

# **Jamestown Public Schools**

After School Parent  
Handbook  
2024

# Welcome

We are pleased that you have selected us to provide afterschool programming for your student. Our aim is to provide quality enrichment out of school time activities through a perfect balance of learning, fun and friendship.

Please read through our Parent Handbook and familiarize yourself with our policies and procedures. It will provide you with information about our services, programming, and payment. Together we can ensure a successful experience for your student.

## About JPS 21<sup>st</sup> Century Learning Centers

### What you can expect from JPS:

- Regularly inform families about program activities.
- Provide enrichment activities that appeal to a variety of interests and needs.
- Assure that all students have equal access to equipment, materials, and facilities.
- Your student will be treated with respect and kindness.
- Employees are trained to ensure the safety and well-being of all students.
- Treat all students fairly when discipline is required.
- Communicate openly with parents regarding behavior concerns and work together to brainstorm and implement strategies to support student's positive behavior.
- Adhere to FERPA guidelines of student confidentiality.

### What we ask of families:

- Engage in positive and regular communication with program staff and teachers.
- Notify staff in advance if students will be absent on a particular day.
- Have your student attend the program regularly. If student attendance becomes sporadic and the program has a waiting list, the student's spot may be forfeited.
- Notify the staff when any family information or emergency contact number changes.
- Pick up your student on time.
- Visit with staff regarding concerns related to your student or the program.

<b>Jamestown School with Afterschool Programming</b>
<b>Lincoln Elementary – 319 5<sup>th</sup> St. NE - 701-252-0867</b>
<b>Roosevelt Elementary – 615 6<sup>th</sup> Ave SE - 701-252-1697</b>
<b>Washington Elementary – 705 4<sup>th</sup> Ave NW - 701-252-0468</b>
<b>Louis L'Amour – 1102 15<sup>th</sup> St SW - 701-251-2102</b>

## Philosophy & Values

# **21<sup>st</sup> Century Community Learning Centers**

## **Inspiring Learning. Supporting Families. Earning Results.**

The 21<sup>st</sup> Century Community Learning Centers grant is used to help support the creation of learning centers that provide academic enrichment opportunities during out-of-school time for students. This handbook is designed as an overview of the program and is part of the enrollment agreement between the Jamestown 21CCLC Program and parents/guardians. The JPS after school programs keep students safe, inspire learning, and give working parents peace of mind. Students discover who they are and what they love to do, make smart choices and avoid risky behaviors. A key component of the success of the program is family and community involvement.

### **Goals**

Our primary goal is to provide a safe and healthy environment in which students can improve their learning and increase their skills through academic and enrichment activities in S.T.R. E.A.M (Science Reading, Technology Engineering, Art and Math). Our programs focus on helping student's grades K-5 develop to their fullest potential.

### **Quality Staff**

Quality staff are the foundation of providing high quality after-school and summer care. Our staff members are carefully selected based on their experience, education, talents and interpersonal skills.

Jamestown will provide its employees with ongoing professional development throughout the year to enhance their skills in nurturing your student. Focused training on curriculum implementation, behavior guidance, health and safety, trauma, inclusion, and more educate staff on best practices while when working with youth. Program coaches conduct fidelity checks and provide continued feedback and support to the team. Criminal background checks are performed for all program staff and every site has staff members certified in CPR and First Aid.

### **Ratios**

The program will operate at a maximum of 1 staff to no more the 10 students but will strive to have lower staff to student ratio

### **Check In**

Students are responsible for prompt arrival to the program. For safety reasons students are expected to check in immediately upon school dismissal. Afterschool staff will greet students and check them in upon arrival.

### **Sign Out/Student Pick Up Procedure**

There will be a daily sign-out sheet to be used when you pick up your students. Students will only be released to authorized people who are listed on the student's enrollment forms. An authorized person may be asked to present a photo ID. Parents/guardians are the only persons able to add/remove an additional authorized pickup person. If students are to be picked up by persons other than those designated, program staff must be notified prior to pick up time and preferably in writing. Decisions regarding who is authorized to pick up a student will be governed by the information listed on the enrollment form.

Please call to notify site staff if you are running late and won't arrive to pick up your student at the program closing time. If no one arrives to pick the student up at the end of the program, we will contact the authorized pick-up list and emergency contacts.

Parents are expected to pick up their students on time. If a student is still at the program 5 minutes after dismissal time, the parent/guardian will be called to make sure someone will be there to pick them up right away. In the event a parent, guardian or authorized individual cannot be reached by **15 minutes after dismissal time, law enforcement will be contacted**, and the students may be released to the police department or CPS.

## **Program Funding**

The 21<sup>st</sup> Century Community Learning Center (21CCLC) programs were created to provide academic enrichment opportunities during non-school hours for students. Schools qualify for participation in the 21CCLC based on their free and reduced lunch rate or school wide title status. Through 21CCLC, we receive a federal grant to subsidize the cost of fees for families at qualifying schools. 21CCLC programming is operated by Jamestown Schools. 21CCLC funding doesn't provide the entirety of the funding needed to operate the program. As a result, additional funding is derived from the attendance fees. Per federal U.S. Department of Education guidance, no student will be denied attendance to the program due to nonpayment. However, the ability to continue to offer 21CCLC programming throughout the year depends on the collection of fees.

## **Program Fees**

Fees are charged on a sliding scale based on families' free and reduced school lunch status.

Jamestown Schools fees per student are:

\$150.00 for full pay.

\$50.00 for reduced pay

\$20.00 for free pay

## **Vacations/School Closures**

All fees are based on enrollment, not attendance. There are no discounts, refunds or credits for sick days, snow days, vacation days, school closures or days your student does not attend. If not attending the program becomes consistent and there are students on the waitlist, families will be contacted to request they have their student attend consistently or withdraw from the program.

## **Withdrawal**

If you choose to leave the program at any time, notify the Site Coordinator by writing a letter or emailing: [jager.gange@k12.nd.us](mailto:jager.gange@k12.nd.us) at least 7 days prior to the start of the next month to avoid future billing.

## **Receipt and Tax Information**

Payment

## **Invoice and Payments**

You will be emailed an invoice at the beginning of each month. Payment is due upon receipt of your monthly invoice. Please put "afterschool program" on the memo line.

Any questions regarding payment, or to request payment history reports and end of year tax statements, please contact Tammy Nelson, [tammy.nelson@k12.nd.us](mailto:tammy.nelson@k12.nd.us), 701.252.1950.

## **Mail payments to:**

Jamestown Public Schools  
207 2<sup>nd</sup> Ave. SE  
Jamestown, ND 58401

## Parent/Guardian Information

### Connecting with Families

- Parent emails
- Site emails
  - [Washington.21cclc@k12.nd.us](mailto:Washington.21cclc@k12.nd.us)
  - [Lincoln.21cclc@k12.nd.us](mailto:Lincoln.21cclc@k12.nd.us)
  - [Louislamour.21cclc@k12.nd.us](mailto:Louislamour.21cclc@k12.nd.us)
  - [Roosevelt.21cclc@k12.nd.us](mailto:Roosevelt.21cclc@k12.nd.us)
- Site phone

### Parent/Guardian Communication

Parents and guardians are responsible for keeping their contact information up to date along with emergency contacts, authorized and unauthorized pick-up lists. Our program and staff strive to be partners in your student's education which may require frequent communication.

### Family Transitions

At times families go through significant transitions within their homes. These transitions can dramatically impact students and alter their behaviors. Please keep us informed of such changes so we can be sensitive to your students' needs. This collaboration will allow us to provide the best environment for your student's growth and development.

### Grievance Procedure

Any questions or concerns that arise regarding the program, should be addressed utilizing the following procedure and points of contact, starting with the on-site staff. Any concerns or questions can be discussed in private. Staff and families should maintain professional and courteous manner. In the event an issue persists, please use the following steps and hierarchy to resolve the issue:

#### Resolution Steps

- Step #1 – Classroom teacher or leader at your student's school
- Step #2 – Site Coordinator and building principal.

Our program is an extension of the school day for your student. All school expectations are the same. Afterschool Staff will be in communication with the building principal on all matters of the afterschool program.

### Medical Emergencies

In the event of a medical emergency, the parent or guardian will be notified. **All emergency numbers must be kept current in order to assure a parent/guardian can be reached in an emergency.** A certified staff will administer First Aid if appropriate. If an injury or illness requires more than basic First Aid, staff are authorized and instructed to call 911 to provide emergency medical care. If the student needs to go to the hospital, a staff member will accompany the injured

student. Parents are responsible for all costs incurred in the provision of emergency medical treatment for their students.

## **Student Illness**

Our intention is to provide a full day of activities for your student. The following health recommendations are designed to maintain a healthy environment and protect the well-being of all of our participants. For disease specific resources, please see the North Dakota Department of Health fact sheets at [www.ndhealth.gov/diseases](http://www.ndhealth.gov/diseases).

1. The child has a fever (oral temperature above 101 degrees F).
2. Fever of 99.0 degrees F or above; school employees will evaluate the child's condition and can advise parent(s) or guardian(s) to pick up their child.
3. Consideration for students not feeling well school employees will advise the parent(s) or guardian(s) of illness that are going around the school.
4. The child is vomiting.
5. The child has diarrhea.

## **What Happens if Your Student Becomes Ill?**

Should your student become ill while at the program or any of the above conditions exist, staff will contact parents/guardians. Depending on the extent of the illness, you may be asked to make arrangements for your student to be picked up immediately. We will locate an isolated area for your student to rest and keep him/her as comfortable as possible until you arrive. If you cannot be reached or an hour has passed, we will call an emergency contact indicated on your student's authorization form.

## **Exposure Notification**

Please notify the program if your student contracts any illnesses so that we can notify other families in the program. Likewise, we will notify you if your student has been exposed to a communicable disease.

## **Immunizations**

Each student enrolled must meet applicable immunization requirements specified. Immunization records must be on file at their attended school. In compliance with North Dakota's Century Code, we cannot refuse to provide care to unimmunized students who are otherwise eligible if the North Dakota Immunization exemption form (SFN16038) is submitted. JPS does not track or verify if staff are current on adult immunizations. Unimmunized students and staff may be excluded from the program in the event that there is exposure to a communicable disease preventable by vaccine immunization.

## **Food Allergies**

Each parent or guardian is responsible for notifying our staff of all food-related allergies, possible symptoms, and treatments their students might require, to enable our staff to ensure the safest environment possible for all participants. While every effort is made to educate our staff on the severity of food allergies, there is always a risk of contamination.

Our program at Lincoln Elementary strives to be nut free (including tree nuts), meaning that we do not serve or allow products containing or made with any type of nuts or nut by products, to be present in our program areas.

## **Physical Activity**

We are committed to promoting healthy habit development for students. Program staff lead a minimum of 30 minutes of physical activity time during the school year and 60 minutes during the summer program.

## **Emergency Plan**

All sites have an emergency preparedness plan customized to their school and facility. Fire, tornado and lock down drills are practiced regularly. We monitor bad weather and take precautionary measures to keep students safe during severe storms. In the event of a fire or tornado, we will ensure all students are accounted for out of the building safely. In the case of a tornado warning, students will be sheltered in their site's designated shelter area.

## **Student Abuse & Neglect Procedures**

Parents have the right to discipline their students, however parents must refrain from using physical or corporal punishment while on school grounds or program space. It is unacceptable for guardians to discipline another student in the program. Please refer any matters or concerns relating to another student to the staff in charge.

All staff are mandated reporters and are required to report all incidents and/or the disclosure of abuse. According to the law, our staff is required to report any allegations or suspicions of student abuse to their supervisor. The final decision to report to Child Protective Services (CPS) will be made between Site Coordinators and the Director of Student Services. CPS and North Dakota Department of Human Services are responsible for investigating the situation further. Staff are made aware willful false claims are a Class B misdemeanor.

# **General Information**

## **Social Media**

While you are welcome to take pictures of your student, please refrain from posting pictures of any student or groups participating in our program on Facebook, Instagram or other social media platforms. Not all families have authorized photo release for their student(s) and we ask that you respect their right to privacy. The program maintains Facebook closed groups for programs to provide updates to parents and guardians who are listed on the student's application.

Staff are not allowed to have social media contact with students on their personal accounts and are discouraged from connecting on social media through personal accounts with families while they are employed with the program.

## **Photo Release**

In completing the registration paperwork, you will be given the option to authorize JPS to use your student's name and/or photos in articles, on websites/blog/social media and other materials to promote the program and share accomplishments. We will not release pictures or information about your student to any unauthorized person.

## **Personal Belongings**

Please mark all belongings with your student's name. The program is equipped with plenty of age-appropriate materials for student to enjoy. Students are asked not to bring any electronic equipment, cell phones, money, valuables, or toys to the afterschool program. All personal belongings should remain in the student's locker or backpack unless it is a specified share day.

**Snack**

Jamestown Afterschool programs provide a healthy snack in compliance with Healthy Schools. Please refrain from sending any other snack to be eaten in the Afterschool Program.

**Sex Offenders**

Sex offenders are not allowed at the program or on school grounds. This includes a program participant's guardian or relative.

**Behavior**

Each school expectations are to be followed. The following two pages are behavior descriptions and behavior matrix.

## Behavior Descriptions

<b>Behavior</b> "Subtype"	<b>MINOR</b>	<b>MAJOR</b>
<b>Aggression - Verbal</b>	<ul style="list-style-type: none"> <li>• Verbal argument/disagreement</li> <li>• Peer conflict (with BALANCE of power)</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated verbal mistreatment of peers (with IMBALANCE of power)               <ul style="list-style-type: none"> <li>• Verbal threats/intimidation</li> </ul> </li> </ul>
<b>Disrespect</b>	<ul style="list-style-type: none"> <li>• Talking back/arguing with staff</li> <li>• Disrespectful volume/tone</li> <li>• Inappropriate response to teacher request</li> <li>• Name calling/teasing</li> <li>• Impolite talk</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated opposition to direct authority</li> </ul>
<b>Fighting</b> (2 students directed toward each other)	<ul style="list-style-type: none"> <li>• Students actively involved in pushing/shoving/tripping each other</li> </ul>	<ul style="list-style-type: none"> <li>• Students actively involved in aggressive/extreme physical contact with the intent to cause harm</li> </ul>
<b>Inappropriate Language</b>	<ul style="list-style-type: none"> <li>• Swearing</li> <li>• Vulgar language</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated rude/vulgar language includes race, gender, religion, ability, sexuality</li> </ul>
<b>Lying/False Statement</b>	<ul style="list-style-type: none"> <li>• Giving false information</li> </ul>	



<b>Property Damage</b>	<ul style="list-style-type: none"> <li>• Damaging items</li> <li>• Misuse of property</li> </ul>	<ul style="list-style-type: none"> <li>• Destruction/defacement with intent</li> </ul>
<b>Theft</b>	<ul style="list-style-type: none"> <li>• Taking minor items without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Stealing major items for peers/staff</li> </ul>

## Successful Students in the After School Program Are ...

	<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
<b>Arrival Dismissal</b>	<ul style="list-style-type: none"> <li>• Greet others appropriately</li> <li>• Use kind words</li> <li>• Use quiet voices</li> <li>• Use manners and cooperation when sharing space</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare materials quickly</li> <li>• Complete daily tasks</li> <li>• Take home necessary materials</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to self</li> <li>• Place personal items in locker</li> <li>• Go only where expected</li> <li>• Use correct doors when entering/exiting</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Maintain personal Space</li> </ul>	<ul style="list-style-type: none"> <li>• Go to your destination quickly</li> <li>• Takes the shortest route</li> <li>• Keep locker area tidy</li> <li>• Clean up water bottle spills</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to self</li> <li>• Face forward in line</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Be courteous of other's creations</li> <li>• Maintain personal space</li> <li>• Wait quietly for playground supervisor when entering/exiting playground</li> <li>• Include others</li> </ul>	<ul style="list-style-type: none"> <li>• Dress for the weather</li> <li>• Line up quickly when recess is over</li> <li>• Return equipment when done</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment in an expected manner</li> <li>• Stay in boundaries</li> <li>• Keep hands and feet to self</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet</li> <li>• Wash hands</li> <li>• Turn water off when done</li> <li>• Put trash in garbage can</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Use appropriate manners</li> </ul>

## Behavior Communication

Staff will communicate with parents at pick-up if a behavior has been an issue. If a behavior form needs to be sent home, that will happen at that time. The staff will also send the behavior form to the school's principal and the site coordinator. If a major infraction was done, the school principal will talk to the student on what step they are at and what the discipline action will be taken.

## Behavior Steps

In the event that behavior infractions occur, staff will follow these steps to address the behavior:

- Step 1 – Redirection to another activity
- Step 2 – Verbal warning and review expectations
- Step 3 – Parent notification at time of pick up (verbally if minor issues corrected, in writing if major issue.
- Step 4 – Suspension from the program; Conference with the Site Coordinator and family
- Step 5 – Removal or extended suspension from the program

Based on the severity of the behavior, steps may be passed over. **Students may be immediately dismissed or suspended from the program for major infractions where the safety of the staff or other students are compromised such as violence, evading supervision or eloping from the classroom or building.**

## Suspension and Dismissal

If a student continually engages in major or minor infractions or if the student engages in harmful behavior as outlined in major infractions with themselves, staff or other students, the program reserves the right to suspend and ultimately dismiss the student from attending the program.

Prior to returning to the program, the Site Coordinator, parent and school principal will hold a meeting to discuss the behavior and put an agreed upon plan in place to assist with the student's return. Following the return, the program may provide daily parent communication or utilize another student specific tool to provide communication regarding the student's progress in the program.

## Parent/Guardian Code of Conduct

Parents/guardians and staff are role models for students and must therefore act accordingly. Failure to do so while the student is under the care of JPS 21CCLC Programs may result in loss of services. 911 will be called if threatening behavior is displayed to staff or students. If parents or guardians do not adhere to the Code of Conduct, the suspension and dismissal policies above will be followed.

Parents/Guardians must refrain from:

- Physical punishment of students. All program staff are mandated reporters of student abuse and neglect.
- Verbal abuse, yelling, swearing or cursing in any communication with staff or students in the program.
- Threatening staff, other parents, or students.

- Use of, or under the influence of, tobacco, alcohol or other drugs when in attendance at any activity or function – including the regular or summer school day program.
- Quarreling with other parents or staff.
- Following the Grievance Procedures on page 6 to address any concerns regarding the program. Social media should not be used to address concerns about staff or the program.

### **Parent Intoxication**

- At times, we are required to make decisions concerning a student's safety. If a staff member has reason to believe that a pick-up person is under the influence of drugs or alcohol, then we will not release the student until an alternate form of pick-up has been arranged. We will attempt to reach an emergency contact person. If no one can be reached to pick up the student, a cab/transportation will be called for the family, at the parent's expense. If the individual becomes unruly, uncooperative or violent, the police will be contacted. In extreme cases this behavior may endanger the student's further enrollment in our program.

### **Tobacco**

Jamestown Public Schools are tobacco free. Tobacco use means smoking and the heating, inhaling, chewing absorbing, dissolving, or ingesting of any tobacco product. We do not allow tobacco use on school property. Refer to Policy ABBA.

### **Policy Manual Updates**

Jamestown Public Schools reserves the right to update this policy manual as needed and will provide a copy of updated policies within 30 days of any updates or modifications.

## Parent/Guardian Acknowledgement Form & Signature

A physical copy of the Parent Handbook is provided during the application process. I hereby acknowledge and confirm that I have received and read the After-School Program Parent Handbook. I understand and agree to comply with the policies stated in the Handbook. I understand that if I have any questions about any program policy, I should immediately consult with the Site Coordinator.

**STUDENTS NAME:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

Date: \_\_\_\_\_