

Read United Partner School: Hillcrest Elementary Information Needed

1. School Contact for Read United

- Contact Name: Cami Tapscott, and/or Sarah Drake
- Email: ctapscott@emsd37.org, sdrake@emsd37.org
- Phone: 1.309.755.7621

2. Info about your school (demographics, goals)

- # Students & grade levels at your school:
 - There are approximately 350 students at Hillcrest. We have grades Kindergarten through 4th grade.
- Percent of students on free & reduced lunch program:
 - 100% of our Hillcrest students are offered a free breakfast and lunch.
- Student Demographics:
 - Hillcrest has a diverse student population including: economic, social, and ethnic diversity.
- Additional information: (share important information volunteers should know about your school and students):
 - Hillcrest is fortunate to have the district's bi-lingual program at our school.

3. Parking:

- Describe where volunteers should park and how they enter the school. Include where they go when they enter.
 - Volunteers should park on the South side of the building and enter through the main doors. They can park on the street, or if there is an available parking space, they are welcome to park there as well.

4. Check-in:

- Describe how a volunteer will check in and what they will need (like do they need a license)
 - Once inside the first set of doors, they will be asked for a photo ID from our secretary. Their ID will be scanned and then they will be given a name tag to wear while they are in the building.
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5. Connecting with your student:

- Describe how a volunteer find their student and where they can read
 - The first time that a volunteer arrives, they will be greeted by either the Building Principal or the Instructional Coach. We will give them a tour of the building and we will answer any questions they may have. They will be introduced to the teacher and student they will be working with. The teacher and volunteer will work together to find a place for them to read.

6. School contact in the event of student or volunteer absence:

- **School contact email & phone:** Enter who the volunteer should communicate with should they need to miss a volunteer time
 - Cami Tapscott ctapscott@emsd37.org
 - Sarah Drake sdrake@emsd37.org
 - Hillcrest Elementary School Phone number: 1.309.755.7621
 - Or, the classroom teacher with whom they are working with
- **What should a volunteer do in the event they cannot attend their volunteer time:** Enter the steps a volunteer should take should they need to miss a volunteer time
 - They should contact the teacher with whom they are working with
- **How will the school communicate a student's absence to a volunteer:** Enter what the school will do to communicate with a volunteer should a student be absent. This could include having the volunteer read with another student during this time.
 - A school calendar will be given to each volunteer so that they know when school is not in session. If a grade level is on a field trip, etc. then the classroom teacher will be responsible for communicating with the volunteer. If a student is absent, the volunteer will read with another student.

7. Share your school's reading goals (improve comprehension, fluency, word recognition, etc.)

- a. Each grade level has a different reading goal. The grade level goals will be communicated with the volunteer at their initial meeting.

8. Reading tips:

- Enter any specific reading tips your school would like the volunteers to know.
 - Most of our primary students are working on decoding skills and sight words. Our primary students also need to engage in meaningful conversations about the texts they are reading.