



Training Guide

Being an ARISE2Read coach is a blessing that carries responsibility. Because ARISE2Read is a Christian organization, we want to embody the highest degree of integrity and responsibility. While coaching allows us to show the love of Jesus, we want to be respectful and adhere to the school board policy that says we are not permitted to share the Gospel during school hours. However, developing a positive relationship with our target schools may open many doors for the Gospel outside school hours.

Coaches should be:

- **Reliable:** The school depends on us, and the children look forward to seeing us. We must be faithful.
- **Flexible:** Things don't always go according to plan, so be open to change.
- **Appreciative:** Be grateful for the work of the school staff and fellow coaches. We are all part of the team.
- **Models:** Represent Jesus in all you do. Modeling characteristics like honesty, patience, responsibility, and caring will positively influence the students!

Coaches should have:

- A professional and supportive attitude with the school staff
- An interest in the future leaders of the community
- Good moral character
- A willingness to share your most limited resource - time
- A listening ear

Requirements for ARISE2Read Coaches

New ARISE2Read coaches must attend a training session. In addition, coaches must undergo an approval process by local school board. You will be notified when you are cleared to begin coaching. Do not begin working with children until you have received notification. Returning coaches must complete renewal process as required by local school board.

We adhere to school board policies about student volunteer interaction, and it is ARISE2Read's policy that volunteers do not interact with students outside of tutoring sessions. For a full listing of policies, visit the school board's website.

Emergency Drills and Accidents

Please look for the Emergency Drill instructions on the coaching room wall. Check for the nearest exit. In emergency drills, follow the nearest teacher and obey his/her directives. DO NOT attempt to return your student to his/her classroom during the emergency or the drill.

Report all accidents involving you or a student to the office immediately.

Abuse or Neglect

All volunteers should know some warning signs of abuse or neglect. If you suspect a student is being abused or neglected, it is mandatory by TN state law that you report it immediately to the Department of Children's Services at the state toll-free number, **(877) 237-0004**. For ARISE2Read programs outside of TN, contact the Department of Children's Services in your area.

On Your Mark... Get Set... GO!

1. ON YOUR MARK! Preparation

- **Check in at your school office.** Follow procedure as required by the school.
- **Go to your coaching space or room.**
- **Get both of your students' folders and pick up a coaching box.**
 - Sign in and date the Coaching Session Log located on the front page of the folder.
 - Count every coaching session as 30 minutes unless the child misses half of the session.

2. GET SET! Identifying the Five Focus Words

- In the **first coaching session:**
 - **Write your contact information** on the Front Information Label located on the outside of the student's folder.
 - **Get to know your student** by completing or reviewing the All About Me page.
 - **Identify the Beginning Fry Word Number** located on the Front Information Label.
- **Search Fry Sight Word List** for any words that are circled but not highlighted.
- Instruct student to **begin reading circled words**, highlighting words that are mastered.
- **Continue reading** every word under the line drawn, highlighting correctly read words and circling missed words until there are a total of five circled but not highlighted words.
- When five words are missed, **draw a line** under the last missed word and write the date. (Words do not have to be in consecutive order.)

3. GO! Mastering Fry Sight Words

- **Repeat It** (*Two Minutes*) The coach reads the first circled word, then the student reads it. Repeat for all five words. Repetition is the key to mastering the words.
- **Write It** (*Three Minutes*) Student writes each Fry Word. Repeat for all five words. (We recommend you put the words on an index card to send home with the student.)
- **Use It** (*Three Minutes*) The student verbally uses the word in a sentence to show they understand the meaning.
- **Play It** (*Eight Minutes*) Play games to reinforce the five focus words. Some games will be available in the coaching box. Fill in the blanks on the games with circled words. Use previously circled words for review when the game calls for more than five words.
- **Read It** (*Seven Minutes*) As students practice reading aloud, they should strive to read fluently with expression and be able to answer questions after reading a paragraph or passage. Books of different reading levels are available in the coaching room and sample questions are located in your coaching box.
 - You may practice Echo Reading using a book. The coach reads a sentence or two and the student reads the same sentence(s) mimicking your pacing and inflections.
 - You may practice Alternate Reading using a book. The student and coach take turns reading a paragraph or page at a time.
- **Repeat It Again** (*One Minute*) The coach reads each word as a closing review and the student repeats.
- **Reward** your student with verbal praise and a sticker. (No gifts, candy, etc.)
- **Make notes for the next coach** if needed, on the Weekly Coaching Notes in the folder.
- **Repeat** steps 2 and 3 with your second student.

4. Before You Leave

Put your student folders and coaching box away. CHECK OUT in the office.

Fry Sight Word List

- | | | | |
|----------|-----------|--------------------------|------------|
| 1. the | 26. or | 51. will | 76. number |
| 2. of | 27. one | 52. up | 77. no |
| 3. and | 28. had | 53. other | 78. way |
| 4. a | 29. by | 54. about <i>10/1/18</i> | 79. could |
| 5. to | 30. words | 55. out | 80. people |
| 6. in | 31. but | 56. many | 81. my |
| 7. is | 32. not | 57. then | 82. than |
| 8. you | 33. what | 58. them | 83. first |
| 9. that | 34. all | 59. these | 84. water |
| 10. it | 35. were | 60. so | 85. been |
| 11. he | 36. we | 61. some | 86. called |
| 12. was | 37. when | 62. her | 87. who |
| 13. for | 38. your | 63. would | 88. am |
| 14. on | 39. can | 64. make | 89. its |
| 15. are | 40. said | 65. like | 90. now |
| 16. as | 41. there | 66. him | 91. find |
| 17. with | 42. use | 67. into | 92. long |
| 18. his | 43. an | 68. time | 93. down |
| 19. they | 44. each | 69. has | 94. day |
| 20. I | 45. which | 70. look | 95. did |
| 21. at | 46. she | 71. two | 96. get |
| 22. be | 47. do | 72. more | 97. come |
| 23. this | 48. how | 73. write <i>10/3/18</i> | 98. made |
| 24. have | 49. their | 74. go | 99. may |
| 25. from | 50. if | 75. see | 100. part |

Next Steps for New Coaches

TODAY:

□ TURN IN...

- ARISE2Read Coach Information Card

For those serving in a Shelby County School:

□ TURN IN...

- CVA Form (Bellevue Members only)
- SCS Volunteer Application
- SCS Waiver

□ SIGN UP...

- For your fingerprinting appointment

LATER:

□ GO TO...

- SCS Board of Education Office
160 S. Hollywood St, Room 164 on

Date: _____
to complete fingerprinting process

- Call Erica or Sophia at (901) 416-7600
if you have questions or need to change
your fingerprinting appointment

□ EMAIL...

- Beth Patterson at bethp@ARISE2Read.org
to let us know you have been fingerprinted.
We will follow up with SCS to confirm your approval.

□ WAIT...

- For your Head Coach to contact you
to schedule your coaching time!

For those serving in a charter or ASD school:

□ TURN IN...

- CVA Form (Bellevue Members only)
OR Volunteer Authorization Form (Yellow)

LATER:

□ WAIT...

- For the background check process to
be completed. ARISE2Read will follow
up on your approval status.
- For your Head Coach to contact you to
schedule your coaching time!

