

AFTERSCHOOL TRAINING TOOLKIT

Matrix of Linkages with the School Day

Directions: Comprehensive programs that are linked with the regular school program and other community support systems yield compounded positive results. The process of creating linkages with the school day is a developmental one. The matrix below illustrates various points in the process. Programs need to go through each step on the continuum to achieve optimal results. Sometimes progress is not continual; factors such as new staff, loss of a grant, or a change in school leadership may result in some movement back to a previous state. Examine this chart to determine your program's current level of linkage. Then use the **Assessment of Linkages in Your Program** tool to plan strategies for moving to the next level.

Characteristic	Beginning	Ongoing	Advanced
Tutoring Program	<p>Teachers work as tutors in the afterschool program.</p> <p>The district shares its standards and curriculum goals with the afterschool program.</p>	<p>Classroom teachers send assignments to the afterschool staff.</p> <p>Classroom teachers provide activities for tutors to reinforce and enrich classroom activities.</p> <p>Tutors provide feedback to teachers on their tutoring experiences.</p>	<p>Teachers and tutors meet regularly to review student progress.</p>
Homework Help	<p>The district shares its standards and curriculum goals with the afterschool program.</p> <p>Time and resources are provided for students to complete their homework.</p>	<p>Classroom teachers send assignments to the afterschool staff.</p> <p>Afterschool staff communicate with classroom teachers about difficulties that students are having with homework. Teachers and tutors develop two-way communication about homework.</p>	<p>Teachers and homework help staff meet regularly to review student progress.</p>
Recruitment of Participants	<p>Promotional materials for the afterschool program's homework help and/or tutoring are distributed in classrooms.</p>	<p>Particular grades or students are targeted for the program's homework help and/or tutoring.</p>	<p>Classroom teachers recruit students for the homework and/or tutoring activities.</p>

Matrix of Linkages with the School Day (continued)

Characteristic	Beginning	Ongoing	Advanced
Internal Communication and Feedback	<p>Homework and/or tutoring activities are highlighted in school newsletters and other communication vehicles.</p> <p>The homework and/or tutoring offerings are displayed on school bulletin boards.</p> <p>Presentations about the afterschool program's homework help and/or tutoring are made at staff meetings.</p>	<p>Afterschool staff participate in inservice trainings about homework and/or tutoring.</p> <p>The afterschool coordinator regularly checks in with day staff about the homework and/or tutoring activities.</p>	<p>There are joint staff meetings for afterschool and regular day staff regarding homework and/or tutoring.</p> <p>Afterschool staff plan and present inservices for day staff regarding homework and/or tutoring.</p> <p>Joint planning of homework and/or tutoring activities is ongoing.</p>
Family Involvement	<p>Afterschool staff independently inform families about homework and/or tutoring in the program.</p> <p>Some parents may offer their help with homework in the program.</p>	<p>Day staff share information about homework and/or tutoring with parents.</p> <p>Day staff work with parents to recruit students for the afterschool program's homework and/or tutoring.</p>	<p>Afterschool staff attend and participate in parent conferences.</p>
Logistics	<p>The afterschool program's homework and/or tutoring is limited to one or two areas of the school, usually the gym or library media center.</p> <p>The afterschool program is coordinated with custodial and security staff.</p>	<p>The afterschool program has access to several areas of the school, including classroom space.</p> <p>Space is designated for an afterschool staff office.</p> <p>The afterschool program is responsible for its own transportation.</p>	<p>Staff of the afterschool and day school programs together plan for use of school building.</p> <p>No space is off-limits.</p> <p>Transportation is considered as an area for cooperation.</p>