

FEV Tutor & Richmond County School System

Great News!

FEV Tutor is thrilled to launch the fourth year of our partnership with Richmond County School Systems to provide students with targeted high-dosage tutoring. Our Academic Success Coaches will coordinate directly with your schools to develop their personalized implementation plan that directly aligns your district's program design. **Tutoring services will be available following the completion of your scheduled Program Design Meeting with FEV Tutor, Beginning of Year Testing and Screeners, and submitting your FEV Tutor Roster. All Elementary and Middle Schools should launch by October 2, 2023 at the latest.**

DISTRICT PROGRAM GOALS

District Goals:

- GMA's Academic Outcomes: Increase Reading and Math Milestone Growth for 3rd - 8th Grades by a minimum of 3%.
- FEV Champions: FEV Champions (students who complete 21+ sessions & earn 11 average participation points) will achieve accelerated growth on i-Ready Assessments.
- Attendance: Students participating in FEV Tutor will achieve attendance rates of 80% or higher.

IMPLEMENTATION OVERVIEW

FEV Tutor Sessions: Goal of 21 sessions per student.	Duration of Implementation: September 2023 - April 2024 October 2nd District-wide Start Date *pending a May Renewal
Frequency of Sessions: 2 - 3 sessions per week	Duration of Sessions: 45 - 60 minutes

Grade Levels: • Elementary: 3rd - 5th Grade, Students in MTSS Tier 2 • Middle: 6th - 8th Grade, Students in MTSS Tier 2 • High: 9th - 12th Grade, On-Demand Access Subjects: • Math, ELA	Benchmark Data: • 3rd - 8th: i-Ready • 9th - 12th: NWEA MAP
Learning Plan Model: Individualized Learning Plans based on i-Ready Data	Single Sign-On: Classlink
Setting: • Targeted Tutoring - During the School Day • On-Demand Tutoring - At Home	
Participating Schools: • All Elementary and Middle Schools will participate in Targeted Tutoring during the school day. • All High Schools will participate in On-Demand Tutoring and/or SAT/ACT Prep. FEV Contact at Each School Site: • Instructional Specialist	
District Contacts: • Dr. Malinda Cobb - Associate Superintendent • Glenda Collingsworth - Director of Professional Learning • Owen Fletcher - Instructional Technology Coordinator • Kinesha Ponder - Director of Teaching & Learning • Dr. Stacey Mabray - District MTSS Coordinator • Marcus Allen - Associate Superintendent of Support Services • Bill Smith - Federal Program Evaluation Coordinator	
FEV Tutor Contacts: • Montasia Golden - Senior Academic Success Coach (montasia.g@fevtutor.com) • Ebony Cornitcher - Academic Success Coach (ebony.c@fevtutor.com) • Abigail Drescher - Academic Success Coach (abigail.d@fevtutor.com) • Derek McIntosh - Vice President of Customer Experience; Executive Sponsor for RCSS (derek.m@fevtutor.com) • Amy Radich - Account Executive (amy.r@fevtutor.com)	

FEV TUTOR & DISTRICT COMMUNICATION

- **Program Check-in Meetings**
 - District Contacts and FEV Tutor Contacts, listed above, will meet once a month.
 - The 3rd Monday each Month from 1:30 - 2:30pm.
 - Meetings will take place in person, with a virtual option for those unable to attend.
- **Program Update Emails**
 - Montasia will send a biweekly email update to all District Contracts listed above.
 - This update will begin on Monday, August 21st following our Program Design Meetings with school sites.
- **Mid-Year Program Review and Growth Analysis**
 - District Contacts and FEV Tutor Contacts will be in attendance.
 - 2nd Monday in February at 2:00-3:00PM
 - Meeting will take place in person, with a virtual option for those unable to attend.
- **End-of-Year Program Review and Growth Analysis**
 - District Contacts and FEV Tutor Contacts will be in attendance.
 - 3rd Monday in May at 1:30 - 2:30pm.
 - Meeting will take place in person, with a virtual option for those unable to attend.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- **Principal Kick-off Workshop**
 - Attendees: Principals, Assistant Principals, Instructional Coaches, MTSS Facilitators
 - Purpose: Informational Session to Learn about the 23-24 Program Design from the District and FEV Tutor Team.
 - Dates, Times, Links, to Join:
 - Monday, August 14, 2023 @ 10:00 - 10:45am [[Meeting Link](#)]
 - Monday, August 14, 2023 @ 1:00 - 1:45pm [[Meeting Link](#)]
- **Program Design Meetings and Teacher Professional Development**
 - Will be scheduled with your assigned Academic Success Coach (ASC) and held at your individual school site.
- **Office Hours - Drop in for Q&A, as needed**
 - Tuesday, August 22nd
 - 10:00 - 10:30am [[Meeting Link](#)]
 - 1:00 - 1:30pm [[Meeting Link](#)]
 - Thursday, August 24th
 - 10:00 - 10:30am [[Meeting Link](#)]

- 1:00 - 1:30pm [[Meeting Link](#)]
- Monday, August 28th
 - 10:00 - 10:30am [[Meeting Link](#)]
 - 1:00 - 1:30pm [[Meeting Link](#)]
- Wednesday, August 30th
 - 10:00 - 10:30am [[Meeting Link](#)]
 - 1:00 - 1:30pm [[Meeting Link](#)]
- Thursday, September 7th
 - 10:00 - 10:30am [[Meeting Link](#)]
 - 1:00 - 1:30pm [[Meeting Link](#)]

ONBOARDING TIMELINE & NEXT STEPS FOR SITE LEADERS

August 1st - 11th

Tutoring Information Shared with Schools

Schools will review this document and begin initial implementation planning with FEV Tutor.

- ☐ Participate in our Virtual FEV Tutor Kick-off Presentation on Monday, August 14th at 10am or 1pm.
- ☐ Schedule your School Implementation Meeting with FEV. Find your school's name [here](#) and click "Sign Up Here" to schedule a Program Design Meeting with your assigned ASC.
 - If times listed do not align with your availability, please email with a preferred date/time. The FEV Tutor team will do their best to meet your scheduling needs.
- ☐ Invite your Instructional Specialists and MTSS Facilitator and/or Master Teacher to your Program Design Meeting.
- ☐ Review FEV Tutor Resources for both staff and families [here](#).

**August 14th -
September 22nd**

School Implementation Planning and Student Assignment

Your school implementation meetings will take place this week. Please reserve 30 minutes to spend with your ASC.

Before School Implementation Meeting:

- ☐ Begin identifying when students will participate in tutoring.
- ☐ Identify any questions you have for your ASC.

During School Implementation Meeting:

- ☐ Collaborate with your ASC to create your school's personalized implementation plan that aligns with the district's

	program design ☐ Co-determine a date for professional development or office hours to support teachers with implementation. ☐ Begin your school's FEV Tutor scheduling document. After School Implementation Meeting: ☐ Complete FEV mandated student roster and scheduling steps. ☐ Finalize your school's FEV scheduling document. ■ Student rostering will take place via Classlink-SSO, and this document will be used to assist the team with scheduling identified students for tutoring sessions. Each school will have its own document. ■ Principals are added as editors to individual rosters and can share editing access with teachers. ■ These rosters will be <u>locked and no longer editable after [two weeks before launch]</u>. We will have opportunities to edit rosters after week 2 of your program, and again at the start of each academic quarter. • Any other emergency roster/schedule edits should be sent to your state support email. ☐ Complete the Teacher Hierarchy tab within your school's roster. The information shared will be used to create teacher and school leader data reporting accounts. ☐ Please use the "Do Not Schedule" Tab within your roster to record any dates you already know some or all students may be unable to attend tutoring. ☐ Attend <u>ONE "Drop-In" FEV Tutor Roster Office Hour session</u> for extra assistance on completing your roster & preparing for Launch. ○ Please see the VIRTUAL Professional Development Dates & Times section above for more information. <u>Submit your completed roster/scheduling document to your FEV Tutor Academic Success Coach 2 weeks before launch. Plan and prepare to launch on or before October 2nd.</u>
No later than October 2nd	Preparing for Launch Day ☐ Please use this link to conduct your systems check prior to the tutoring launch date. ☐ Introduce FEV Tutor to students by sharing this FEV Welcome Video. ☐ Go Live! Tutoring Launches after you've completed your scheduled Program Design Meeting with FEV Tutor, Beginning of Year Testing and Screeners, and submitting your FEV Tutor Roster. All Elementary and Middle Schools should launch by <i>October 2, 2023 at the latest</i>.
DAILY USE OF FEV TUTOR	Throughout the School Year with FEV Tutor ☐ Ensure students login in a timely manner at the start of their scheduled tutoring time(s) each day. ☐ Ensure teachers review resources and feel confident supporting students with FEV Tutor each day. ☐ Utilize your FEV Tutor Account to look at attendance and participation data on your Dashboard.

- ☐ Email ga@fevtutor.com and/or your designated Academic Success Coach when you have questions!
- ☐ Expect more check-in meetings with your FEV Tutor ASC to review usage data, academic growth data, and to adjust/revise your Program if necessary.

ROLES & RESPONSIBILITIES

Designated School Contact: Instructional Specialists	Classroom Teachers of Assigned Students	FEV Tutor
☐ <u>Student Selection</u>: School leaders, instructional coaches, and teachers designate individual students who should be enrolled in tutoring; FEV is available to consult using benchmark data. ☐ Schools are responsible for assigning specific students and staff to respective tutoring blocks/sections within the high-dosage program design. ☐ <u>Scheduling</u>: School leaders determine the tutoring schedule within the guidelines of the district's program design. Scheduling decisions must be communicated with FEV Tutor using your school's scheduling document. ☐ <u>Reporting Access</u>: School leaders decide who has reporting access for each school. This is communicated with FEV Tutor through the Admin Registration tab on your school's scheduling document.	☐ Classroom teachers, in collaboration with Instructional Leadership Teams, set the focus for FEV Tutor. • FEV Tutor will provide their own lesson plans and content based on ___curriculum and individual student data. ☐ Teachers provide relevant student-level information to support tutors (e.g., historical grades, skill gaps, development areas). ☐ Teachers collaborate with FEV Tutor regarding lesson plan requests and implementation best practices. ☐ Teachers attend FEV training and are prepared to guide and assist students. ☐ After launch, teachers provide feedback on experience with the tutor.	☐ FEV Tutor operations team grants tutoring access through single sign-on. ☐ FEV Tutor Curriculum and Instruction specialists create Individualized Learning Plans for each participating student based on benchmark assessment data. ☐ FEV Tutor instructors provide high impact tutoring instruction for each student at their scheduled times. ☐ FEV Tutor ASC collaborates with school and district Instructional Leadership Teams and classroom teachers to adjust instruction to meet the needs of students served. ☐ FEV Tutor ASC facilitates teacher training on using the platform and accessing student data via the dashboard. ☐ After launch, FEV Tutor ASC provides ongoing data and progress reports for all stakeholders.

Question? Please contact our FEV Tutor Team at ga@fevtutor.com