



**After School University
Homework Training**

Sunny Im

It's all about the youth!

After School University
Homework Training
Agenda

- 1) Introduction of Trainers/Training expectations**
- 2) Assign class monitors**
- 3) Teambuilding: “Guess Who”**
- 4) Objective of Training**
 - a. Participants will learn to develop a structured homework time to increase student productivity.
 - b. Participants will gain communication skills and strategies with teachers and parents via verbal and written dialogue.
- 5) Group Promises**
- 6) Incentives/Rewards**

Before Homework Time

- 1) Monitor Chart**
- 2) Classroom set up**
- 3) Parent & Teacher Communication**

During Homework Time

- 1) The role of the Program Leader**

After Homework Time

- 1) The concept of Centers**
- 2) Center games**

Q&A
Evaluation

Homework Assistance Expectations

•Please adhere to the expectations outlined in your module of leadership under the homework category (academic worksheets; centers...art, math, writing, science, etc...not board games; student directed projects; etc.)

•Movies/TV are not permitted during this time.

•Please adhere to the LB WRAP Homework Assistance Policies outlined below:

1. Homework time is to be very similar to instructional classroom time. **Homework time is quiet time** with the only noises being the teachers (PLs), aides, and tutors assisting a student. You (PLs and students) should talk in a low tone so as not to disturb other students.
2. During homework assistance hour, classrooms are to be used. It is **very** important that all items in the classroom are left alone and not used (unless permission has been granted by classroom teacher). All needed supplies are to be supplied by the after school program and the teacher's items are not to be used.
3. A facility checklist must be filled out at least once a week when using classrooms for homework time (if required).
4. The Program Leader is to be actively assisting students with their work. The Program Leader should be moving about the room, monitoring the progress of the students. Some students will not raise their hands to ask for help and it is important that these students receive the help they need as well.
5. **No personal work is to be done while on duty.** Anyone found doing personal work (reading, studying, paperwork, timecards, etc.) will be written up.
6. Students not having homework assigned by the teacher for that particular day may read silently or work on academic packets of extra work provided by the Program Leader. Math and Literacy games may be permitted at the discretion of your Site Coordinator/Director.
7. In the Parent Agreement that was signed by the parents when their child enrolled, it clearly states that homework time is only one hour on length. If a child is continually unable to complete his/her homework, then their parent and teacher need to be notified.

Incentives/Rewards

- 1) Expectations
- 2) Raffle tickets
- 3) Stickers
- 4) Props/celebrations
- 5) Hi-Fives
- 6) Treasure box
- 7) Certificates
- 8) Praise notes
- 9) Marble jar

Certificate maker websites:

http://www.lakeshorelearning.com/general_content/free_resources/awardMaker.jsp

<http://www.123certificates.com/>

<http://myawardmaker.com>

Class Monitors

- 1) Timekeeper
- 2) Paper monitor
- 3) Pencil monitor
- 4) Light monitor
- 5) Telephone monitor
- 6) Center monitor
- 7) Line leader
- 8) Teacher assistant
- 9) Caboose
- 10) Organizer
- 11) Homework chart monitor
- 12) Radio monitor

Classroom set up

- 1) Teacher agreement
- 2) Supplies
- 3) Seating chart
- 4) Classroom poster
 - a. Teacher materials
 - b. Tri-fold
 - c. Trainings
 - d. Group promises
- 5) Homework Chart
 - a. Visibility
 - b. Sticker
 - c. Daily update
 - d. Homework log

Notes:

After School Enrichment Program Classroom
Agreement

School Year 2008-2009

_____ Elementary School

Teacher: _____

Classroom #: _____

Day and time of classroom usage: _____

Program Leader(s) in classroom: _____

Grade in classroom: _____

Program Leaders will agree to:

- 1. Use the After School Program supplies only.*
- 2. Enter classroom at accurate time to the teacher's preference.*
- 3. Keep the group level noise low if the teacher is working.*
- 4. Always clean up after group projects/activities.*
- 5. Take out trash if needed.*

Classroom expectations are (please list):

Thank you once again for your support of our After School Enrichment Program and we will respect any and all of the classroom expectations.

Program Leader Signature

Date

Classroom Teacher Signature

Date

Parent and Teacher Communication

1) Parent Communication

- a. Introduce yourself to parents
- b. How to approach a parent
 - i. Sandwich effect
 - ii. Be cautious of tone, words and body language
 - iii. Be sensitive to parents' "aura"
 - iv. Be clear and concise (don't stutter)
 - v. Practice dialogue before parent arrival
 - vi. When in doubt, have supervisor present
 - vii. Daily reports to parents (it should not always be negative)

2) Teacher Communication

- a. Find out the names & rooms of teachers
- b. Introduce yourself to teachers (written or oral)
- c. Distribute classroom connection sheet

3) Forms to use with parents & teachers

- a. Letter of apology
- b. Homework log
- c. Homework communication sheet

After-School Program Classroom Connection

Student: _____ Teacher: _____
Grade: _____ Room: _____ Date: _____
Program Leader: _____

As the After-School Program staff, I want to provide the best possible homework assistance; literacy and behavior plan for each student enrolled in my group. I can do this effectively by connecting with each student's teacher. Please provide as much information as you can for the questions below. I will use the information to assist each student in improving homework, academic and social performance. Please place assessment info in our Site Director's mailbox when complete.

Thank you for your support.

After School Staff

Student: _____ Grade: _____ Reading Level: _____

Please circle the appropriate response:

Attends class regularly	YES	NO
Participates in classroom	YES	NO
Completes homework	YES	NO
Follows directions	YES	NO
Shows good behavior	YES	NO
Works with others well	YES	NO
Needs tutoring	YES	NO

Area(s) tutoring is needed:

Behavior issues that need improvement:

Suggestions (specific materials/resources I should use):

Comments:

Letter of Apology

Date _____

Dear _____,

Today I forgot my homework because

Tomorrow I will be more responsible and remember my homework.

Respectfully,

Student's Name

Date

Homework Communication Sheet

Date _____

Program Leader _____

Student's Name _____

Teacher _____

Did not finish his/her homework in the After-School Program because:

- Did not understand the concept
- Homework requires one-on-one and we cannot provide that at the After School Program
- Would not stop talking during homework period
- Due to After-School Program Activity
- Due to School Activity
- Other _____

Did not bring his/her homework to the After-School Program because:

- Said that it was finished and left it in class
- Said that it was finished and left it at home
- Left homework in class unfinished
- Left homework at home unfinished

Other:

- Homework was not checked over because of lack of time in the After-School Program, please check it over at home
- Student has reading, studying or one-on-one homework that needs to be completed at home
- Student was having behavior problems during homework time (he/she was

Centers

- 1) The concept of centers
 - a. Play game beforehand
 - b. Grade appropriate
 - c. Self directed games
 - d. Minimum noise level
 - e. Spacing

- 2) Center Monitor
 - a. Keep others on task
 - b. Monitor noise level
 - c. Answer questions
 - d. Make sure job expectations of CM are clear
 - e. Check in with Program Leader
 - f. If can't find one, PL will take the lead

- 3) Center Games

Notes:

Center Games

- 1) Leap Frog
- 2) Legos
- 3) Sight word cards
- 4) Puzzles
- 5) Drawing
- 6) Journal entry/writing folder
- 7) Comic book
- 8) Computers
- 9) Brain Quest
- 10) Reading/Book club
- 11) "Make Seven" (board game)
- 12) Math facts flash cards
- 13) Memory games
- 14) Brain teasers
- 15) "Brain in a box" (board game)

Homework Training Resource Page

Websites

<http://school.discovery.com/students/>

Discovery Education

By helping learners embrace and use new educational technologies, Discovery Education strives to improve student achievement and academic performance. Discovery Education helps educators around the world harness the power of broadband and media to connect their students to a world of learning.

<http://www.ed.gov/index.jhtml?src=a>

US Department of Education

ED was created in 1980 by combining offices from several federal agencies. ED's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

<http://www.peacebuilders.com> PeaceBuilders Curriculum

Catalogues

Mailbox

Oriental Trading

Lakeshore

S&S

Discount School Supply

Office Depot

Staples

Stores

Staples

Lakeshore

Teacher Supply Store

Office Max

Michaels

Books

Whitaker, David L. (2003). *After School Transition Activities: The Ready Set Go Guide to Strategies That Work*. Nashville: Toolbox Training

Action Plan

Short Term Goal:

Long Term Goal:

Steps to take:

1. _____

2. _____

3. _____

Support/Resources Needed:

Contact Information

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