

Tutor Volunteer Checklist

Pre-volunteer experience

- ✓ Watch the WINGS video (approximately 10 minutes long)
<http://www.wingsforkids.org/video/wings-10th-anniversary-video>
- ✓ Watch training video (approximately 12 minutes long).
 - Part 1: <http://www.youtube.com/watch?v=orKXyJ9I-JY>
 - Part 2: http://www.youtube.com/watch?v=KprL73_NfI&feature=related
- ✓ Read the Creed (wingsforkids.org) and try to learn it!
- ✓ Read “Homework Helping Tips” (in program elements pages 9-13)
- ✓ Download and print “Academic Center Rules” to have on hand (attached)
- ✓ E-mail Program Director for room/kid assignment.
 - Memminger: cristy@wingsforkids.org
 - Chicora: heather@wingforkids.org
 - North Charleston: stephanie@wingsforkids.org
 - James Simons: cheryl@wingsforkids.org

First day of volunteering

- ✓ Go to the cafeteria and sign-in on the volunteer log.
- ✓ Go to room assigned by the Program Director or you can wait for your group and dismiss with the kids and WINGSLeader
- ✓ Inform the WINGSLeader in charge who you are and which kid you have been assigned.
Ask WINGSLeader for Great Trait Raffle tickets and a pencil (to check off the Homework sheet)
- ✓ Begin helping and having fun!
- ✓ Go to the cafeteria and sign out on the volunteer log. We’ll see you again next time!

Please be sure to sign in and out each day.

If you have any concerns about your experience please do not hesitate to e-mail or talk with your Program Director.

Individual Tutors

Objective: Help one student who is at great risk of academic failure during Academic Time.

Academic Time consists of 10-12 students most of whom have the same school day teacher. Those kids and one WINGSLeader (College-age counselor) are assigned a classroom to use for the entire year to complete their homework. The goal of Academic Time is for all kids to complete all of their homework while getting assistance when they need it.

What: Tutors will help one kid with their homework. This will either be done in an Academic Center with other kids or somewhere outside the Center—one-on-one.

Where: Memminger Elementary; 2685 Leeds Ave, North Charleston

Chicora Elementary; 1912 Success Street, North Charleston

North Charleston Elementary; 4921 Durant Ave, North Charleston

James Simons Elementary, 2685 Leeds Ave, North Charleston

When: Academic Time is M-Th from 4:45-5:35 at Memminger , 4:25-5:10 at Chicora and North Charleston and 5:40-6:25 at James Simons. Tutors need to stay for the entire session but do not need to attend everyday.

Who: Cristy McCrery, Memminger Elementary, 843.442.4914, cristy@wingsforkids.org
Heather Williams, Chicora Elementary, 843.260.1087, heather@wingsforkids.org
Stephanie Smith, North Charleston Elementary, 843.860.2297,
stephanie@wingsforkids.org
Cheryl Deas-Hollis, James Simons Elementary, 843.991.6606. cheryl@wingsforkids.org

Time Commitment: At least one Academic Time session a week for 9 weeks.

If interested, please contact one of the following Program Directors of where you'd like to volunteer. The Program Director will contact you ASAP.

Academic Centers

Purpose: To allow kids time to complete their homework with the assistance of an adult

Description: During Academic Center, a group of 8-12 students and one WINGSLeader meet in the same classroom all year long to do homework. Most of the kids have the same teacher during the school day.

The first five minutes of Academic Center are allotted for kids to get organized and ready to start their work. During that time, the WINGSLeader also gets organized, setting up the homework box, the CD player, homework incentive chart, and the WINGSReads box.

Once the five minutes is up, kids get started on their work. Teachers are encouraged to send a copy of the weekly assignments to the WINGSLeader at the start of the week or daily through a responsible student. The WINGSLeader uses the assignment sheet to complete the WINGS Homework Sheet. .

During Academic Center, the WINGSLeaders walk around the room answering questions and helping kids with difficult assignments. When necessary, the WINGSLeaders can stop kids from working individually and conduct a review session to teach an entire group that might be struggling.

When a child finishes an assignment, he/she raises his hand to let the WINGSLeader know. If time permits, the WINGSLeader checks the assignment and gives it back to the child to make any corrections. If the WINGSLeader is unable to check the assignment due to time constraints, it is considered incomplete and the child is instructed to get it checked at home.

Kids can move on to other assignments while waiting to have their work checked. If a child has completed all of his/her work and is only waiting to be checked, it's OK to get a book from the WINGSReads Box and read for the duration of Academic Center. Kindergarten & 1st grade students can also practice handwriting with WINGSWrites sheets. If any Academic Center has all kids complete their work and it's correct, the WINGSLeader may read aloud to them.

When Academic Center is over, all Homework Sheets should be complete, all WINGS supplies put away, kids' supplies packed up, and the members of the group should be lined up at the door. Then WINGSLeaders distribute WINGMart tickets to those kids who followed all of the Academic Center rules.

Academic Center Rules:

For Kids:

1. Talking in Academic Center after the five minute prep period is over without raising your hand is not allowed.
2. Permission from a WINGSLeader is required in order for kids to get out of their seats.
3. Use of the bathroom is not permitted unless it's an emergency.
4. Touching anything in the desks or writing on the desks is not allowed.
5. The teacher's supplies and personal property are not to be touched by anyone.
6. All assignments and books must be brought to Academic Center and kids are not allowed back into their classrooms to get anything they forgot.
7. Kids must attempt the assignments on their own and read the directions before asking a WINGSLeader for help.

For WINGSLeaders:

1. WINGSLeaders must be moving constantly around the room assisting kids and never sitting.
2. WINGSLeaders are expected to be working with the kids during the entire Academic Center. This is not time to do school work or plan for the next day in WINGS.
3. The Academic Center Box must always be full and organized.
4. The WINGSReads box must always full and refreshed when necessary.
5. The Homework Achievement Chart must be visible to kids at all times during Academic Center.
6. The teacher's classroom supplies and property are not to be touched by anyone (Including computers, pencil sharpeners and books).

7. The classroom must be left exactly the way it was found, and all WINGS supplies need to be put away neatly and out of the way.
8. The WINGS Academic Center CD must be played throughout the entire Academic Center and at an appropriate volume. (Each Academic Center classroom has a WINGS CD player to use.)
9. WINGMart tickets must be distributed at the **END** of Academic Center only to kids who followed all of the Academic Center rules. Only one ticket can be given to each child on a given day, and tickets cannot be taken away once the WINGSLeader hands it to the child. Tickets are not distributed during end of the day dismissal in the cafeteria.
10. A seating chart must be designed and implemented.
11. A Homework Sheet for each child in the Academic Center must be written and signed off on by the WINGSLeader. Homework sheets must be placed in the child's folder to go home.

Academic Center Components

Homework Sheets

Weekly Homework Sheets are used in Academic Center to communicate with the parents and teachers of kids and let them know what the kids are completing at WINGS. At the start of each week, PDs create Homework sheet packets and distribute to WINGSLeaders. Before WINGS on Mondays, WINGSLeaders must fill out names of all the kids in their Academic Center on the Homework Sheets.















WINGSLeaders need to fill out each day of the Homework Sheet in pen for each child in their Academic Center. Next to each subject on the sheet, write the assignment given. If any other subjects are assigned, write them next to "other". Once an assignment is completed and correct, WINGSLeaders draws a check on the line beside the assignment

At the bottom of each day, sign your name. This indicates that all the information is true regarding whether assignments are correct and complete. The Homework Sheet should look similar to the example on the next page.

Homework Sheet

Name: Kristen Smith

August 23rd-August 26th

Monday	Tuesday
Spelling: <i>ABC Order</i> 	Spelling: <i>Sentences</i> 
Math: <i>wkbk page 35</i> 	Math: <i>wkst</i> 
Reading: <i>read 20 minutes</i>  <i>And complete reading log</i>	Reading: <i>read 20 minutes</i>  <i>And complete reading log</i>
Wednesday	Thursday
Spelling: <i>5 Xs each</i> 	Spelling: <i>study for test</i> 
Math: <i>wkst</i> 	Math: <i>wkbk page 40</i> 
Reading: <i>read 20 minutes</i>  <i>And complete reading log</i>	Reading: <i>read 20 minutes</i>  <i>And complete reading log</i>
Other: <i>science wkbk page 6</i> 	Other: <i>Social Studies vocabulary</i> 

If necessary, a short note can be written at the bottom of each day on the Homework sheet. This should only be done to inform parents or teachers of pertinent information. For example, you might add to the bottom of a note: *Stacy forgot her math workbook and was unable to complete her assignment.* Or: *Brian really struggled with the word problems on page 56 and he needs to complete them at home with extra help.* If a WINGSLeader writes a note, she/he should initial next to the message. The notes should have nothing to do with the child's behavior during WINGS or Academic Center.

WINGSReads

WINGSReads is a collection located in each Academic Center classroom that contains a variety of books based on the reading levels of those kids. After kids complete their homework, they are instructed to get books from the WINGSReads Library and read. WINGSLeaders make sure kids are reading, and often ask questions or have kids write brief summaries of the stories they read. If all kids have completed their homework and the assignments have been checked and corrected, the WINGSLeader can get a book from WINGSReads and have a read-aloud with the entire group. WINGSReads books are rotated when necessary and also after each nine week quarter.

WINGS Writes

Each kindergarten and 1st grade Academic Center has a binder of worksheets for kids to work on when they have completed their homework. The worksheets focus on standards-based lessons like handwriting, counting, and sequencing. Each worksheet is inside a clear sleeve that allows the kids to remove it from the binder, write on it with dry erase markers, erase when finished, and then return it. WINGSLeaders check the worksheets and give certain sheets to kids who need extra practice in a particular area.

Academic Center Box

An Academic Center box contains all the supplies that kids need to complete their work. When supplies are running low, WINGSLeaders must get more from the office or order what they need.

Academic Center Box Supply List

- ✓ 20 sharpened pencils
- ✓ 2 pencil sharpeners
- ✓ 1 large box of crayons (2 boxes for K& 1st grade)
- ✓ 2 dry erase markers
- ✓ 2 glue sticks
- ✓ 3 pairs of scissors
- ✓ 1 dictionary (grades 2-6)
- ✓ 4 erasers
- ✓ 1 pen (for WINGSLeader's use only)
- ✓ 1 large stack of loose leaf paper
- ✓ WINGMart tickets
- ✓ 2 rulers
- ✓ activity sheets

Academic Center Incentives

Homework Achievement Chart

Each Academic Center classroom has a chart with each kid's name at the bottom. Above each name are 10 blocks that can be filled in with dry erase markers when a child completes her/his homework. Once a child reaches the top of the poster board by getting all 10 blocks filled in, she/he is rewarded with a snack during Academic Center. The WINGSLeader is responsible for filling in the blocks when the kids complete their work. Only work that is complete and correct counts as completed work. Once a child's blocks are all filled in, the WINGSLeader lets the Program Director know, erases the fill-ins, and the child starts trying to reach the top again.

WINGMart

WINGMart tickets are given to kids who are able to follow all the rules of Academic Center. A child can receive no more than one ticket per day, and can use that ticket to "purchase" items from the WINGMart store full of toys, games and fun stuff. Kids can save up tickets to "buy" more expensive WINGMart items. The tickets are handed out at the end of the Academic Center and are initialed by the WINGSLeader giving the ticket. Tickets will not be honored at the store without the initials. Kids can only use tickets at the end of the day when the WINGMart Store is open. Kids are responsible for keeping track of their tickets; lost ones won't be replaced. Kids

cannot earn a WINGMart ticket if they were not assigned homework. WINGMart tickets are collected by WINGSLeaders when the kids make purchases, ripped in half and thrown away.