



CALGARY READS SCHOOL PARTNER CONTRACT

As a Calgary Reads school, we agree to:

1. Become familiar with and support the integrity of the components of the Calgary Reads program, maintaining its name. If possible, use the Calgary Reads logo within the school community.
2. The school based Calgary Reads coordinator will attend an orientation session and refer regularly to the Calgary Reads Resource Guide. Coordinators must agree to attend additional update sessions as required.
3. All school staff should be informed of the program by the coordinator. Calgary Reads' staff can also present at staff meetings if required.
4. Administration will provide additional support to School Coordinator.
 - eg.
 - be removed from regular supervision duties
 - substitute coverage a few days throughout the year (one ½-day substitute is provided by Calgary Reads)
 - excused from other extracurricular duties
 - find a lead volunteer to assist the coordinator
 - other creative ideas
5. Establish an ongoing recruitment process. Ensure adherence to CBE regulations regarding volunteer registration.
6. Refer for training, all recruited volunteers. Provide an on-site school orientation for all trained tutors. Arrange a tutor schedule (must be 2 times per week).
7. Ensure that all mail, newsletters etc. forwarded by Calgary Reads is distributed to tutors in a timely manner.
8. Communicate regularly and provide ongoing feedback to tutors.
9. Identify students who will participate in the program. Students must be:
 - Early readers (grade 2)
 - Students who attend school on a regular basis
 - Students whose primary learning difficulty is not social or emotional (**behaviour**) or an identified cognitive disability
 - Students who need the support of a caring adult and regular reading practice

10. Notify students' caregivers and receive written permission for student involvement. Signed copies to be placed in students' cum files.
11. Provide a quiet but public place for tutors to work with students. Tables and chairs are required.
12. Secure resources for tutor supplies, books, tutor training and volunteer recognition. Provide safe storage for Calgary Reads tutor tubs and leveled books. Stock and replenish supplies regularly.
13. Include tutors in school volunteer appreciation activities.
14. Complete program evaluations as required by Calgary Reads. Track number of students and volunteers in the program and communicate these numbers as requested to the Calgary Reads office by submitting Tutor Information Update by required dates.
15. Sign this contract and reapply yearly in order to keep your Calgary Reads school status.

Calgary Reads places community recruited volunteers based on the needs of the school. We make every attempt to place volunteers in schools with a low volunteer base.

Please indicate how many Calgary Reads volunteers tutored in your school last year. _____

Do you anticipate a need for additional tutors, recruited through Calgary Reads, please indicate?

yes no If yes, how many? _____

| | |
|--|-------------------------|
| Date: _____ | |
| School Name: _____ _____ | |
| Principal's Name: _____ | Signature: _____ |
| _____ | |
| Principal's Email: _____ _____ | |
| Calgary Reads Teacher Coordinator's Name: _____ _____ | |
| Calgary Reads Teacher Coordinator's Signature: _____ _____ | |

Teacher Coordinator's Email: _____

Office Use Only

Date Received: