from another program, please contact Greg Armstead at 989-832-0852 ext. 204.

The school staff want to help you with this information, so please do not hesitate to contact us at (989) 832-0852 with your questions.

Sincerely,

Greg Armstead, Acting Principal  
Windover High School

Enclosures: District Report Card, List of Tutors Approved by the State, Stamped & Addressed Envelope

Vendors offering to provide after school tutoring services can also be found on the web at the following website:

<http://megs.mde.state.mi.us/megsweb/DistrictDetail.aspx?DistrictCode=56901&DistrictName=Windover High School>



## Tutor Selection Form

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please select from one of the following options:

\_\_\_ **YES**, I would like my student to receive free tutoring! I have selected the following providers:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

\_\_\_ **NO**, I do not want my student to participate in the free tutoring program.

Please send the completed form to me, Greg Armstead, at Windover High School. You may return this tutor selection form at your earliest convenience; however, it is important to know that you may enroll your child in the tutoring program any time during the school year. The sooner you do return this form the sooner your son or daughter will begin to enjoy the benefits of working with an after school tutoring service. If you need help selecting a provider please contact me at 989-832-0852.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date