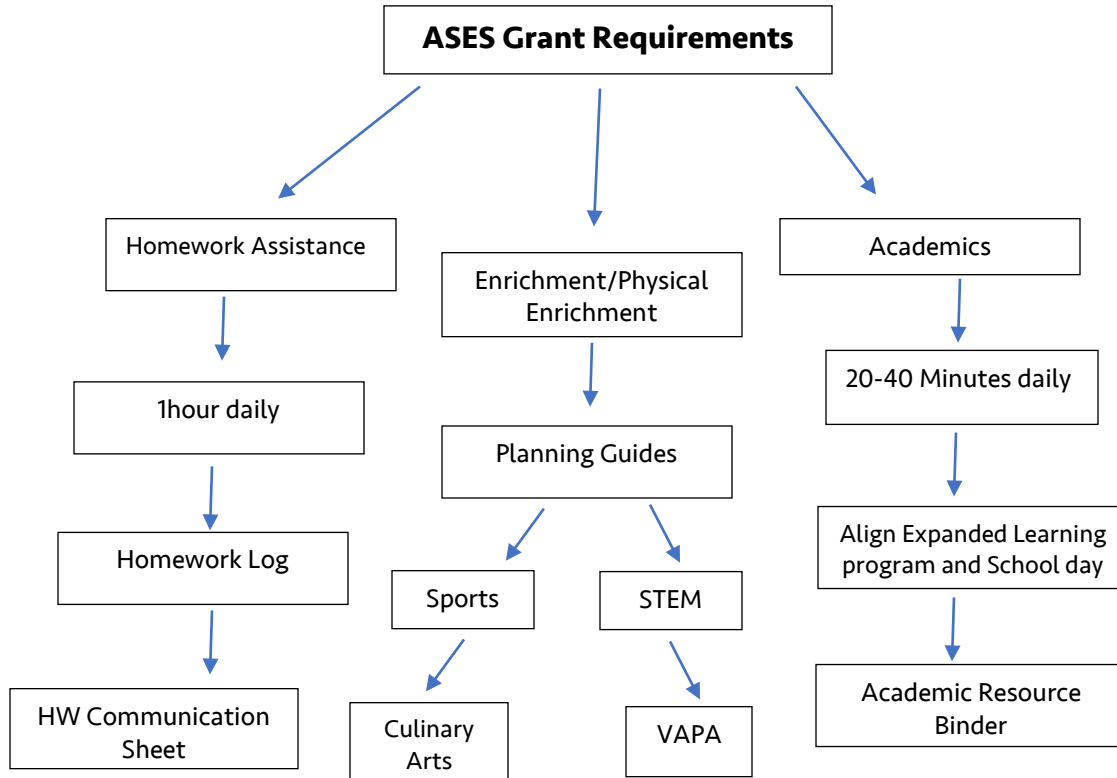


# ICES ACADEMIC PROCEDURE MANUAL

PARTNERS:



# ACADEMIC MAP



## **Homework Assistance**

The ASES Grant requires programs to provide Homework Assistance. ICES programs typically dedicate 1 hour of Homework Assistance on a daily basis. Site Directors and Program Leaders should use the following documents, which are found in the ICES Manual under "Homework Procedure"

- ◆ Homework Log
- ◆ Homework Communication Sheet

## **Enrichment/Physical Enrichment**

Students are required to engage in enrichment activities. Our programs typically refer to enrichment as "clubs". Some examples of clubs ICES programs offer are; Arts & Crafts, Sports, Culinary Arts, Science, STEM, Garden club, Music, Cheer, Dance, Coding and many more.

- ◆ Each Program Leader must create a planning guide using the template provided by the ICES academic team. Planning guides should reflect club activities that Program Leaders teach their students on a monthly basis.

**Please Note: no planning guides should be written for English/Language Arts or Math, since these will be provided in the Academic Resource Binder.**

## **Planning Guide process**

- Program Leaders will have to create a lesson plan for every activity they will be teaching. Planning guides will be created on a monthly basis.
- The Academics Department will provide each Site Director with a DropBox link to access the California State Standards, examples of lesson plans, resource page of helpful websites, and a blank copy of the planning guide template.
- All planning guides **MUST** be typed.

## Program Leader Responsibilities

- a) Complete each section of the planning guide template
- b) Make sure planning guide includes details
- c) Turn in planning guides to Site Director by the deadline

## Site Director Responsibilities

- a) Make sure Program Leader responsibilities were met
- b) Review planning guide to confirm it was correctly and completely filled out
- c) Make sure that all planning guides are turned in by the deadline via DropBox or ICES Employee Portal

## Planning Guide Submission Process

- a) Program Leaders will create their own lessons on a monthly basis
- b) Program Leaders must type their lesson using the template provided by academics
- c) All sections of the template must be filled and activities listed must be detailed
- d) Once planning guide is completed Program Leader will send document to their designated Site Director
- e) Site Director will then ensure that all of the above was completed

# Planning Guide Template

Select the content area you will address in your lesson.

**STEM**=Science, Technology, Engineering, Math

**Service Learning:** Gardening, Leadership club, Cooking etc.

**VAPA:** Visual and Performing Arts

Type district standards:  
LBUSD: #5 Healthy Choices and Behaviors  
ABC: Active and Engaged Learning

Every lesson must have an objective or a learning goal. You may start your goal with the following;  
Students will be able to

Long Beach Unified School District  
I.C.E.S. Education Planning Guide

Site	Agency	I.C.E.S.	Program Leaders Name	Grade(s)	Length (Duration) AND Month
Content Area Areas that will be addressed during the activity: <input type="checkbox"/> Arts & Crafts <input type="checkbox"/> STEM <input type="checkbox"/> Service Learning <input type="checkbox"/> Physical Education <input type="checkbox"/> VAPA					
LIAS (Learning in Afterschool Programs) CQI-Standard		<input type="checkbox"/> Active <input type="checkbox"/> Collaborate <input type="checkbox"/> Meaningful <input type="checkbox"/> Supports Mastery <input type="checkbox"/> Expands Horizons			
Title of Lesson					
CA State Standards					
Learning Goals					
Materials/ Equipment Needed				Where is the Activity taking Place?	
Safety Considerations					
Activity Instructions (describe what to do)					

Type your complete name. Do not use nick names  
Correct: Jane Doe  
Incorrect: Ms. J

Type the name of your school site  
example: Avalon

Type month and year of when the lesson is taking place.

Please highlight all of the principles that apply to your lesson. Refer to the LIAS Chart.

Give your lesson a creative Title

You will need to browse through standards to select 2-3 standards that pertain to this lesson.  
<http://www.cde.ca.gov/be/st/ss/>

List the materials you will use during your lesson.

Always give a safety consideration that you must be aware of during your lesson.  
**Example: Make sure students use scissors correctly to avoid any accidents.**

Describe the activity or lesson you will be teaching.  
Keep in mind that you are summarizing activities/lessons for the entire month.  
*Example 1:*  
Mondays & Wednesdays: Learn Basketball drills.  
Tuesdays & Thurs: Scrimmage games  
*Example 2:*  
Week 1&2: Students will learn a variety of drills  
Week 3&4: Students will participate in team building activities.

✚ Briefly describe how your Activity/Lesson is one or more of the following:

Active	
Collaborative	
Meaningful	
Supports Mastery	
Expands Horizon	

### LIAS Learning In Afterschool & Summer

	Definition	Students should be:
Active	The students are engaged, actively participating, problem solving, and being hands-on during the lesson.	<ul style="list-style-type: none"> <li>Participating</li> <li>Asking questions</li> <li>Using critical thinking</li> <li>Answering questions</li> </ul>
Collaborative	The students work together to achieve the set goal(s) of the lesson.	<ul style="list-style-type: none"> <li>Cooperative group learning</li> <li>Helping each other</li> <li>Listening to one another</li> <li>Group discussion</li> <li>Each student taking a role to accomplish the task</li> </ul>
Meaningful	The lesson has a purpose for the student. The lesson is related to their life and involves them.	<ul style="list-style-type: none"> <li>Interested in the lesson</li> <li>Want to talk about the lesson to others</li> <li>Want to do the lesson again</li> <li>Eager to share their work</li> </ul>
Supports Mastery	Students are able to learn the basics skills and continue building on those skills.	<ul style="list-style-type: none"> <li>Improving the basic skills</li> <li>Building on the skills</li> <li>The students will want to showcase what they have accomplished and will be eager to share with others.</li> </ul>
Expands Horizons	Have learning opportunities to have new experiences in and outside the school.	<ul style="list-style-type: none"> <li>Learning about the neighborhood</li> <li>Learning about their community</li> <li>Setting future goals</li> <li>Learning about future careers</li> </ul>

Using the Chart below write a sentence where you see these principles in the lesson.

The Learning in After School & Summer Principals were created to define the role of California after school programs in young people's learning.

Please look at the chart to understand each principal's definition as well as how it can be applied to your lesson.

**Notes:** All lessons should be completely filled in and must include as much detail as possible when explaining activities. Lessons should be created on a monthly basis and turned in to your site director by the deadline.

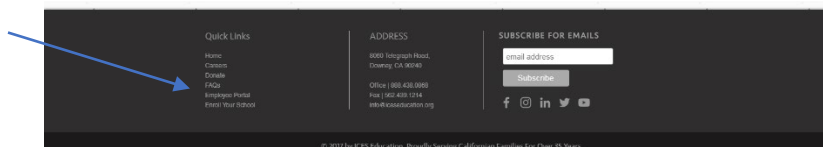
## How to submit compliance documents?

All compliance documents are expected to be submitted using Google DropBox. Site Directors may use the following options to submit monthly paper work;

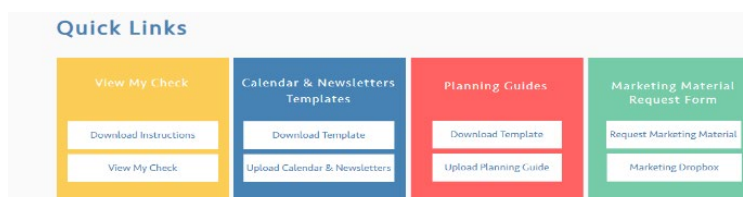
### Option A

Site Directors will have access to the ICES Employee Portal which can be accessed by logging on to <https://www.iceseducation.org/>.

- ◆ Site Directors will locate the "Employee Portal" tab under Quick Links



- ◆ Site Director will then enter username and password to enter the portal. For username and password help please contact marketing at [marketing@iceseducation.org](mailto:marketing@iceseducation.org).
- ◆ Once you enter the ICES Employee Portal you will be able to download templates, upload compliance documents and request marketing material.



## Option B

Site Directors may upload their compliance documents by clicking on the DropBox link that will be provided by their designated Program Coordinator. Site Directors should do the following;

- ◆ Click on the link provided.
- ◆ Click on "Choose files"
- ◆ Choose your files from your computer
- ◆ Upload your files
- ◆ Type your name, last name and email address and click upload
- ◆ You should always receive a confirmation email. Please keep the confirmation email just in case your files get lost

## Academic Enrichment

Per the ASES Grant requirements, programs are to provide students with 20-40 minutes of academic enrichment. This component allows ICES Education to custom build programs that meet the academic needs of each student and each school site. The Academics Department will provide each school site with an "Academic Resource Binder" which contains the following resources;

- ◆ Kinder -2<sup>nd</sup> Grade Language Arts and Math (worksheets/Lessons)
- ◆ 3<sup>rd</sup>-5<sup>th</sup> Grade Language Arts and Math (worksheets/Lessons)
- ◆ 6<sup>th</sup>-8<sup>th</sup> Grade Language Arts and Math (worksheets/Lessons)
- ◆ Science (worksheets/Lessons)
- ◆ STEM (worksheets/Lessons)
- ◆ Geography (worksheets/Lessons)
- ◆ College and Career Readiness (worksheets/Lessons)

It is imperative that Site Directors meet with school principals, teacher liaisons, or designated administrator to discuss academic areas of need. Please refer to the following websites for academic resources and ready to use lessons.

## Academic Resources

- ◆ Teacherspayteachers.com
- ◆ Education.com
- ◆ Pinterest.com
- ◆ Scholastic.com
- ◆ Readwritethink.org
- ◆ Nasa.com
- ◆ Easyteacherworksheets.com
- ◆ Typing.com
- ◆ Typingclub.com
- ◆ Teachervision.com
- ◆ Kahoot.com
- ◆ Ca.pbslearningmedia.org
- ◆ Scholastic.com/teachers
- ◆ Discoveryeducation.com
- ◆ Khanacademy.org

*\*All forms can be located with the Academic Director\**