

Request for Supplemental Educational Services for Eligible Students and Parent Release Form

Union County Public Schools 2009-2010

Eligible Schools: Please check your child's school.

East Elementary Benton Heights Elementary
 Marshville Elementary Walter Bickett Elementary

PURPOSE OF SUPPLEMENTAL EDUCATIONAL SERVICES

Supplemental Educational Services are being offered to this student to increase his/her academic achievement. These services may include academic assistance such as tutoring, remediation and other educational interventions, consistent with North Carolina's curriculum standards.

WE MAY NOT BE ABLE TO ENROLL EVERY CHILD.

Only students who are currently receiving free or reduced price lunch and attend an eligible Title I school may participate. If demand for services exceeds available funds, we will rank order and serve students based on greatest academic need. You may contact your child's school about applying for free and reduced price lunch.

APPLICATION DEADLINE

To enroll your child and choose a provider, you must complete this form and return it to your school's office **no later than October 21**. A separate form must be filled out for each child. If we do not receive this form from you on or before **October 21**, your child will not be able to participate. A second enrollment period will be held in January of 2010.

SES PROVIDERS

There is no guarantee that each provider will tutor in each school, so please make several choices from the list of state-approved providers (see attached sheet) and write them below in order of your preference. If you would like help in deciding which provider best meets the needs of your child or whether or not your child is eligible for services, please call your school principal or the Title I Specialist, Janet Turner at 704/296-0152.

TRANSPORTATION

Parents are responsible for transportation. Union County Public Schools will not provide transportation.

NOTICE DATE

You will be notified as to whether your child qualifies for services and will be enrolled in the Supplemental Educational Services program. You will also receive notification that will inform you of the provider's name, starting date, session length in minutes, number of weekly sessions, and location.

QUESTIONS

If you have any questions about the SES program, please call the Title I Specialist, Janet Turner at 704/296-0152.

RESPONSIBILITIES/ASSURANCES

Assurances agreed to by Provider

The provider agrees to the following:

- No disclosure will be made to the public or to a third party of the identity of any student receiving services without the written permission of the student's parents.
- Supplemental Educational Services will be provided consistent with the North Carolina Standard Course of Study.
- Parents and appropriate school personnel will be kept informed of student's progress on a regular basis. Parents and school personnel will receive written progress reports every four weeks.
- Actively involve parents in setting achievement goals for their child and to invite parents to participate in conferences to discuss student progress on a regular basis.
- Develop a Learning Plan Agreement which will contain a statement of goals and a timetable for achieving these goals in conjunction with the District and with the student's parent(s). Provider shall make no changes in any student's Statement of Goals or timetable without the written consent of District and the student's parent(s).
- Provider will notify parent(s) and appropriate school personnel if a child is absent for a scheduled session.
- Meet all applicable federal, state, and local health, safety, and civil rights laws.
- Ensure that all instruction and content are secular, neutral, and nonideological.
- Provider will be responsible for the management of student behavior.
- Supervision will be maintained until an authorized person(s) arrives to pick up student(s).
- A plan of action in the event a tutor is absent.
- Tutor children only from the approved district list.
- All Learning Plan Agreements and necessary paper work must be completed properly and submitted to the School District before tutoring may begin.

Responsibilities of the School District

- Develop, in consultation with parents (and the provider chosen by the parents) a statement of specific achievement goals for the student, how the student's progress will be measured, and a timetable for improving achievement that, in the case of a student with disabilities, is consistent with the student's individualized education program under section 61 4(d) of the Individuals with Disabilities Education Act.
- Enter into a contract with the provider that is in accordance with the laws of No Child Left Behind.
- If requested, assist parents in choosing a provider from the list of approved providers maintained by the State.
- Apply fair and equitable procedures for serving students if the number of spaces at approved providers is not sufficient to serve all students.
- Not disclose to the public the identity of any student who is eligible for, or receiving, supplemental educational services under this subsection without the written permission of the parents of the student.
- Notify parents about the availability of Supplemental Educational Services.

**Request for Supplemental Educational Services for Eligible Students and Parent Release Form
Union County Public Schools 2009-2010**

Responsibilities of the Parents/Guardians

Parents are expected to be active participants in the supplemental educational services program with their child.

- Communicate with the provider about any special needs of the student.
- Assure that the student will be present for services.
- Participate in at least one meeting with the provider.
- Review progress reports.
- Participate in the development of the academic goals and timeline with the provider and the School District.

Responsibilities of the Student

To be successful, students need to be responsible for their learning. The student agrees to:

- Help set academic achievement goals;
- Attend tutoring sessions;
- Complete assignments;
- Ask questions and communicate with the provider; and
- Share information with parents.
- Adhere to the rules of the *school's* code of conduct

Termination Provisions

This agreement may be terminated for the following reasons:

- The **student misses more than four sessions in a two week period** without an excuse as determined by the school district.
- The provider fails to comply with the above assurances.
- The provider fails to meet the terms and conditions set forth in this contract.
- The parent has the option to change or terminate services, if they are not satisfied.

All parties have the right to file a complaint or grievance by following the School District's policy. Please contact your child's school or Title I office for additional information.

Return the completed and signed form to your student's school office by October 21, 2009. (See link for SES Enrollment Form).