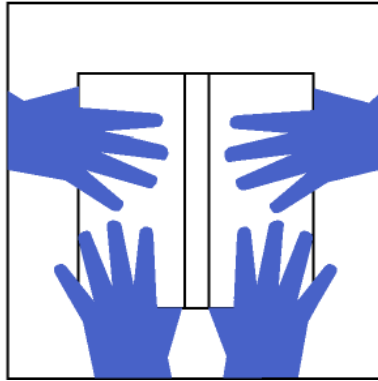


AMERICA READS MISSISSIPPI



Tutors With A Mission

School Service Site Application 2011-2012

The America Reads-Mississippi AmeriCorps Program is administered by the Office of Academic and Student Affairs at the Mississippi Institutions of Higher Learning in Jackson, MS, in collaboration with state universities, and state and local community partners. Funding is provided by the Corporation for National and Community Service through the Mississippi Commission for Volunteer Service under AmeriCorps grant #09ACHMS0010002.



Instructions

Please note: Letters of the alphabet in the outline below correspond to the categories in the attached application.

- A. **School Site Information:** Each school service site should complete a separate application. For example, if there are two school sites in a school district, each school should complete an application. List both the Principal and On-Site Supervisor (if different). In some schools, site supervisors with multiple AmeriCorps members should identify other professionals at the service site willing to serve as additional mentors to the AmeriCorps members.
- B. **School District FEIN Number:** This is the district's federal tax ID number and can be found in the business office.
- C. **Number of Corps Members Requested:** Enter the number of AmeriCorps members requested. **Please note: The ratio of stipend (SAM) AmeriCorps members requested to education award only (EAO)*** members should be 75% to 25%.** For example, a school requesting 4 members should request 3 SAM and 1 EAO member if at all possible.

*****PLEASE NOTE: THE TERMINOLOGY OF ASSISTANT TEACHER HAS BEEN CHANGED TO EDUCATION AWARD ONLY (EAO) TO BROADEN TO POOL OF APPLICANTS/MEMBERS TO INCLUDE OTHER TYPES OF SCHOOL DISTRICT EMPLOYEES (I.E. LIBRARIAN, PARENT CENTER COORDINATOR, ETC.) WHO MAY QUALIFY TO SERVE AS ARM AMERICORPS MEMBERS. IT NO LONGER REFERS TO ASSISTANT TEACHERS ONLY. PRIOR APPROVAL IS REQUIRED TO PURSUE THIS OPTION.**

- D. **Eligibility Requirement:** All requirements should be answered "yes" to be eligible to partner with ARM. If any question is answered "no", an explanation is required.
- E. **ARM Program Objectives and How Your School Will Support Them**
Explain how your school will support the members to achieve the program objectives.
- F. **Other Related Program Information:** Please respond to the information requested.



- G. **Site Supervisor Position Description**
SIGNATURE REQUIRED AT END OF THIS SECTION

- H. **Documentation Needed:** A copy of your school's drug free workplace policy is required.



- I. **Prohibited Activities:** Please read carefully as this is federal law and violation is a felony.
SIGNATURE REQUIRED AT END THIS SECTION



- J. **Important Information**
SIGNATURE REQUIRED AT END OF THIS SECTION

- K. **ARM Recruitment Procedures, Important Deadlines, and Contact Information**

AMERICA READS-MISSISSIPPI SCHOOL SITE APPLICATION

A. SCHOOL SITE INFORMATION

School Name _____ District/Agency _____
School Mailing Address _____
City _____ State _____ Zip Code _____
School Telephone (with area code) _____ Fax _____
Principal _____ E-mail Address _____
Site Supervisor _____ E-mail Address _____
Superintendent _____ E-mail Address _____
Other mentors for members and their positions _____

B. FEIN NUMBER

C. NUMBER OF MEMBERS REQUESTED

(NOTE: Stipended members should be 75% and Education Award Only (EAO) members 25% of the total number of members at the school site if at all possible)

_____ # of Stipended Members (75%)
_____ # of EAO Members (25%)
_____ # of Total Members (100%)

D. ELIGIBILITY REQUIREMENTS

Please note: The following questions should be answered "yes". If a school answers "no" to any of the questions below, a partnership with ARM could be in jeopardy, therefore (using a separate sheet of paper), please provide an explanation if you answer no.

- Yes No Is your school an equal opportunity employer which does not restrict or refuse services based on race, religion, age, disability, political affiliation, veteran status, gender, sexual orientation, ethnicity or national origin?
Yes No Is your school in compliance with the "Drug Free Workplace" federal grant recipient requirements?
Yes No Will your school provide a \$4,199 cash match with at least 70% or \$2,961 from non-federal sources to cover a portion of the living costs associated with each stipend Corps member placed with your organization, and pay this within 60 days of the program enrollment date of September 30? Cash match is due by November 30, 2011.
Yes No Does your school provide liability insurance to cover the Education Award Only (EAO) AmeriCorps members (members who are already employees in your school)?
Yes No Will your school permit both the stipend (SAM) and education award only (EAO) ARM members to attend monthly regional university trainings?

- Yes** **No** Will your school permit the ARM member team leader to attend three team leader trainings in Jackson?
- Yes** **No** Is the site supervisor available to attend a university regional orientation at the start of the program year and a mid-year progress meeting?
- Yes** **No** I understand that prospective ARM AmeriCorps members will have to pass an FBI Background Check as well as the National Sex Offender Public Registry (NSOPR) check in order to be in the program. The ARM program will pay for one FBI background check for **stipend members only**. Your school must provide documentation of the background check for Education Award Only members who are school district employees.
- Yes** **No** I understand that prospective ARM AmeriCorps members will have to pass the ACT WorkKeys Test **if they have not completed two years of college**. ARM will administer and pay for this test for **stipend** AmeriCorps members.
- Yes** **No** If a member leaves the program for any reason (including not passing a background check) and your school replaces the member, **will your school conduct and provide funding for a second background check for the replacement member** since under federal law America Reads-Mississippi can only budget for one background check per member slot?
- Yes** **No** Will your school carefully recruit qualified AmeriCorps members and make every effort to recruit persons who intend to use the AmeriCorps education award to attend college?
- Yes** **No** Will the site supervisor work with and supervise the AmeriCorps members daily?
- Yes** **No** Is the site supervisor able to set aside (on average) one hour each week to meet with the members as a group to review progress and to plan for continuous improvement?
- Yes** **No** Is the site supervisor able to set aside an average of 20 hours monthly to monitor the member activities?
- Yes** **No** Is the site supervisor able to provide on-going reading tutoring training to the members or find a reading specialist to do this?
- Yes** **No** Will the site supervisor provide a school orientation when members start so that they understand the school's philosophy, rules, policies, and procedures?
- Yes** **No** Will the site supervisor introduce the members to the faculty and other school staff and promote the members' roles as an important part of the school's instructional team through member attendance at faculty meetings and other professional development meetings?
- Yes** **No** Will the site supervisor hold AmeriCorps members accountable to the same standards as other instructional staff (i.e. regular and punctual attendance, calling in by the prescribed time if absent, following the school dress code, and other school and ARM policies and procedures), and if a problem arises, contact university regional ARM staff in a timely manner for support and assistance?
- Yes** **No** Will the site supervisor complete a monthly timesheet with required signatures?
- Yes** **No** Will the site supervisor facilitate gathering other in-kind match documentation as needed?
- Yes** **No** Will the school allow ARM tutored students to participate in a pre/post reading assessment based on the school's testing to measure impact?
- Yes** **No** Will the school prominently display the AmeriCorps insignia, the ARM mission statement and banner, and in all ways support and promote the goals and objectives of ARM?

E. PROGRAM PERFORMANCE MEASURES YOUR SCHOOL'S SUPPORT

Please carefully review the **federally required** ARM Program Performance Measures below and then answer the question at the bottom of the page.

Performance Measure #1: School Day Tutoring

Members will provide one-on-one and small group tutoring in **READING** in elementary schools during the regular school day targeting 1st – 3rd grade students.

Performance Measure #2: Extended School Tutoring

Members will tutor one-on-one and in small groups in **READING** during extended day and year programs in preschools (**only if it has school-age after-school**), elementary schools, and/or in community and faith-based organizations targeting 1st – 3rd grade students.

Performance Measure #3: Recruiting Volunteers

Members will recruit volunteers to tutor students, promote literacy, educate students and adults about emergency preparedness, and plan National Service Day Projects for September 11 Day of Remembrance, Make a Difference Day in October, Martin Luther King, Jr. Day in January, Read Across America Day in March, Global Youth Service Day in April, and AmeriCorps Week in May.

Performance Measure #4: Member Training and Development

Members will participate in quarterly ARM training at regional university centers to develop tutoring skills, volunteer recruitment skills, emergency preparedness skills, and professional skills. Member team leaders (one from each school site) will attend leadership development trainings in Jackson two times a year. Selected members will attend Future Teacher training in Jackson three times a year.

Performance Measure #5: Citizenship and Civic Engagement

Members will conduct Citizenship/Civic Engagement and Homeland Security activities by starting a Jr. Citizen Corps Club at their school service site and conducting one public community workshop about emergency preparedness in collaboration with state agencies and local community and faith-based organizations.

_____ (yes/no) Will you support and assist the ARM AmeriCorps members in your school to achieve these program performance measures? Please give some examples of how you plan to do this.

If not, please explain here:

F. OTHER RELATED PROGRAM INFORMATION

1. ARM has four AmeriCorps member tutor models as options for school sites. Please check the model that your school site will utilize:

Model A---In a Classroom

One-on-one and small group tutoring within one classroom; Members are supervised directly by classroom teacher and indirectly by the site supervisor.

Model B---Separate Area Outside of Classroom

One-on-one and small group tutoring outside of the classroom either in a separate classroom or in another designated area within the school; Members are supervised directly by site supervisor and indirectly by classroom teacher (s).

Model C---Several Classrooms

One-on-one and small group tutoring rotating between more than one classroom; Members are directly supervised by classroom teachers and indirectly by the site supervisor.

Model D---Prescribed Reading Program

One-on-one and small group tutoring directly supporting a particular school/reading improvement program such as *Success for All*, *Barksdale*, *Reading Excellence* or other specific program that the school is utilizing; Members are directly supervised by a lab teacher or program specialist and indirectly by the site supervisor. Please give title of program: _____

Other (please explain)

2. ARM regional university staff makes (at least) one site visit per month to each ARM school site, and regional and state staff is available daily by phone, fax, and e-mail. **What additional technical assistance will your school require from the regional university or state America Reads-Mississippi staff?**

3. Member training, team leader training, and/or Corps-wide activities require the AmeriCorps members (**stipend and ed award only members**) to be away from their service sites an average of **one day each month and two times a year for team leaders** to attend additional trainings. Additionally, members are required to attend a one-day Fall AmeriCorps Conference. Will this be a problem for your school? If so, please describe:

4. The following resources should be made available by the school to the members for ARM related purposes to ensure program success. **Please confirm that these resources will be made available by checking the boxes below:**

- Regular access by the AmeriCorps members to internet and e-mail for program reporting
- Proper environment for tutoring activities (quiet, well-lit)
- Telephone for program related calls
- Fax for program related correspondence
- Postage for program related mail
- Copier for program related copies
- Basic tutoring supplies (pencils, paper, etc.)

5. On-site training is essential for an effective tutoring program. **Please confirm that the following training will be made available to the members in your school by checking the boxes:**

- Tutor training on the school's reading curriculum
- Regular school professional development that other school staff attend
- Other (please describe)

6. One of the objectives of ARM is to decrease the critical teacher shortage in Mississippi by AmeriCorps members successfully completing their required 1,700 hours of service and using their \$4,725 (\$5,350 beginning August 2010) AmeriCorps education award to attend college and become certified teachers. **Please explain the ways you will carefully and selectively recruit members to make sure that the**

people recruited are those who want to go to college, will be committed to completing the 1,700 hours of required service, and will be highly motivated to use their education award to become teachers.

7. Although most ARM members want to be teachers, this is not a requirement to serve in the program. **For members who choose not to become teachers, what ways will your school assist and support these members in using their education award to successfully attend college and pursue their professional goals?**

8. **Please indicate the names of any potential or returning members that you would like to nominate for service at your site and specify whether they are stipended or teacher assistant members. Please be reminded that members can serve in national service for a maximum of two years.**
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.

G. SITE SUPERVISOR POSITION DESCRIPTION

Because the ARM staff is remote and the on-site supervisor is in daily contact with the members, this **person is the most important link in the professional development of the AmeriCorps members and in the successful implementation of the ARM program at the school.** Therefore, this person should be:

- willing and able to work with the members in a spirit of mentorship and collaboration;
- will make the time to ensure that the ARM program is implemented well and that the members are given the time and attention they need;
- **not paid from federal funds since ARM cannot use federal funds as in-kind match.**

The time that school site supervisors devote to the ARM program is considered in-kind contribution and is tracked and reported accordingly.

Position Description

School site supervisors will:

- a. Devote (on average) four hours per week (20 hours per month) monitoring and supporting the activities of the members including a weekly, regularly scheduled meeting with members to review progress toward program objectives and to plan for continuous program improvement.
- b. Ensure that members attend a school orientation so that they understand the school's philosophy, rules, policies and procedures and give each member a School Handbook.
- c. Introduce the members and the program to the faculty and other school staff to ensure that there is an understanding of the important role the members play as part of the school's instructional team.
- d. Ensure that school staff understands what AmeriCorps members can and can't do under federal and state laws and AmeriCorps provisions.
- e. Hold the AmeriCorps members accountable to the same standards of conduct as other instructional staff and if a problem arises with a member, contact the university regional office immediately for intervention and assistance. Note: school staff cannot terminate an ARM member. ARM members can only be enrolled and terminated by ARM.
- f. Sign all national service participant timesheets at the end of each month to verify that all service hours reported are accurate.
- g. Complete a monthly school site supervisor timesheet and in-kind report that details the duties performed by the site supervisor, and submit both to the state office by required deadlines.
- h. Guard against AmeriCorps prohibited activities.
- i. Serve as a resource person for AmeriCorps members and guide them to both physical and human resources that will be helpful as they implement the ARM program in their school.
- j. Recruit, interview, and recommend AmeriCorps candidates for their school to the ARM university

- regional office.
- k. Ensure that the AmeriCorps members are a valued part of the school instructional team, including having members participate in faculty meetings, professional development opportunities for the school staff, and special school activities and events.
 - l. Attend a regional site supervisor orientation at the start of the year, a mid-year meeting, and, on occasion, ARM related training for members.
 - m. Ensure that the AmeriCorps insignia and the ARM mission statement and banner are prominently displayed in the school and in all ways support and promote the goals and objectives of ARM, AmeriCorps, and national service.
 - n. Ensure that AmeriCorps members are NOT being used as substitute teachers or displacing or replacing any other paid employees.



By my signature, I agree to perform the duties of the site supervisor as described above.

Signature of School Site Supervisor

Date

H. REQUIRED DOCUMENTATION THAT MUST ACCOMPANY THIS APPLICATION

- Yes** **No** A copy of your school's drug free workplace policy is attached to this application.

I. PROHIBITED ACTIVITIES

AmeriCorps members are prohibited from a number of activities (Federal Regulations, 45 C.F.R. 2520.30). A partial list is provided below. In no way should an America Reads - Mississippi member participate in these activities during service hours or as a part of his/her service time. During non-AmeriCorps hours, members may engage in these activities. However, members should not wear AmeriCorps uniforms or national service identification, while participating in these activities, or otherwise identify or associate such activities with an AmeriCorps program.

- Efforts to influence legislation
- Organizing protests, petitions, boycotts, or strikes
- Union organizing
- Impairing existing contracts or collective bargaining agreements
- Engaging in partisan or election politics (including both campaigns for public office and ballot elections)
- Religious activities
- Activities that pose a significant safety risk
- Assignments that displace paid employees
- Voter registration drives
- **VERY IMPORTANT! Stipended AmeriCorps members are not permitted to fill in for an absent employee or perform services, duties, or activities assigned to a paid employee at the school. THIS INCLUDES SERVING AS SUBSTITUTE TEACHERS WHEN REGULAR TEACHERS ARE ABSENT AND/OR OUT OF THE CLASSROOM FOR AN EXTENDED PERIOD OF TIME. Teacher assistant members can be used as substitute teachers; however, this duty time cannot be reported on the person's AmeriCorps timesheet.**
- An AmeriCorps member may not do anything at a partnering school to displace a paid employee or position or to infringe upon a paid employee's promotional opportunities.

I have read and understand the above statements on AmeriCorps Prohibited Activities. If chosen as an America Reads - Mississippi site, our AmeriCorps member(s) will not participate in AmeriCorps Prohibited Activities during AmeriCorps service time.



Signature of Site Supervisor: _____

Signature of School Principal: _____
(if different from the site supervisor)

Signature of District Superintendent/Agency Director: _____

Date: _____

J. IMPORTANT INFORMATION

Receipt of this application does not guarantee that America Reads-Mississippi (ARM) will provide AmeriCorps members to your organization, nor does it compel your organization to accept any AmeriCorps members. If AmeriCorps members are placed with your school, your school will be responsible for the day-to-day management of the AmeriCorps members, the development and implementation of service activities, meeting the ARM program objectives, and the effective evaluation of those members and the program. **PLEASE NOTE THAT AMERICORPS MEMBERS MAY NOT DISPLACE PAID EMPLOYEES.**

America Reads-Mississippi Terms of Service

- The service year begins August 1, 2011 and ends July 31, 2012.
- **All members should be recruited, selected, and have FBI background checks cleared by July 15, 2011, so they can start their service year on time August 1.** Site supervisors will assist America Reads-Mississippi regional staff as needed in collecting all required enrollment paperwork as early as possible and prior to the members starting their service year in the school.
- Members who have enrollment paperwork missing without just cause will not be able to start in the schools until the paperwork is received by program staff.
- All AmeriCorps members must pass a FBI background check and National Sex Offender Public Registry (NSOPR) Check. They cannot start in the program until this check comes back cleared.
- **School Memorandums of Agreement (MOA) and Source of Funds Letter (both provided by program) must be received by ARM by August 31, 2011.**
- No full-time members will be allowed to begin their term of service after September 30, 2011.
- All member enrollment ends September 30, 2011.
- **Cash match must be paid within 60 days of this enrollment date and no later than November 30, 2011.**

If your organization is accepted as a school partner, your organization agrees to collaborate with the America Reads – Mississippi (ARM) program to meet any training needs that the AmeriCorps member may require as part of his or her commitment and to meet all project evaluation objectives as stated by ARM. Your organization must fulfill all requirements of the application process prior to being awarded AmeriCorps members, including participating in an orientation seminar. Not complying with the mandated guidelines for School Partners as described in this Application and the ARM Program Manual may result in loss of the AmeriCorps member slot(s).

The organization signing below understands that America Reads - Mississippi reserves the right to call upon the immediate services of AmeriCorps members during times of national/local emergencies.



Signature of Authorized Representative _____

Title _____ Date _____

K. IMPORTANT DEADLINES

- Lower academic achieving schools receive priority over higher academic achieving schools.
 - Schools that have previously partnered with ARM will be given priority over new school partners.
 - The number of AmeriCorps member slots granted to America Reads-Mississippi is limited, and member slots are given to schools on a first-come, first-serve basis. Therefore, the timely return of this application will increase the possibility for schools to be granted the members they request.
 - **MAY 1, 2011!** This application must be received by the appropriate university regional ARM office by MAY 1, 2011 to receive priority status.
 - **JULY 15, 2011!** All members should be recruited by schools and have cleared FBI background checks no later than July 15, 2011, so the proper member enrollment paperwork can be completed and received by regional program staff before the start of the program on August 1, 2011. **Members cannot start serving until all paperwork is complete including clearing the background checks.**
 - **AUGUST 31, 2011!** MOA and Source of Funds Letter received from school.
 - **SEPTEMBER 30, 2011!** Cash match paid by school.
- **PLEASE MAIL OR FAX THIS COMPLETED APPLICATION TO THE APPROPRIATE UNIVERSITY REGIONAL OFFICE LISTED BELOW NO LATER THAN MAY 1, 2011.**
- **PLEASE BE REMINDED THAT MEMBER SLOTS WILL BE FILLED ON A “FIRST COME” BASIS AND THE NUMBER OF MEMBER SLOTS ARE LIMITED. THEREFORE, YOUR TIMELY RETURN OF THIS APPLICATION IS IMPORTANT SO YOU CAN RECEIVE THE MEMBERS YOU NEED. THANK YOU!**

Program Contact Information

Area	Address	Phone/Fax/Email	Contact/Title
Statewide State Office	Institutions of Higher Learning, ARM 3825 Ridgewood Rd., STE.334C, Jackson, 39211	P601-432-6380, F601-432-6983 rtaylor@mississippi.edu	Ronjanett Taylor State Director
Southwest Regional Office	Alcorn State University School of Education and Psychology 1000 ASU Drive, #480, Alcorn State, MS 39096	P601-877-6215, F601-877-6213 hwyatt@alcorn.edu	Dr. Helen Wyatt Regional Coordinator
Mississippi Delta	Delta State University Center for Community and Economic Dev. 1417 College St., P.O. Box 3134, Cleveland, MS 38733	P662-846-4812, F662-846-4372 cross@deltastate.edu	Carla Ross Regional Coordinator
Jackson Regional Office	Jackson State University Mississippi Learning Institute 1400 J.R. Lynch Street, Box 17096, Jackson, MS. 39217	P601-979-1474, F601-979-3781 della.r.archie@jsums.edu	Della Archie Regional Coordinator
Northeast Regional Office	Mississippi State University Industrial Education Building, PO Box 5466 Mississippi State, MS 39762	P662-325-9313, F662-325-9387 thbrown@rcolled.msstate.edu	Theresa Brown Regional Coordinator
Northwest Regional Office	The University of Mississippi 5197 W.E. Ross Parkway Southaven, MS 38671	P662-393-9290, F662-393-0473 sasiebert@olemiss.edu	Sarah Seibert Regional Coordinator
Southeast to the Gulf Coast	University of Southern Mississippi Curriculum Instruction & Special Education 118 College Drive, #5057, Hattiesburg, MS 39406	P601-266-4194, F601-266-4311 Jessica.l.roberts@usm.edu	Jessica Roberts Regional Coordinator

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