

Welcome Take Home Reading Volunteers

Each parent usually comes one day/week, for 1-2 hours. A classroom coordinator will create a weekly schedule which meets the needs of the classroom teacher.

1. Remove books from the students' Take Home Reading (THR) envelope. Mark them as returned (✓) or not returned (NR) on the envelope.
2. Choose another book from the correct bin for the first child. On the THR form, each child will have a color next to their name corresponding to the appropriate drawer.
3. The drawers are organized by level:

Pink (ABC books/prereaders) Red Yellow Green Blue

4. For each student, record the book title next to their name on the THR form. If a student is absent, record 'A'. If a student doesn't return their book record 'NR'.

Student Name	Color/Letter	Title	Title	Title	Title
Joe	Red/A	The Bug ✓	A	My Mom	
Sam	Blue	Froggy ✓	Turtle/NR		
Sue	pink	A	ABC ✓		

5. Quietly remove the first student from the classroom.
6. Read the book with the student. See the notes on the back of this page about tips for reading with different types of readers.
7. If the child struggles, there is a laminated sheet in each bin with helpful hints.
8. Record the book title on the THR envelope.
9. Place the book in the envelope.
10. Send the child back to class with their envelope. Ask him/her to send out the next student so you don't have to enter the classroom.
11. When you are done for the day, mark where you stopped, so the next parent can continue there.
12. Write notes you think the teacher should see with questions or comments.

Do's and Do Nots for Volunteers

DO:

- Contact the classroom coordinator if you can't come on your assigned day.
- Read with as many children as you can every time you are here.
- Ask each child to send out the next student instead of you interrupting the class.
- Mark where you stop on the list of students so the next parent can begin there.

DO NOT:

- Bring young children with you when you volunteer.
- Change a child's level, for any reason. Teachers assign levels for specific reasons. No matter what you see while reading, please assign books which represent the level assigned by the teacher.
- Interrupt instruction to speak with the teacher. Leave a note if you have a question or comment.
- Discuss what happens during THR with others. Please remember you must keep the work confidential.