

**New Hampshire
Migrant Education Program**

Volunteer Tutor Handbook



NH Migrant Education Program
Department of Education
101 Pleasant Street
Concord, NH 03301



Welcome!

In This Handbook:

History & Purpose	3
Our Program.	4
Our Staff.	5
Our Students	6
Opportunities	7
Expectations.	8
Before You Start.	9
Background Check.	10
Common Challenges	11
Learn More.	12
Teaching Resources.	13



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Dear Volunteer,

Thank you for your interest in tutoring with the New Hampshire Migrant Education Program!

Our program is possible due to the willingness of volunteers to share their time, energy, and skills with us.

It is our goal to create a valuable and fulfilling experience for our volunteers and the families and individuals we serve.

This handbook was designed to give you an overview of our program, and some guidelines to prepare you for tutoring.

Please contact us directly if you have any additional questions.

We look forward to working with you!

Barbara and Rachel

History & Purpose

History

The Migrant Education Program is a federal program funded under Title I, Part C. It was first established under The Elementary and Secondary Education Act in 1965, and was most recently re-authorized in 2002 under No Child Left Behind.

Program Goal

The Federal Office of Migrant Education works to ensure that all migrant students reach challenging state academic standards and graduate with a high school diploma (or complete a GED), and help prepare them for responsible citizenship, further learning, and productive employment.

Key Objectives

- ◆ Reduce educational disruptions and other problems that result from repeated moves
- ◆ Ensure that migrant children who move among States are not penalized for disparities in curriculum, graduation requirements, academic content, and student achievement standards
- ◆ Ensure that migrant children receive full and appropriate opportunities to meet the same challenging State academic content and student academic achievement standards that all children are expected to meet
- ◆ Design programs to help migrant children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors hindering academics, and successful transitions into postsecondary education or employment
- ◆ Ensure that migrant children benefit from State and local reforms

Our Program

Who We Serve

We serve migrant workers in the agriculture and fishing industries, and their families. Eligibility is not dependent on ethnicity, citizenship status, language, nationality, or income.

Students Meet the Following Eligibility Factors:

- ◆ Ages 3 through 21
- ◆ No high school diploma or the equivalent
- ◆ Migrant worker in agriculture or fishing; or have a parent, spouse, or guardian who is a migrant worker
- ◆ Moved across school districts within the last 36 months to obtain or seek temporary or seasonal work in agriculture or fishing; or to follow a parent, spouse, or guardian who moved for qualifying work
- ◆ Rely on the qualifying work for their livelihood

Services Provided

Our program provides supplementary educational and support services to migrant students that are enrolled in school, or out-of-school youth.

Services include:

- ◆ Referrals to community resources (health care, legal assistance, etc.)
- ◆ Coordination with schools (translation, credit transfers, etc.)
- ◆ Instructional materials (calculators, test fees, loaned laptops, etc.)
- ◆ Individual, in-home tutoring

Our Staff

Contact Us!

Main Office: (603) 271 - 2273

VISTA Office: (603) 271 - 0048

Rachel Valladares

Program Specialist
(603) 724 - 9921

Rachel.Valladares@doe.nh.gov

Barbara Patch

State Director
(603) 271 - 2273

Barbara.Patch@doe.nh.gov

Kristine Braman

Program Assistant
(603) 271 - 6055

Krstine.Braman@doe.nh.gov



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RACHEL VALLADARES

Program Specialist

Rachel started working with the NH Migrant Education Program after spending two years with the Peace Corps in Honduras promoting sustainable agriculture. She is currently pursuing a Masters in Spanish Translation and Interpretation from the University of Texas. She is fluent in Spanish. She is certified as a Spanish language teacher.

BARBARA PATCH

State Director

Barbie has worked for the Migrant Education Program for 30 years. She has a long personal history with family-farms in New Hampshire. She grew up at Scruton's Dairy farm in Farmington and currently lives at Walhowdon Farm in Lebanon. She has a Masters in Education from Wheaton College in Illinois. She is also certified as an English as a Second Language teacher.

Opportunities

Most students receive 1-2 hours of tutoring each week. Tutoring is offered from pre-school (age 3 and up) to the age of 22. Take a moment and consider what age groups you would prefer working with.

Pre-school Children (Ages 3-5)

Tutoring services begin when eligible migrant students turn three years old. Lessons focus on basic skills, such as elementary English, alphabet, numbers, colors, and shapes. Tutors are encouraged to read to students as part of their tutoring session.

Elementary and Middle School Children (Grades K-8)

Tutoring for elementary and middle school aged children focuses on reading, writing, and basic mathematics. We want to provide remedial support to help our students grow a strong foundation for future learning.

High School Youth (Grades 9-12)

Our high school youth are often below grade-level in various academic areas. Tutors may support students in English as a second language, or targeted content-areas (Algebra/Geometry, English, US History, Science, etc.) in English or their native language if appropriate.

Out-of-School Youth (Ages 18-21)

Out-of-school youth usually have full-time jobs, and are focused on working. Tutoring services focus on skills to help them with their day to day lives. Lessons may include English as a second language, basic skills (reading a map, using a computer, personal finance etc.), or GED preparation. Often bilingual (Spanish/English) tutors are necessary.

Expectations

Volunteer Tutors Need Patience

We do our best to match tutors with a student based on their preferences. However, sometimes getting used to working with students is difficult. You may be new to teaching English Language Learners, need to get used to the specific material, or need to overcome cultural differences. We ask that you be patient while you transition into the role.

Volunteer Tutors Should Clearly Communicate Needs

Our staff wants to support our dedicated team of tutors. We ask that you be clear about your needs. That may mean that you request specific materials, ask for advice, or tell us if a placement is not working. If students are inconsistent, constantly canceling, or being disrespectful or otherwise making you uncomfortable – we want to know! We are happy to speak with students, or arrange a new placement if appropriate.

Volunteer Tutors Make a Commitment

We are thankful that our volunteer tutors make it possible to impact the lives of migrant students despite limited resources. However, each volunteer placement requires a lot of behind the scenes action by NH MEP staff. For this reason, we ask that volunteers commit to a minimum of 3 months, and are upfront and clear about their availability.

Volunteer Tutors Must Practice Cultural Sensitivity

Many of our students have different socio-economic and cultural backgrounds. They may have lifestyles or social dynamics that differ from your own. Tutors must be sensitive and aware to these differences. This is especially important because tutors are often invited into the homes of our students, and accordingly must show a high level of respect and tolerance for cultural differences.

Before You Start

Who Can Volunteer as a Tutor?

We are seeking independent, motivated volunteers who are interested in connecting with individuals from different cultures and helping at-risk children and youth succeed academically.

We have a few requirements we ask of our volunteers:

- ◆ English Fluency
- ◆ Cultural Sensitivity
- ◆ A Federal and State Background Check
- ◆ Spanish (helpful for some placements)

Application Process

Interested applicants should send a completed volunteer application and resume (optional) to Kate Winder (Katharine.Winder@doe.nh.gov).

Once you apply we will check if we have a student within your preferred age group in your location.

Afterwards, our selection process is as follows:

- ◆ Contact applicants for a phone interview/conversation
- ◆ Reach out to your references – just to make sure!
- ◆ Assist you in getting a background check
- ◆ Match you to a student near you!

Who Can Help?

Have any questions before you get started or along the way? Contact us!

- ◆ Kate at Katharine.Winder@doe.nh.gov or (603) 271-0048
- ◆ Rachel at Rachel.Valladares@doe.nh.gov or (603) 724-9921

Background Check

Why Do You Need a Background Check?

We require all tutors to get a federal and state background check because we want to ensure a safe environment for the children and youth in our program. This is especially important because volunteers are often tutoring in the private residence of their students.

In order to maximize our available resources we ask that volunteers cover the associated fees (\$33.50). Please let us know if you are interested in volunteering, but unable to pay the fee.

How to Get a Background Check

1. After you've been processed as a volunteer you will need to get a background check. We will send you the release form!
2. Get your form notarized — usually banks will have a notary
3. Find the closest registered live-scan site — hours: 8:30am-3:30pm
 - ◆ Department of Safety Building, 33 Hazen Dr, Concord, NH
 - ◆ Manchester DMV Substation, 377 S. Willow St, Manchester, NH
 - ◆ Dover Point DMV Substation, 50 Boston Harbor Rd., Dover, NH
 - ◆ State Police Barracks, 15 Ash Brook Court, Keene, NH
 - ◆ State Police Barracks, 1864 Route 16, Tamworth, NH
 - ◆ State Police Barracks, 549 Route 302, Twin Mountain, NH
3. Call to make an appointment: (603) 223-3867
4. Bring —
 - ◆ Photo ID (driver's license, non-driver's license, passport)
 - ◆ Criminal Record Release Authorization Form (RSA 189:13-a)
 - ◆ Payment of \$33.50 (cash, card, check or money order)
5. Your results should be processed in 1-2 weeks

Common Challenges

Language Most of our students are not fluent in English. This language barrier can make it more difficult to connect with your students. Even those who may have a strong command of English, may feel insecure about their abilities, or have family members who do not speak it.

Lack of Motivation or Focus Our in-school students often face obstacles in the classroom, miss class, or have recently changed schools. They may be embarrassed or frustrated with their experience at school. Out-of-school youth often have limited time and education. They may not be able to do homework or may not possess effective study habits.

Limited Resources We are a small program with limited resources. We try to offer as much support as possible. However, many will be tutoring during non-office hours when we are harder to contact. This position does require a certain level of initiative and creativity from volunteers in order to be successful.

Cultural Differences Our students come from varied socio-economic and cultural backgrounds. They may have different understandings of punctuality, how to communicate, or respectful behavior. It is important to be aware of this, especially if you are tutoring in their home.

Inconsistency Since our students are in migrant families they may move with limited notice. Our out-of-school youth are often receiving classes on their only day off, and sometimes may need to cancel. It is important to communicate with your student and check in with them about changes in their schedule.

Slow Progress Many of our tutors only work with students for 1-2 hours a week. While over time this can cause great changes to a student's knowledge, success and overall confidence, many times progress will be slower than tutors may hope. It is important to maintain momentum and celebrate the small successes along the way.

Learn More

We have included a list of relevant websites, movies, books, and articles if you are interested in learning more about the experience of migrant workers and their families in the United States. We hope you enjoy them!

Websites

- ◆ National MEP www2.ed.gov/programs/mep
- ◆ NH MEP education.nh.gov/instruction/integrated/title_i_c_education
- ◆ Farmworker Justice www.farmworkerjustice.org/
- ◆ Migrant Clinicians Network www.migrantclinician.org/
- ◆ PBS Now: US Migrant Labor www.pbs.org/now/politics/migrants

Movies & Documentaries

- ◆ **The Harvest/La Cosecha** Every year more than 400,000 American children are torn away from their friends, schools and homes to pick the food we all eat. This award-winning documentary provides an intimate glimpse into the lives these children who struggle to dream while working 12-14 hours a day, 7 days a week to feed America.
- ◆ **Food Chains** This documentary explores the systemic issues of the agricultural industry that cause continued low pay for farm workers.

Books & Articles

- ◆ **Fields of Tears** This article (The Economist, 2010) explores the issue of undocumented migrant farm workers. It focuses on a family that immigrated from Mexico to provide their son a better life. www.economist.com/node/17722932

Please contact Rachel Valladares (Rachel.Valladares@doe.nh.gov) if you would like to recommend a resource that may interest other volunteers.