



CALGARY READS' SCHOOL AGREEMENT FOR THE CALGARY READS@SCHOOL TUTORING PROGRAM

As a Calgary Reads' School, we will:

1. **Ensure** the integrity of the Calgary Reads@School Tutoring Program, including the Calgary Reads@School Tutoring Session Framework, and their components and expectations.
2. **Use** the Calgary Reads' logo within the school community and display the poster, "We are a Calgary Reads School", near the school's front entrance.
3. **Identify** a school coordinator to organize and coordinate the Calgary Reads@School Tutoring Program based on the requirements detailed in the School Coordinator's Handbook.
4. **Ensure** the school coordinator is able to fulfill the requirements detailed in the School Coordinator's Handbook and attend meetings with Calgary Reads' staff.
5. **Inform** all school staff of the Calgary Reads@School Tutoring Program, including the Calgary Reads@School Tutoring Session Framework.
6. **Provide** support to the school coordinator. Circle one or more of the items listed below to indicate support provided to the school coordinator:
 - **Reduce** supervision and/or extra-curricular activities.
 - **Provide** several days of substitute coverage for planning, organizing, and coordinating the Program; attending Calgary Reads' meetings; engaging with tutors; assessing students; etc. (one ½-day of substitute coverage is provided by Calgary Reads).
 - **Provide** a committed "lead tutor" to assist the school coordinator in organizing, managing, and replenishing tutoring materials, preparing name tags, etc.
 - **Other** _____
7. **Establish** an ongoing tutor recruitment strategy and actively recruit tutors.
8. **Ask** business partners to (a) provide funding support for books and supplies, and (b) provide employees as tutors.

9. **Ensure** adherence to Calgary Board of Education and Calgary Reads' regulations and procedures for volunteer registration.

10. **Refer** all tutors to Calgary Reads for Level 1 and Level 2 Tutor Training.

11. **Identify** students for the Program who meet the following criteria:

- Has acquired an understanding of alphabetic principle, and some phonemic awareness.
- In Grade 2 and reading at Level C to I.
- In Grade 1 and reading at Level C to G in January when the Program can begin with Grade 1 students.
- Requires extra support with reading.
- Attends school regularly.
- Has no behavioural challenges.
- Is not special education coded, has no obvious learning challenges, and is not receiving other assistance.
- Will benefit from and be available to participate in 33 tutoring sessions with a trained tutor.
- Speaks English as a first language or is working in Level 5 in the speaking and listening strands according to Alberta Education's English Language benchmarks.

12. **Select**, from the students identified based on the criteria listed above, those students who will be matched with a trained tutor.

13. **Notify** the parent/guardian of each child selected for the Program, and **receive** written permission from them for their child's involvement in the Calgary Reads@School Tutoring Program. A signed copy of the permission form must be placed in each student's file.

14. **Complete** the Student Profile Form and Dolch Sight Word Inventory prior to meeting with the tutor for school orientation and an introduction to the child.

15. **Meet** with each trained tutor selected for matching with a child for school orientation and an introduction to the child.

16. **Develop** a mutually agreeable tutoring session schedule for each trained tutor. Each tutor must tutor an identified child one on one at least twice weekly for a total of 33 tutoring sessions in addition to the meeting for school orientation and an introduction to the child. Tutoring sessions are 40 minutes each.

17. **Ensure** all mail, newsletters etc. provided by Calgary Reads are distributed to tutors in a timely manner.

18. **Communicate** with tutors and provide ongoing feedback (in person, by email, or communication notebook).
19. **Provide** tutor hospitality, including a warm, welcoming spirit.
20. **Provide** a quiet, public place for tutors to work with students. Tables and chairs are required. A space for tutors needs to be available at **each** tutoring session. Tutors should not have to look for space to tutor.
21. **Provide** supplies and leveled books for the tutors as outlined in the School Coordinator's Handbook. Tutor tubs and a collection of leveled books need to be placed in an area that is readily accessible to tutors. The supplies need to be replenished regularly.
22. **Include** Calgary Reads' tutors in school volunteer appreciation and recognition activities/events.
23. **Complete** Program evaluations and student assessments as required by Calgary Reads.
24. **Track** number of students and number of tutors in the Calgary Reads@School Program, and **communicate** these numbers as requested by the Calgary Reads' office.
25. **Provide** assessment information to the Calgary Reads' office for **each** student pre- and post-tutoring. Pre-testing is completed prior to the school orientation; post-testing is completed after 33 tutoring sessions. This information is communicated to Calgary Reads using the Student Results Report form.
26. **Sign** this Agreement and **fax** to the Calgary Reads' office.
27. **Re-apply** yearly.

Please provide responses to the questions below and sign the Agreement on the following page:

Calgary Reads places community-recruited tutors based on the needs of schools. Every attempt is made to place tutors in schools with a low volunteer base.

How many trained tutors participated in the Calgary Reads@School Tutoring Program in your school last year? _____

Indicate below if you anticipate a need for additional trained tutors recruited through Calgary Reads:

yes no If yes, how many? _____



CALGARY READS' SCHOOL AGREEMENT SIGNATURES:

<p>Date: _____</p> <p>School Name: _____</p> <p>Principal's Name: _____</p> <p>Principal's Signature: _____</p> <p>Principal's Email: _____</p> <p>School Coordinator's Name: _____</p> <p>School Coordinator's Signature: _____</p> <p>School Coordinator's Email: _____</p>

<p><u>Office Use Only</u></p>
<p>Date Received:</p>