DWIGHT RICH MIDDLE SCHOOL  “Where children come first”

Principal – Sam L. Davis  
Counselor – Georganne I. Cusick (point of contact)

Address:  2600 Hampden Drive, Lansing, MI  48911  
Telephone:  (517) 325 – 6670  

Daily Schedule  
1. School starts:  7:52 a.m.  
2. School ends:  2:30 p.m.  
3. Length of class will vary with grade level

TUTORING & OBSERVATIONS

1. Individual tutoring for subject specific help in a classroom  
2. One/two Dwight Rich MS students per MSU tutor  
3. Observations arrangements will be made with individual host teacher or other teachers on the team.

PROTOCOL

1. Arrive 10 to 15 minutes before the start of your tutoring session.  
2. Park cars behind the building. Always lock your car.  
3. Report to main office:  
   a. Sign-in every day (notebook in office)  
   b. Pick-up and wear visitor’s badge; return to office end of day.  
4. MSU tutors dress:  Business/Casual. NO BLUE JEANS or HATS!  
5. Norms for MSU students:  
   • Be there  
   • Be on time  
   • Be respectful  
   • Be prepared  
   • Be involved

NOTE: If for any reason you cannot make your tutoring assignment or observation, communicate with the front office as soon as possible, 325-6670 (provide your name, the name of your host teacher & time of assignment).

OBSERVATIONS: Ideally, you can do your observations the same day you tutor. If that is not possible and you are going to Dwight Rich MS to do the observation, please follow these steps:  
1. Park and lock your car in the appropriate lot.  
2. Report to main office and sign-in (CRITICAL)  
3. Pick-up and wear visitors badge. (Return when you leave)  
4. Always introduce yourself to the teacher.  
5. Thank the teacher for allowing you to observe.