

Beecher Community School District

Extended Day / Tutoring Information



Funding Sources:	Any and all funding streams in the district
Applies to:	All Staff
Basic Information:	
<p>Procedural steps:</p> <ol style="list-style-type: none"> 1. Seek building administrative approval. 2. Verify allocation has been placed into federal grant with Director of State and Federal Programs. 3. Establish set dates and times for extended learning support. 4. Create an invitational flyer to share with parents. Submit a copy to your building administrator and the Office of State and Federal Programs. (Use Sample extended learning flyer.) Required information on the flyer includes: <ol style="list-style-type: none"> a. Staff name b. Focus area of support (ie: math, ELA, etc.) c. Dates (day of the week, begin date, end date) d. Times (start and end time) e. Location 5. For every time extended learning support occurs, the following information MUST be maintained: <ol style="list-style-type: none"> a. Student sign in sheet (includes date / time / location)- use Extended Day Student Sign in Sheet b. Lesson plan for each date 6. At the conclusion of each week, complete and send the Miscellaneous Duty Pay Sheet (signed off by building administrator) to the Office of State and Federal Programs with a copy of the lesson plan and sign in sheet attached. <p>Forms Required:</p> <ol style="list-style-type: none"> 1. Student sign in sheet: <ul style="list-style-type: none"> o Must include date, time, and location 2. Lesson plan: <ul style="list-style-type: none"> o Must reference the lesson taught (can be completed on Extended Day Student Sign in Sheet) 3. Miscellaneous Duty Pay sheet <ul style="list-style-type: none"> o Must be signed by building administrator <p>*** <u>All forms must be sent together to the Office of State and Federal Programs as a packet and signed by the staff member's direct administrator at the conclusion of each work week.</u> ***</p>	

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For Reimbursements:

Any allowable reimbursement occurs after completion and review of the following:

- ✓ Accuracy of the Miscellaneous Duty Pay sheet
 - Signed by building administrator
 - Accurately reflects:
 - Each date of support
 - Assignment (example: Extended Day) for each date
 - Time in / time out for each date
 - Total hours for each date
 - Rate of pay for each date
 - Total amount for each date
 - Total hours for entire period
 - Total amount for entire period
- ✓ Student Sign in Sheet
 - Reflects documented dates and times
- ✓ Lesson Plan review

Please note that reimbursements will be included within your payroll check dependent upon the payroll calendar.

For direct questions, contact your building administrator. For questions related to federal funding in the elementary, middle, high school and adult education level, contact the Director of State and Federal Programs.

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Student Sign In Sheet



Description:		Location:	
Date:		Time:	
Staff Member(s):			

Student Sign In:		
Student Name	Grade	Learning Target

Lesson Plan:

Description:		Location:	
Date:		Time:	
Staff Member(s):			

[illegible]



After School Learning Opportunity



(ENTER TITLE)!

Do you need additional help?

Are you worried about your grades?

ATTEND OUR EXTENDED LEARNING OPPORTUNITY

When:

Where:

Time:

Intended Grade Levels:

For further information, please contact: