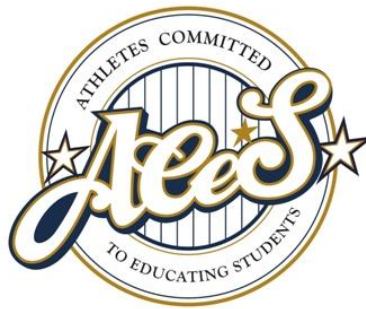


ACES Volunteer Handbook

Richard Green Central Park School
3416 4th Ave. S.
Minneapolis, MN 55408



ACES Mission

To close the academic achievement gap of at-risk inner-city students in grades four through eight.

ACES Vision

- Core Values* *Provide a safe environment for students.
Offer positive adult role models for students.
Provide relevant in-class and out-of-class experiences.*
- Core Purpose* *Enhance each student's potential to succeed academically, develop personally, and become a contributing member of the community.*
- Visionary Goal* *To be the premier results-based after-school academic program in the Twin Cities.*

Thank You

Thank you for volunteering with the ACES after-school tutoring/mentoring program. We would like to sincerely thank you for the work you do; without you, our program would not be possible!

This handbook contains information and expectations that you will need to be an effective volunteer. Please read all the information so that both you and our students get the most out of this year.

Behavior modeling is one of the easiest and most important ways to help teach our students the skills that they will need as they continue through life. Remember that the students you work with will look up to you and often emulate your behavior. Be a positive role model!

Feel free to contact me throughout the year with any comments, suggestions, concerns, or questions. Thank you again, and I look forward to working with you!

Emmy Matzner, ACES Program Coordinator
1115 E. Hennepin Ave., Minneapolis, MN 55414
Office: 612-331-3454 Cell: 651-245-2085
emmymatzner@aces4kids.org

Important Green School Rules

- Students (and ACES members) may not wear hats, bandanas, jackets (while inside), extremely short shorts/skirts or crop tops that expose skin, spaghetti-strap tank tops, baggy pants that fall down, or clothing with inappropriate pictures or language (including alcohol or tobacco logos) as determined by school personnel.
- No gum chewing.
- Electronic devices should not be visible/used during the school day or after-school. This includes cell phones, PSP, MP3, CD players, iPods, headphones, etc.
- Activities resulting in suspension: possession of a weapon, assaulting or attacking another person, fighting, having alcohol or drugs, making bomb or terroristic threats.

I understand that ACES Volunteers are strictly forbidden to visit, interact with, or communicate with students outside of ACES-sanctioned activities. This includes but is not limited to phone calls, emailing, or text messaging.

ACES Volunteer Tutors/Mentors, Please...

- Smile.
 - Greet students by name.
 - Be on time.
 - Sign in and out.
 - Wear your name badge.
 - Dress appropriately – in accordance with school rules.
 - Leave your cell phone, music players, etc in your car.
 - Provide feedback to Team Leader and Program Coordinator.
 - Show up: Only two absences per semester are permitted!
 - Let us know at least two hours in advance if you will be absent.
 - Be committed to serving one day per week for at least one semester.
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- Introduce yourself to Team Leaders and fellow volunteers.
 - Follow direction from Program Coordinator and Team Leaders.
 - Use snack time to develop relationships with students.
 - Help Team Leaders transition students quietly and safely to and from classroom.
 - Help students be productive during homework and curriculum time.
 - Engage with students during choice time.
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- Be positive, energetic, and enthusiastic.
 - Encourage students to participate and be respectful.
 - Set high expectations for students.
 - Ask questions.
 - Take initiative.
 - Have fun!

THANK YOU!

ACES Daily Schedule

2:10 – 2:15 Sign In: Lunchroom

- Arrive in lunchroom no later than 2:15 and sign in.
- Greet ACES Team Leaders and introduce yourself to any you do not know.
- Meet with Team Leader you'll be working with to discuss the day's curriculum.

2:15 – 2:30 Snack: Lunchroom

- Sit among the group of students you'll be working with that day.
- Greet students as they arrive, make sure they remain seated, engage with them.

2:30 – 2:35 Transition to Classroom*

2:35 – 3:10 Homework Time: Classrooms

- Encourage students to bring/take out/complete their homework.
- Help individual students or small groups with their homework.
- Work on homework in the hall with disruptive students.
- Escort students to restroom at direction of Team Leader.

3:10 – 3:55 Curriculum Time: Classrooms

- Engage students in the curriculum activities.
- Ask the Team Leader if there are any specific activities you can help with.
- Escort students to restroom at direction of Team Leader.

3:55 – 4:00 Room Cleanup: Classrooms

- Assist students in picking up trash, stacking chairs, straightening desks.
- Look for any damaged/misplaced items. Leave the room cleaner than before.
- Transition to Choice Time. Escort groups of students to their activity.

4:00 – 4:35 Choice Time: Gym/Outside/Computer Lab, etc.

- Participate in activities with students.
- Monitor student behavior (PLAY FIGHTING IS PROHIBITED!!!)
- Escort students to restroom.
- Talk with/mentor students.

4:35 – 4:40 Transition to Lunchroom*

4:40 – 4:45 End of Day & Dismissal: Lunchroom

- Monitor all students as they're leaving.

***Transitions (between classrooms, cafeteria, choice time, etc.)**

- Help Team Leader gather students.
- Students should walk in the hallway with their Team Leader in an orderly and quiet manner.
- Students should start the next activity right away in an organized fashion.

ACES Student Incentives

Learn & Earn Points This is an incentive program to encourage attendance, homework completion, and positive behavior. For each day that a student is at ACES, they can earn between one and five points based on the following student expectations:

1) Show up 2) Participate 3) Be respectful 4) Be responsible 5) Be safe

Students can earn prizes/field trip opportunities based on the number of points they accrue.

Student of the Month The student in each group with the most Learn & Earn points for a given month will receive a Student of the Month certificate, announced and received in front of their peers.

Perfect Attendance Any and all students with perfect attendance for a given month will receive a Perfect Attendance certificate, announced and received in front of their peers.

Tips for Working with ACES Students

Show up! Students look forward to your presence, and they notice if you are absent. Your participation is critical and appreciated! Arrive in the lunchroom no later than 2:15pm, sign in, and remember to wear your nametag. You will be dismissed from program at approximately 4:45pm.

You are a Role Model. Set an example for students and help them follow the rules. This may mean that a student is not happy with something that you do, but don't give in. Showing the students structure will help them much more in the long run and will lead to them respecting you.

Use Positive Reinforcement. Emphasize the positive things that you see students doing; it helps build self-esteem. If a student models good behavior, praise him or her. If a student displays inappropriate behavior, correct him or her. Always support and enforce ACES student behavior expectations. If you have questions or feel that further action is required, consult the Team Leader in your group.

Follow Through with What You Say. If you tell a student that they will be disciplined, discipline them. The action doesn't have to be immediate, but it does need to be followed up. Same rules apply to positive actions. Never make promises. Let the student know, "I will do my best" or "I will try."

One on One Is Wonderful. Many kids work best in one-on-one situations. Sit down next to a student, and ask what he or she is working on. Initially, you need to take the lead. Ultimately, the student will guide the one-on-one session. If a student is having trouble working among others, pull him or her aside for one-on-one attention.

Be Enthusiastic and Energetic about Learning! Enthusiasm is contagious. If you are excited about learning, the students will be too. Ask students questions, and encourage them to share what they learned that day.

Support ACES Students and Staff. Team Leaders are instructed to let you know where, when, and how your services can best be utilized, but take initiative and *jump in there*. Be proactive! There are countless opportunities to work with students.

Escort Individual Students. Walk with a student or group of students to the bathroom, drinking fountain, locker, etc. Each student that leaves the room needs to have an adult or a pass.

Supervise Students Within a Classroom. Help the Team Leader maintain an organized, focused classroom. Offer to take a student who is having trouble staying on-task into the hallway to work. On occasion, a Team Leader may leave you in charge of a classroom for a moment. If you are the only adult in the room, stay in the room. If you need an ACES staff member, please select a responsible student to find one. Note that *play fighting and other physical contact between students is forbidden*.

Respect Green Central School. We are guests here, and it is important that we are respectful and committed to providing quality programming for Green students. It is critical that ACES keeps every room and work area clean, so please encourage and help students to clean up after themselves.

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 NO SCHOOL Parent-Teacher Conferences	3
4	5	6	7	8	9	10
11	12	13	14	15 NO SCHOOL State Fall Professional Day	16 NO SCHOOL Teacher Flex Duty Day	17
18	19 ACES First Day (Elementary)	20 ACES First Day (Middle School)	21	22	23	24
25	26	27	28	29	30	31

☐ ACES Elementary Days = 4

☐ ACES Middle School Days = 4

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 NO SCHOOL Record Keeping Day	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 NO ACES	24 NO ACES	25 NO ACES	26 NO SCHOOL Thanksgiving Break	27 NO SCHOOL Thanksgiving Break	28
29	30					

☐ ACES Elementary Days = 7

☐ ACES Middle School Days = 6

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 NO ACES	15 NO ACES	16 NO ACES	17 NO ACES	18	19
20	21 NO SCHOOL Winter Break	22 NO SCHOOL Winter Break	23 NO SCHOOL Winter Break	24 NO SCHOOL Winter Break	25 NO SCHOOL Winter Break	26
27	28 NO SCHOOL Winter Break	29 NO SCHOOL Winter Break	30 NO SCHOOL Winter Break	31 NO SCHOOL Winter Break		

☐ ACES Elementary Days = 3

☑ ACES Middle School Days = 4

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 NO SCHOOL Winter Break	2
3	4 NO ACES	5 NO ACES	6 NO ACES	7 NO ACES	8	9
10	11 NO ACES	12 NO ACES	13 NO ACES	14 NO ACES	15	16
17	18 NO SCHOOL Martin Luther King Jr. Day	19 ACES Starts Again (Middle School)	20 ACES Starts Again (Elementary)	21	22 NO SCHOOL Record Keeping Day	23
24	25	26	27	28	29	30
31						

☐ ACES Elementary Days = 3

☑ ACES Middle School Days = 4

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 NO SCHOOL President's Day	16	17	18	19	20
21	22	23	24	25	26 NO SCHOOL Site Professional Development	27
28						

☐ ACES Elementary Days = 7

▣ ACES Middle School Days = 8

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 NO ACES	23 NO ACES	24 NO ACES	25 NO ACES	26 NO SCHOOL Record Keeping Day	27
28	29 NO SCHOOL Spring Break	30 NO SCHOOL Spring Break	31 NO SCHOOL Spring Break			

☐ ACES Elementary Days = 6

▣ ACES Middle School Days = 6

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 NO SCHOOL Spring Break	2 NO SCHOOL Spring Break	3
4	5 NO ACES	6 NO ACES	7 NO ACES	8 NO ACES	9	10
11	12 ACES Starts Again (Elementary)	13 ACES Starts Again (Middle School)	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

ACES Elementary Days = 6

ACES Middle School Days = 6

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 NO SCHOOL Site Professional Development	11	12	13	14	15
16	17	18	19 ACES Last Day (Elementary)	20 ACES Last Day (Middle School)	21	22
23	24	25	26	27	28	29
30	31 NO SCHOOL Memorial Day					

ACES Elementary Days = 5

ACES Middle School Days = 6