

June 1, 2015

Dear Parents/Guardians:

The **ESL After-School Tutoring Program (AST)** is held each academic year and begins around the first or second week in October. The ESL teachers and Para-Professionals including, Mrs. Goserud, Mrs. Snyder, Ms. Aulisio, Mrs. Horning, and Mrs. Mowery will manage this program. AST allows the students to stay after school **once a week on Thursdays for a 2-hour session** of supported focus on academic activities including (but not limited to):

- *homework*
- *class projects*
- *tests*
- *extra help with class work*
- *college applications*
- *practice for the SAT's*
- *senior projects*

The advantages of this program include:

- *Teachers, staff, and peer tutors available for one-on-one help*
- *Small group guidance when students are working on related topics*
- *Computers with printing capability*
- *Supplies for projects*
- *Reference materials*
- *A focused setting for academic work*
- *Collegial environment where successful academic strategies are modeled*

If this sounds great, turn the page over and keep reading because the following information is extremely important...

Tutoring sessions will be available on **Thursdays from 3:00-5:00** unless there is no school. **Bus service will be provided.** In order to participate:

1. Your student must submit one completed permission form with your signature confirming that you permit them to participate in the program this year (this is attached).
2. Students **MUST** attend school on Thursday to stay for the ESL After School Tutoring Program.  
\*\* "To be eligible to participate in an activity, students must be in attendance within two hours of the beginning of the school day" (HHS Student Handbook 2014-2015. "XC" Eligibility and Daily Attendance," pg 18).
3. Every week, the students must **electronically sign up for AST no later than Wednesday at 2:59 p.m. in order to attend the session on Thursday.**  
\*\*For example: A student wishes to stay for AST on Thursday, November 17, they must sign up by Wednesday, November 16.
4. The students must **come to this session by 3:00 p.m. with all of their work, text books, paper, pencil, and any materials they will need to bring home** (coat, backpack, extra text books, etc.) as they will not be permitted to go to their lockers during this session nor at the end of it. We encourage them to come ready to work for the full session.

We have created this for the students who are serious about being successful academically. All ESL students should come to After School Tutoring prepared to work and to behave with respectful behavior. Students who disturb others and distract from other students learning are subject to the consequences of Hempfield's rules.

In case of an **emergency** where parents or guardians need to reach someone on Thursday during the tutoring session you may call 898-5500, ext. 24-325 **up until 4:15 p.m.** or come to the Franklin Office at Hempfield High School.

If you would like to verify that your student is going to attend or has attended this session, we can provide them with a note to you confirming this.

In addition, if you have **any questions regarding this program, please feel free to call** Hempfield High School and ask for **Donna Goserud (room 145), Kelly Snyder (rm. 151) or ESL staff members (rm. 129)** and they will be very happy to talk with you about the program.

Sincerely,

The ESL Staff  
Hempfield High School