

# Program Policies

## RURAL FRIDAYS AT MONTANA WESTERN

### Participants

[Rural School Teachers](#)  
[Expert Observers](#)  
[Home School Parents](#)  
[Home School Liaison](#)  
[UMW Instructors](#)  
[UMW Teacher Candidates](#)  
[Info Desk Staff](#)

### Schedule

Morning Check-In	8:00 to 8:15 AM
Morning Class	8:15 to 10:45 AM
Morning Check-Out	10:45 to 11:00 AM
Lunch	11:00 to 12:00 AM
Afternoon Check-In	12:00 to 12:15 AM
Afternoon Class	12:15 to 3:00 PM
Afternoon Check-Out	3:00 to 3:15 PM

### 2024 Dates

Rural Fridays 1	September 20 <sup>th</sup>
Rural Fridays 2	September 27 <sup>th</sup>
Rural Fridays 3	October 4 <sup>th</sup>
Rural Fridays 4	October 25 <sup>th</sup>
Rural Fridays 5	November 1 <sup>st</sup>

### Coordinator



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### Safety

**Training.** Teacher Candidates and Rural Teachers will review general safety procedures. Rural Teachers and parents will review safety procedures with students before first week, and Teacher Candidates will reinforce this information with an activity during first week.

**Walking on Campus.** K-8 students will stay with assigned UMW Teacher Teams at all times during class. When walking to class, one teacher will lead and another will follow to make sure all students arrive at destination. Teachers will take attendance before leaving one place and after arriving at new destination. Teachers will also ensure restroom spaces are clear before K-8 student use.

**Chaperoning.** During lunch, K-8 students will be chaperoned by either their Rural School Teacher or the Home School Liaison. When needed, Info Desk Staff can also walk students from classrooms or dining areas.

**Instruction.** Instructors and Teacher Candidates are responsible for identifying and developing plans to address safety concerns related to instruction. Class rosters should be kept confidential.

**Releasing Students.** No child will leave with an adult without first checking out through Info Desk and getting their chaperoning Rural School Teacher's or Home School Liaison's approval.

**Emergencies.** Procedures have been developed to protect the safety of children for different types of emergencies.

### Health

**Sick Policy.** If any participant has ANY indication of illness, they should not attend Rural Fridays. Teachers may bring a child who is not feeling well to the Info Desk. The Info Desk will work with the child's Rural Teacher or Homeschool Liaison to have the child picked up.

### Media

**Media Use Policy.** The Rural Fridays Program at the University of Montana Western frequently documents student learning activities for two reasons. First, photos and videos of student learning activities are used for community outreach and marketing purposes to highlight the program's positive experiences and to encourage others to participate. Second, photos and videos of student learning activities are used by Teacher Candidates in their methods courses to study the positive impact of their lesson planning and teaching on student learning. This sort of analysis and reflection is instrumental in training highly qualified teachers. In each case, identifying information is removed from visual media before presentation, and all program participants and university personnel are strictly prohibited from using collected media for any other purpose. Precautions are taken to ensure media files are protected, and parents/guardians can notify the university to rescind permission to use media of their minor child at any time.

## Participant Responsibilities

**Rural School Teachers.** *Rural School Teachers are essential for making Rural Fridays a successful program. We appreciate the time and effort that it takes you to bring students for the college campus experience, and we will support your visit in any way that we can. While Teacher Candidates will do their best to accommodate each child's learning needs, children are generally expected to follow their directions, stay on task, and not disrupt the learning of other children. To help our Teacher Candidates have a full and well-mentored teaching experience, you are encouraged to attend the full school day for each of the scheduled dates. If you are unable to do so, please email Coordinator with details so that we can accommodate your specific needs.*

### 1. PRIOR

- a. Update master roster and collect media release permissions.
- b. Collect lunch money (\$4/student) and maintain student emergency contact information.
- c. Complete your stipend paperwork with Connie Beck ([connie.beck@umwestern.edu](mailto:connie.beck@umwestern.edu)) in Education Division Office.
- d. Get a parking pass from [Business Services](#).
- e. Review classroom expectations and general safety procedures with your K-8 students
- f. Inform parents on using Info Desk for contacting children. Discourage them from going to classrooms.

### 2. MORNING AND AFTERNOON CHECK-INS

- a. Help your students check-in at the Info Desk and find their class.
- b. In morning, update Info Desk rosters and provide lunch money (\$4/student).
- c. Take a RF clipboard with schedule sheet.
- d. Meet with Instructor to get observation assignments.

### 3. MORNING AND AFTERNOON CLASSES

- a. Get observation form from Teacher Team. Review lesson plan and give feedback using form as the lesson is taught.
- b. If and when possible, verbally mentor Teacher Team on issues that you think are important.
- c. Assist Teacher Teams with walking students across campus, bathroom breaks, recess, etc.
- d. Refrain from talking on cell phones and having side conversations during classroom instruction.

### 4. LUNCH

- a. At 10:45 AM, collect your students as they are delivered to the Info Desk and are checked out of their morning class.
- b. Once you have all your students, chaperone them to lunch and monitor them at all times.
- c. After lunch, return students back to the Info Desk by 12:00 AM and check them in for their afternoon class.

### 5. MORNING & AFTERNOON CHECK-OUTS

- a. Return observation form to Teacher Team.
- b. Return RF Clipboard to the Info Desk.
- c. Collect students as they check-out at the Info Desk.

**Expert Observers.** *Observers play a critical role in Rural Fridays giving UMW Teacher Candidates valuable feedback on their lesson planning and teaching. Observers are expected to attend the full school day. If you are unable to do so, please email Coordinator.*

### 1. MORNING & AFTERNOON CHECK-INS

- a. Check-in at Info Desk and collect lunch ticket.
- b. Take a RF clipboard with schedule sheet and observation form.
- c. Meet with Instructor to get observation assignments.

### 2. MORNING & AFTERNOON CLASSES

- a. Get observation form from Teacher Team. Review lesson plan and give feedback using form as the lesson is taught.
- b. If and when possible, verbally mentor Teacher Team on issues that you think are important.
- c. Assist Teacher Teams with walking students across campus, bathroom breaks, recess, etc.
- d. Refrain from talking on cell phones and having side conversations during classroom instruction.

### 3. MORNING & AFTERNOON CHECK-OUTS

- a. Return observation form to Teacher Team.
- b. Return RF Clipboard to the Info Desk.

**Parents/Guardians.** *Parents and guardians of participating home school children are valued members of our university community, and we are excited to have you involved in helping us make Rural Fridays a rewarding educational experience for your child. While Teacher Candidates will do their best to accommodate each child's learning needs, children are generally expected to follow their teachers' directions, stay on task, and not disrupt the learning of other children. To help our Teacher Candidates have a full teaching experience, you are encouraged to have your child attend the full school day for each of the scheduled dates. If your child is unable to do so, please contact our Home School Liaison so that we can accommodate your needs.*

1. PRIOR

- a. Review these program policies.
- b. Read and submit a Rural Fridays [Individual Student Sign-Up Form](#) for each child.

2. MORNING CHECK-IN

- a. Check your child in with the Home School Liaison between 8:00 and 8:10 AM. If needed, also provide lunch money to the Liaison (\$4/student). The Liaison will then help your child register at the Info Desk and find their class.

3. DURING DAY

- a. If you need to get your child out of class during the day, please visit the Info Desk. Staff at the Info Desk will check with the Liaison and retrieve your child from the classroom.
- b. During lunch, your child will be chaperoned by the Home School Liaison and returned to the Info Desk for their afternoon class.

4. AFTERNOON CHECK-OUT

- a. Pick your child up from the Home School Liaison near the Info Desk between 3:00 and 3:10 PM.

**Home School Liaison.** *Our Home School Liaison is pivotal in helping parents and their home school children in our community get involved in Rural Fridays. The Liaison is responsible for helping these children have a safe and enjoyable experience while on campus. The Liaison is expected to be available for the full school day for each scheduled date. If you are unable to do so, contact Coordinator with details so that we can develop an alternate plan.*

1. PRIOR

- a. Complete your stipend paperwork with Connie Beck ([connie.beck@umwestern.edu](mailto:connie.beck@umwestern.edu)) in Education Division Office.
- b. Get a parking pass from [Business Services](#).
- c. Collect and maintain student emergency contact information.
- d. Collect media release forms from parents.

2. MORNING CHECK-IN

- a. Assemble Home School Students together between 8:00 and 8:10 AM. Collect lunch money from parents (\$4/student).
- b. Check students in at the Info Desk. Give lunch money and headcount to Info Desk.
- c. Then help your students find their class.

3. LUNCH

- a. At 10:45 AM, collect your students as they are delivered to the Info Desk and are checked out of their morning class.
- b. Once you have all your students, chaperone them to lunch and monitor them at all times.
- c. After lunch, return students back to the Info Desk by 12:00 AM and check them in for their afternoon class.

4. AFTERNOON CHECK-OUT

- a. After the afternoon class is done at 3:00 PM, collect your students as they are checked out at the Info Desk.
- b. Help students find their parents as they arrive to pick up their children.
- c. Contact parents who have not picked up their children by 3:15 PM.

**Instructors.** *UMW Instructors are responsible for helping Teacher Candidates prepare lessons and reflect on their teaching during Rural Fridays. Instructors are expected to monitor their Teacher Teams during the morning or afternoon class. If you are unable to do so, please email the Coordinator with details (e.g., contact information for substitute).*

1. *PRIOR*

- a. Train all Candidates in the program’s professional expectations as well as safety, health, and media procedures.
- b. Confirm all Candidates have completed a criminal background check and are in good standing with university.
- c. Help Teacher Teams prepare their class roster, agendas, and lesson plans.
- d. Assign classrooms to Teacher Teams.
- e. Participate in Instructor Meetings as needed

2. *CHECK-IN*

- a. Meet and assign Rural Teachers and Observers to Teacher Teams. Discuss their mentoring role.
- b. Check with Teacher Teams to make sure they have all their students and then release them to their classrooms.

3. *CLASS*

- a. Monitor all Teacher Teams. Make sure at least one Rural Teacher or Observer is with each Team.
- b. Refrain from talking on cell phones and having side conversations during classroom instruction.
- c. Contact Coordinator if there are any safety or health issues.

4. *CHECK-OUT*

- a. Check with Teacher Teams to make sure they have returned all of their students.
- b. Check with Rural Teachers and Observers to make sure observation forms were returned Teacher Teams.
- c. Do a final check with Info Desk to make sure all students were checked out properly.
- d. Contact Coordinator if there are any issues.

**Teacher Teams.** *Teacher Teams are responsible for preparing and teaching engaging lessons for all children who join the Rural Fridays Program. Teacher Teams will be comprised of two to four UMW Teacher Candidates. Candidates are expected to fulfill all of the responsibilities outlined below.*

1. *PRIOR*

- a. Confirm completion of criminal background check with Instructor and maintain a good standing with university.
- b. Prepare class roster, agenda, and lesson plan with Instructor guidance. Obtain a room assignment.
- c. Implement program safety, health, and media procedures.
- d. Follow all professional expectations. These include:
  - i. Wearing UMW nametag and dressing professionally.
  - ii. Being courteous and following directions from Rural Teachers, Observers, Instructor, and Coordinator.
  - iii. Politely referring parents and all other adults to Info Desk.
  - iv. Graciously accepting feedback from Rural Teachers and Observers.
  - v. Tolerating limitations or unforeseen hiccups that may arise.
  - vi. Clean your classroom thoroughly. Remove all lesson materials from room. Restore furniture to original positions.

2. *CHECK-IN*

- a. Post agenda with room numbers and other locations to bulletin board.
- b. Assemble and document student attendance according to your class roster.
- c. Before walking to classroom, compare your attendance with Info Desk to account for all students.

3. *CLASS*

- a. Post a copy of agenda to classroom door.
- b. Distribute copies of lesson plan and observation form to Rural Teachers and Observers.
- c. Document attendance before moving to and after arriving at new location.
- d. Teach and collect data on student learning according to Instructor guidance and program policies.

4. *CHECK-OUT*

- a. At the end of class, return students on time to Info Desk. Take a final attendance and help students check out.
- b. Turn in attendance records to Info Desk and make sure all students on roster have been checked out.

**Info Desk Staff.** Education students that staff the Info Desk are pivotal in making Rural Fridays a success. Info Desk Staff are responsible for helping children get to class, lunch, and back home. This involves working with all participants in the program to ensure all children have a safe experience while visiting our campus. Info Desk Staff are expected to operate the Info Desk for either the morning or afternoon session.

#### 1. MORNING CHECK-IN

- a. Set-up Info Desk materials and bulletin board by 8:00 AM.
- b. Print rosters for rural school and home school students. Use rosters to check students in as they arrive. Then help each student find their class. At the end of Check-In, let Teacher Teams know which students are not present.
- c. Prepare RF clipboards with schedule sheet. Distribute to Rural Teachers and Observers.
- d. Make sure Teacher Teams post agendas to bulletin board. Make sure only program participants use the board.
- e. Collect lunch money from rural teachers and homeschool liaison. Give them a receipt.

#### 2. MORNING CLASS

- a. After Check-In is complete by 8:15 AM, tally the number of lunches needed. Deliver tally and money collected to the Bulldog Life Office to load Bulldog Bucks Card for Dining Services. See Lunch Sheet for more details.
- b. Assist Parents, Liaison, Teachers, Observers, Instructors, and Coordinator with any issues that come up.
- c. If needed, collect students from their classroom after conferring with their Rural School Teacher or Home School Liaison. Note these interactions on roster sheet.
- d. Contact Coordinator if there are any safety or health concerns.

#### 3. MORNING CHECK-OUT

- a. Check students out on roster sheets as they return from class at 10:45 AM. Then help them find either their Home School Liaison or Rural School Teacher that will chaperone them during lunch.
- b. Collect RF clipboards from Teachers and Observers. Count and store them.
- c. Collect attendance sheets from Teacher Teams. Staple together, date them, and place in binder.
- d. Account for all students on rosters.
- e. Email Coordinator your names and a brief summary of how the morning session went.
- f. Contact Coordinator if there are any safety or health concerns.

#### 4. AFTERNOON CHECK-IN

- a. Set-up Info Desk materials and bulletin board by 12:00 AM.
- b. Prepare RF clipboards with schedule sheet. Distribute to Rural Teachers and Observers.
- c. Use rosters from morning session to check students in as they arrive back from lunch. Then help each student find their class. At the end of Check-In, let Teacher Teams know which students are not present.
- d. Make sure Teacher Teams post agendas to bulletin board. Make sure only program participants use the board.

#### 5. AFTERNOON CLASS

- a. Assist Parents, Liaison, Teachers, Observers, Instructors, and Coordinator with any issues that come up.
- b. If needed, collect students from their classroom after conferring with their Rural School Teacher or Home School Liaison. Note these interactions on roster sheet.
- c. Contact Coordinator if there are any safety concerns.

#### 6. AFTERNOON CHECK-OUT

- a. Check students out on roster sheets as they return from class at 3:00 PM. Then help students find either their Home School Liaison or Rural School Teacher.
- b. Collect RF clipboards from Teachers and Observers. Count and store them.
- c. Collect attendance sheets from Teacher Teams. Staple together, date them, and place in binder.
- d. Account for all students on rosters.
- e. Email Coordinator your names and a brief summary of how the afternoon session went.
- f. Contact Coordinator if there are any safety or health concerns.
- g. Put away Info Desk materials and bulletin board.