

Hook a Book Gradeparent Responsibilities

Thank you for volunteering to be a gradeparent. One of your responsibilities is to serve as point person for coordinating readers for Hook a Book. You may get another parent in the class to organize Hook a Book if you prefer.

Your packet should include:

(1) A program description

(2) A list of people from your class who have expressed an interest in being readers (the bottom section indicates an interest in book selection).

(3) A list of the specific dates and time your class is reading

Please contact your volunteers by phone or e-mail.

A volunteer may read more than once. If you have more than 9 readers, it would be best if you did not repeat readers.

If there are more volunteers than reading times, ask if reader(s) would be willing to read in other classes.

Mark your calendar to remind the readers of the date and time one week prior to assignment.

Readers facing cancellations or conflicts should contact you, and you may substitute from your list of interested parents.

Contact Kim McCombs-Thornton (469-0122 or mcombs_k@yahoo.com) to reschedule a reading date/time. Teachers must approve re-scheduling.

Do not attempt to re-schedule without coordinating with the Hook a Book scheduling chair and your classroom teacher.

WCPSS requires volunteers to hold a Level 2 clearance.

The teacher should remain in the classroom while you are reading.

Volunteers should arrive 20 minutes prior to reading time.

Volunteers must sign in at the main office and present a volunteer card if asked.

Volunteers should proceed to the back corner of the Media Center (under the TV) to pick up the books for the current theme. The current theme will be in the tackle box.

Volunteers should preview fish card and books.

Volunteers should plan to read 1 – 3 books using Grade Levels as guide.

Volunteers should report to classroom on time.

Volunteers should expect to spend 30 minutes in the classroom.

Following reading, volunteers should return all material promptly to the Media Center. Others may be reading behind you, so please return all materials promptly!

Volunteers should complete the log entry including books read, student response, and reader response. This feedback is important and helps with future book selection.

A binder labeled "Hook a Book Programming" is available to make book selection requests for future IB attitudes/readings.

Please contact the Hook a Book Chairs with feedback in a timely fashion so that we can make any adjustments necessary.

This is a PTA program. **Please do not make Hook a Book requests of the media staff.**