

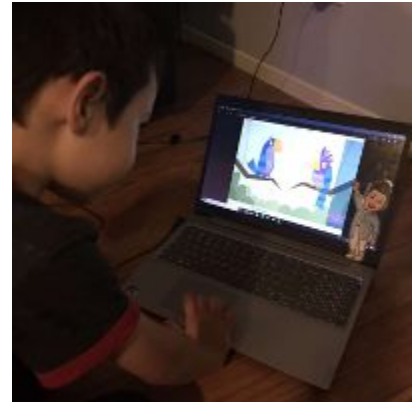


Community Housing Works



Study Stars
Estrellas Estudiosas

Study Stars Expanded Learning Program



Volunteer Handbook

2020

Study Stars Expanded Learning Program Building School Success Together!



Study Stars is an expanded learning program, serving CHW resident youth. Study Stars focuses on working collaboratively with adult volunteers, resident teen leaders and community partners in providing **academic support, community building, enrichment opportunities and building school connections** for our young residents. Typically, our centers have 10-20 enrolled students ages K-5th that work with volunteers and staff in small groups virtually.

Community Building: Community building activities provides young CHW residents with an opportunity to get to know their neighbors in a deeper and more meaningful way. While in the Study Stars program, youth participate in virtual community activities like team building games, group discussions, enrichment activities, and healthy snacks. Community Building focuses on building trust, healthy relationships and shared community values. As a volunteer, you are a valued collaborator in contributing to and facilitating activities with youth groups.

Academic Support: The Study Stars program offers academic support with a special emphasis on literacy development. While in Study Stars, youth participate in:

Homework Help/tutoring- Through a collaborative effort and support of CHW staff, CHW volunteers and partner organizations, Study Star youth have access to 1 on 1 and/or small group tutoring.

iReady- iReady is an online software designed to promote literacy development for students. iReady is a powerful tool used to identify and track reading levels and generate appropriate reading activities and interactive games to maximize the reading development of each youth.

Read Aloud – Read Aloud focusing on building self-confidence and improving reading by providing youth with a positive, joyful reading experience. This activity includes but is not limited to storytelling, reading aloud independently and/or in small groups and performing their Read Aloud skills with their families.

Enrichment Opportunities: Providing creating opportunities for Study Star youth and their families through positive enrichment and community engagement opportunities:

Educational Workshops-Study Star families are encouraged to attend educational community workshops offered by the CHW staff and community partners virtually. These workshops aim to promote the education and resources needed so families can work to make life-changing goals for their students' academic success.

Activities- Enrichment activities may include: talent shows, art, STEAM, recreational activities, virtual fieldtrips, etc.

Building School Connections:

Program Policies

Behavior Policy: The Study Star Program's Behavior Policies are centered around Restorative Practices; making every moment a teachable moment. The behavior policies focus on establishing a safe environment through Group Agreements- a clear set of group expectations design by youth and staff, as well as, CHW Community Center Values- an established code of conduct based on a set of group values.

Group Agreements govern the culture and values within our study Star Program. Group Agreements provide a set of expected behaviors and group norms that are created, agreed upon, and followed by all adults and youth in the program.

Group Agreements
Be Kind and Respectful
Be a Team Player
Celebrate each other's success
Support and trust each other
Learn and Have Fun!

Discipline Policy: Inappropriate behaviors will be address immediately through behavior interventions such as behavior redirection and behavior breaks. Should inappropriate behaviors continue, youth will have 3 opportunities to re-center their behavior according to the Group Agreements and Community Values. After 3 verbal warnings, youth may be required to log off virtual platform in use (with the consent of their parent/caregiver). Youth who continuously struggle to follow the Group Agreements may be put on a Study Stars behavior contract. Youth with behavior contracts who do not show improvement may be dropped from the Study Star Program. CHW staff and partners agencies, are responsible for communicating any and all behavioral concerns directly with parents/caregiver by phone, text or email.

CHW Community Center Values

Respect- Responsibility- Integrity-

Inclusiveness- Mission Focused- Excellence-

Behavior Management Tips- No Ways & Okays:

No Ways

- Private chats or texts are not allowed between volunteer, student and parent during virtual session.
- All youth, parents, and volunteers are expected to fully participate in all activities unless otherwise excused. Anyone under the influence of alcohol or drugs, or suspected of being under the influence of alcohol or drugs should not be allowed to participate. No physical or verbal harassment and no possession of weapons of any kind will be tolerated.
- Volunteers are not permitted to exchange phone numbers and social media information with youth, and are not permitted to communicate by text, calls or social media before, during or after the program.
- Volunteers are expected to discuss only age appropriate topics with the youth: follow the lead of the curriculum. If in doubt, ask.
- Volunteers are not permitted to spend personal time with participants outside of structured programs and events.

- Volunteer tutors are expected to assist the Community Building Coordinator/Group Leader and CHW staff as directed.
- A parent/guardian or CHW staff must be present during the sessions. If this is not the case, volunteer must report to their direct supervisor and do not continue the session. Session must take place in a place of the student home (kitchen, living room, patio, etc.) where students and parents are not too isolated and where they are visible to others.
- No video or audio recording without signed authorization of the responsible parent/guardian.
- No screen shots are allowed to be taken at the session by anyone
- During session, tutor must be present and visible. Not a blank screen or a picture. Volunteers must be visible from at least the eye up.
- CHW volunteer dress code is casual and appropriate. Clothing should be clean, in good appearance and not too revealing. Some examples of inappropriate dress includes sleeveless shirts, crop tops, pajamas, shorts that are not fingertip length, clothing with messages that promote alcohol, drugs, or inappropriate activities, language or places is not allowed.

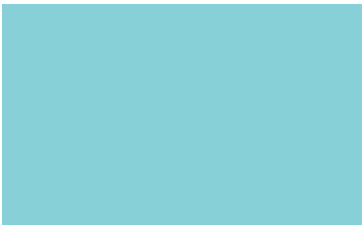
Okays

Positive reinforcement- Positive praising, praise desired behaviors

Positive affirmation: “You have great comments” “ That’s a great question” I’m listening

Positive reinforcement: Virtual community activity, participation

Restorative practice: Redirection/distraction- take a break, help a staff, etc.



Study Stars Program

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Programming will be Closed on the following Holidays:

- New Year's Eve & New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve and Christmas



Activity Facilitation

Volunteers support Onsite Staff by leading or facilitating virtual activity stations and programs: I-Ready, Community Building, Enrichment, Read Aloud, or Homework

TOGETHER WE ALL ACHIEVE MORE!

Support and Service our community by:

- Navigating students between **I-Ready and homework** to ensure they complete assignments.
- Ensuring students stay engaged with **I-Ready**
- Facilitating student selection of a book to **read aloud** with you in groups or one-on-one, using interactive questions, making it fun, and directing attention to the story. Approved book donations welcome!
- Leading **virtual community activity** for the day. Approved ideas and/or supply donations welcome!
- Managing the **energy** of the session. Using “brain breaks” such as stretching, or tic-tac-toe, and “transition games” such as “simon says”, when you see its needed, ask your CBC for more!
- Become a Community Volunteer Leader (CVL):
CVL are trained to help CHW expand our services and hours. Once trained, CVL can virtually increase resident access.



VOLUNTEER TIPS....

Volunteers report to their supervisor, the **Community Building Coordinator/Group Leader**. Be sure you are aware of the following:

1. Inform your coordinator of any vacations, illnesses, or if you are running late as soon as possible.
2. Review the rules of the virtual Expanded Learning Program including classroom norms specific to your site (inquire at your first shift).
3. Follow all CHW Policies discussed in the [orientation videos](#), including: appropriate interaction with students, appropriate dress, etc.
4. Sign in and out, as shown below (If your center uses vicTouch, you will use an iPad with special ID)

How to Sign In/Out:

Step 1: **Please sign in and out every shift.** This makes it easier for us to reconcile your hours if you need us to verify service for your school or job. Please speak to your direct supervisor to request the volunteer sign in sheet.

Step 2: Write in the date, your name, and the sign in time you came. When you are ready to leave, be sure to sign out the time.



Virtual Classroom Tips:

Monitor: While students are working on an activity, ask if anyone needs help

TIP: Ask each student by name what they are working on and if they need anything.

Model Good Attitudes: When you are courteous, prompt, enthusiastic, patient, organized, then your students will be too.

TIP: If you want indoor voices, you must use an indoor voice.

Use Non-Verbal Cues: Facial expressions, body posture, and hand signals., but take care to choose what you use.

TIP: Silent Coyote—Make a peace sign for silence

Use attention-getters (ask fellow volunteers/staff for ideas).

Example: Call out "Clap once if you can hear me", and some students should clap once.

Then, call out "clap twice if you can hear me", and more students should clap twice.

Finally, call out "clap three times if you can hear me" and all students should clap three times and quiet down.



CHARTERED MEMBER

Central Office

3111 Camino del Rio
North, Suite 800
San Diego, CA 92108
619.282-6647

www.chworks.org

