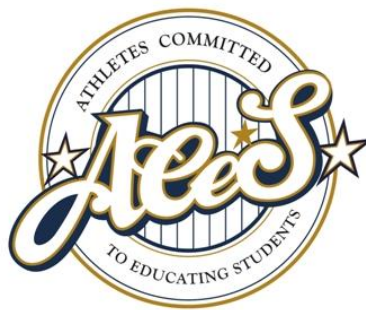


# ACES Volunteer Handbook

Linwood-Monroe Arts Plus School  
810 Palace Ave.  
St. Paul, MN 55102



## **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 will be able to 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 often emulate your behavior.

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!

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## **Important Monroe School Rules:**

- Students may not wear hats, bandanas, extremely short shorts or crop tops that expose skin, baggy pants that fall down, or clothing with inappropriate pictures or language (including alcohol or tobacco logos) as determined by the school personnel. Students must also wear “closed toed” shoes unless they are under the medical care of a doctor.
- Monroe is a “Fragrance Free” site due to the number of students and staff members with asthma or other breathing issues. Therefore, all personal care products should be fragrance free.
- Students are not allowed to ride bikes, in-line skates, skateboards, scooters, etc. to school.
- Items of non-school nature should not be brought to the school. This includes, but is not limited to, cell phones, PSP, MP3, CD players, headphones, laser pens, games or cartridges, etc.
- Possession of any weapon i.e. gun, knife, arrow or look-alike weapon (including toys) in school is a criminal offense that will result in Saint Paul police notification, immediate suspension and/or recommendation for expulsion.

**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

### **3:15 – 3:30 Sign In and Introduction to Day: Community Room**

- Arrive at Monroe entrance no later than 3:15pm and sign in.
- Meet with Team Leaders in the Community Room.
- Discuss the ACES curriculum plan for that day, making sure you are aware of any part you might play in the delivery of it.

### **3:30 – 4:35 ALC/Homework Help: Classrooms**

- Sit among students.
- Encourage students to bring/take out/complete their homework.
- Help students with homework.
- Work on homework in the hall with disruptive students.
- Escort students to restroom (one at a time), at direction of Team Leader or ALC teacher.

### **4:35 – 4:45 Snack Time: Cafeteria**

- Sit at the table of the group you have been working with that day.
- Make sure students remain seated; talk to and engage with them.
- Help them grab snack or sign up for choice time if necessary.

### **4:45 – 5:15 ACES Curriculum: Classrooms**

- Help students and engage them in curriculum activities.
- Work on curriculum in the hall with disruptive students.
- Escort students to restroom (one at a time), at direction of Team Leader.

### **5:15 – 5:20 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 activities.

### **5:20 – 5:40 Choice Time: Gym/Outside/Art, etc.**

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

### **5:40 – 5:45 End of Day & Dismissal: Cafeteria**

- Monitor all students as they are leaving and walk them to the cafeteria.
- Make sure they are sitting quietly and respectfully at a table.
- Make sure to sign out at the front desk at the end of the day!

### **\*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 be seated immediately. Instead of shouting in an attempt to get students seated, quietly walk into the room and respectfully ask students one at a time to please take a seat.

## **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 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 3:15pm, sign in, and remember to wear your nametag. You will be dismissed from program at approximately 5:45pm.

**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 Monroe School.** We are guests here, and it is important that we are respectful and committed to providing quality programming for Monroe 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	3
4	5 ACES First Day (Elementary)	6 ACES First Day (Middle School)	7	8	9	10
11	12	13	14	15 NO SCHOOL MEA Break	16 NO SCHOOL MEA Break	17
18	19	20	21	22	23 NO SCHOOL Conference Prep	24
25	26	27	28	29	30	31

☐ ACES Elementary Days = 8

▣ ACES Middle School Days = 7

# November

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

☐ ACES Elementary Days = 7

▣ ACES Middle School Days = 5

## December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 NO ACES Early Release Day	3 Junior High Transition Day Field Trip	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 NO ACES	22 NO ACES	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 = 4

ACES Middle School Days = 6

## 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 ACES Starts Again (Elementary)	12 ACES Starts Again (Middle School)	13	14	15	16
17	18 NO SCHOOL Martin Luther King Jr. Day	19	20	21	22	23
24	25	26	27	28	29 NO SCHOOL Professional Development Day	30
31						

ACES Elementary Days = 5

ACES Middle School Days = 6

## 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	27
28						

ACES Elementary Days = 7

ACES Middle School Days = 8

## March

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

ACES Elementary Days = 7

ACES Middle School Days = 7

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

☐ ACES Elementary Days = 7

☐ ACES Middle School Days = 9

May						
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 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 = 6

☐ ACES Middle School Days = 6