

**Rosedale Elementary**  
**EARLY LITERACY VOLUNTEERS (ELVs)**  
**2014-2015 Reading Day Procedures**

1. **Sign in** using purple “Early Literacy Volunteers Sign In/Out Sheet” located just **inside main office**. Go to ELVs library.
2. **Pick up ELVs material** (ELVs lanyard, folder, pen/pencil) and drop off coat/belongings. (Note: You may keep your things with you if you’d rather)
3. **Go to child’s classroom** to pick up your first student.

- Tell the teacher your name and that you’re here for ELVs. The teacher will give you your students’ names and their reading levels (for choosing books at the right level from the ELVs library). Take them one at a time for approximately 20 minutes total, including \*book selection.

*\* ELVs library book check out will typically be for grades 1-3 only:*

-**Kindergarten** teachers will provide literacy materials for Kindergarten students since many are not reading yet. You will work on letter names and sounds—letter tracing, writing their names, ABC Bingo, etc.

-**Fourth grade** teachers will provide reading material for their students and will have you working with groups of four students at a time.

- Ask student if they have their book bag. If not, remind them to bring it back to school each day and use books from the ELVs library (but don’t send them home).
  - *When exchanging books for the children (4 maximum per child), make sure that they only get the exact number of books they returned ( ex: 3 in, 3 out) and note on your comment sheet the titles of any books that were NOT returned and the date.*
    - *If child does not bring ELVs book bag to school for two or more consecutive weeks, let ELVs Coordinator know and we’ll send a reminder note home.*

4. **Go to a “free” room:**

- *PTA Room (lobby-doorway in front vestibule)*
- *Rm. 15 (SACC room)*
- *Rm 18 (Community Room/Leveled Library)*
- *Art Room (3<sup>rd</sup>/4<sup>th</sup> hallway—BEFORE NOON only)*
- *Music Room (3<sup>rd</sup>/4<sup>th</sup> hallway—Monday & Thursday anytime, Wed and Fri AFTERNOONS only)*

5. **Introduce book(s) and listen to the student read to you**—use “Six Keys/Ways Partners Can Support Readers” bookmark as reminder for you (wait, praise, conversation if difficulty or wrong attempt); can keep “To Help Myself Read” reminder sheet out for K-1<sup>st</sup> graders (as reminder to check picture, get mouth ready, read again, think, look for chunks I know). For more advanced readers, ask questions to check for comprehension.
  - *If the student is not trying or not cooperating, take them back to class immediately and tell the teacher why*
6. **After reading, do a book exchange at the ELVs library (if applicable)** then return the student to his/her classroom. **Encourage** him/her to read them at home and **remind** them to bring ELVs book bag to school every day. *Return old books to ELVs library shelves if not already done.*
7. **Complete the ELVs Comment Sheet, if not already done.** (Remind yourself--how they did, pages covered, note if keeping same books, titles of books not returned, etc.)
8. **Repeat** the procedures for reading with your next assigned student.
9. **Return** the ELVs folder to the designated place and put lanyard in basket; pick up your personal belongings.
10. **Sign out** at main office before you leave.

