August 3, 2015

Dear Principals,

We would like to thank you for your support of the North Star Reading Program. The goal for this year is to support students to reach grade level proficiency and enter fourth grade on grade level as college and career ready.

We were able to quickly pair your school and a CMS department because of your timely responses to our emails.

This email is to confirm your school with the\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_ department of CMS who will assist your 3rd grade students.

The department head’s name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Keep in mind, if students have an existing mentor/partner or if you can utilize staffing in your building to provide extra support to 3rd grade students, this supports the North Star Reading Partners Initiative.

As we move forward, there are specific dates and timelines we would like to share with you. This information is shared as a guideline so both school and department can begin the NSRP efficiently.

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| **Dates** | **Action Steps** |
| August 7-14 | Assign someone on staff to lead this project and email this person’s name and contact information to North Star Reading Partners at nsrp@cms.k12.nc.us. (3rd grade chairperson, facilitator, assistant principal, intervention team specialist, etc.)  |
| August 14 | Principal will receive email from project manager sharing number of employees participating. |
| August 17-21 | The first step is to share the North Star Reading Initiative with your third grade teachers, facilitators and staff. This can be communicated in your back to school memo to staff or during your initial welcome back staff meetings. Brief your secretary on North Star Reading Initiative. |
| August 17-Sept. 18 | Invite the department/employees who will serve your third grade students to the school for an orientation. Send departments date, time and location for the orientation. It is important to review safety plans, expectations, how to sign in, where to report for tutoring, tour of the school, etc. |
| August 17-Sept. 18 | Host orientation at your school site. A PowerPoint is attached as an example and can be used during the presentation. Review the NSRP Website (cmsnorthstar.weebly.com) with the department sharing all tabs. If this orientation takes place after school has started and you know how many students need mentors, share this information with department leaders.  |
| September 4 | Send 3rd grade North Star Reading Partners letters to parents. This letter can be located on the NSRP website (cmsnorthstar.weebly.com) |
| September 14-18 | Complete North Star Reading Partners spreadsheet and match students who are participating in the NSRP. (Spreadsheet is located below and on the cmsnorthstar.weebly.com) |
| September 14-18 | Send a friendly email to department lead and 3rd grade teachers to remind them of start date and time. |
| September 21 | Students should have leveled books in book baggies (Fiction and Nonfiction) |
| September 21-25 | Mentoring begins |

We have developed some tools to assist you with this process.

* Powerpoint for the orientation
* Blank spreadsheet for school lead to list students in 3rd grade below a level L

This is an exciting time to be able to support students within CMS as employees and to rally around literacy as our district's North Star. We know your students will greatly benefit for this initiative.

If you should have any questions or concerns, feel free to contact nsrp@cms.k12.nc.us