

## Homework Club Mission

Homework Club helpers meet with students in the elementary and middle schools to help students with either, their homework or their reading and math skills. This is a very important resource for the students referred to the program by their teachers. Homework Club helpers are expected to make this time with students very worthwhile for the students and to make a difference in their academic progress.

## Student Placement

Students are identified by teachers, parents and guidance counselors as needing some support in homework completion as well as support in math and literacy.

Students are placed in a Homework Club based on a 3:1 ratio of students to helper.

## HWC Expectations

- Make your assigned times at Homework Club a priority. If you cannot make it to an assignment for any reason, *please call the school first* then the CARES office at 360-1304 as soon as possible to report your absence, *a student is counting on you!*
- Phone numbers for the schools are on the CARES website.
- Arrive at your assignment on time:
- 1:50 at the middle schools
- 3:00 at the elementary schools
- Dress appropriately and behave in a professional manner
- Turn cell phones off during Homework Club
- Set clear expectations for the students you are working with and be clear about the consequences. (see matrix)
- Always be attentive and engaged with the students.
- Be a role model. If you don't show an interest, neither will the students.
- Share positive learning experiences

# HWC PROCEDURES

## STEP 1

- Remove Hats and TURN OFF CELL PHONES!!!
- Introduce yourself to the main office personnel.
- Sign in destination CARES Homework Club. PLEASE WRITE LEGIBLY.
- Go directly to the assigned Homework Club room with HWC crate.
- Homework Club leader will take helper attendance and assign helper seating.
- If there is no leader, someone take on that role and follow procedure.
- Please make sure updated student information is on the clipboard each week. This has all family contact information as well as school support information i.e., PLP, Lexia, computer math.

## STEP 2

- When students arrive assign seating with helpers
- No more than a ratio of 1-3
- Have students take out planners & snacks. (no drinks)
- Take attendance
- Behavioral expectation reminder.
- Look in the student's planner for their assignments and teacher correspondence to you
- Review directions with the student (have them read directions out loud) and make sure student has all materials (pens, paper, books) necessary to do the assignment; then get started!
- If student says they are finished, please check their work; ask them to look over wrong answers and make corrections. Be encouraging.

### **STEP 3**

- When homework is complete, make sure students have returned all materials to their places and that they have put all their books and work into their backpacks.
- If there is time, students may choose an activity from the provided materials i.e., math games, mad libs, bananagrams, flash cards, etc.
- If students are enrolled in Lexia or computer math support they may choose that if the computer is available.
- Make sure students are ready to go when parent/guardian arrives.
- When parent/guardian arrives, check ID and have them sign the attendance form.
- Students may only be released to parent/guardian or designated person by a note for pick up.
- Please contact main office if there is a question regarding the pick up person.

### **STEP 4**

- Before leaving the Homework Club session, complete the teacher's feedback form for your student and be sure it is placed in the teacher's mailbox in the main office.
- MAKE SURE YOU SIGN OUT IN THE OFFICE WHEN YOU LEAVE HWC!!!**
- After the last session of the week for each school, the completed attendance sheet must be left in the school's main office to be faxed to the CARES office.

# Student Report



## HOMework CLUB Student Report

Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's teacher or team leader \_\_\_\_\_

Today this student accomplished at Homework Club:

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Student's behavior:

- Above expectations
- Meet expectations
- Below expectations

I have some information or concern I would like to discuss with you regarding this student.

Please contact me at the following email address:

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## PBIS Positive Behavioral and Intervention Support Matrix

	All settings	Hallways	Bathrooms
<b>Respect all others</b>	<b>Be responsible for my work</b> <b>(Bring your books)</b> <b>Do my best</b> <b>Ask for help</b> <b>Stay on task</b> <b>Sit down and get to work</b> <b>Follow directions</b> <b>Good listening</b> <b>Quiet inside voices</b> <b>One speaker</b>	<b>Walk quietly</b> <b>Hands by your side</b> <b>Go directly to destination with Homework Club Helper</b>	<b>Respect privacy</b> <b>One student at a time</b>
<b>Respect yourself</b>	<b>Be in task</b> <b>Give best effort</b> <b>Be honest</b> <b>Respect your helper</b> <b>Use appropriate language</b> <b>Raise hand</b> <b>Help peers if asked</b>	<b>Walk safely</b>	<b>Flush</b> <b>Wash hands</b>
<b>Respect surrounding</b>	<b>Clean up after self</b>	<b>Pick up litter</b>	<b>Keep it clean</b> <b>Respect property</b>

### HWC Student Expectation

•Homework Club students are expected to demonstrate good citizenship and appropriate social behavior at all times.

•Behavior should never infringe upon the rights of other students or adults thereby disrupting the learning process.

### Disciplinary Steps

-Verbal warning

-Time Out

-Unsatisfactory Behavior Report to the school principal.

-After second report, student will be excused from Homework Club.

## **CONFIDENTIALITY**

- All information and all school records are confidential, you have a legal and moral obligation to respect the student's right to privacy.**
- It is a violation of a person's privacy to acknowledge involvement in any program.**
- Discussion of a student should only be with a professional on a professional basis.**