

Haysville Ongoing Pursuit of Excellence

21st Century Community Learning Center

USD 261

Haysville Recreational Department

Staff Handbook

2012

Project Director: Karon Waters

Work: 554-2324 Cell: 371-8416

Site Coordinator: Jeanne Rudd

Prairie Elementary: 554- 2350

HOPE
Performance Target

1. 80% of the program enrolled K-5 participants will maintain high academic achievement and/or demonstrate continuous improvement in mathematics and reading, based upon grades and results of Kansas State Assessments
2. 100% of the program enrolled K-5 participants will be offered tutoring support.
3. 60% of participants who are assigned homework will demonstrate increased rates of homework completion among their students who attend the program.
4. A variety of services and educational resources will be offered to the families/guardians of 100% of K-5 program participants.
5. 90% of participants will not be suspended (in or out-of-school) while in the program.
6. 90% of K-5 students enrolled in the program will participate in activities integrating educational activities with: real life problem solving, arts education, career exploration, recreation, cultural opportunities and activities and service learning.
7. 80% of program enrolled K-5 participants will not be found to have engaged in violent acts at school

MISSION STATEMENT

The HOPE program recognizes that each child is an individual;

that all children can learn, are creative, and desire to succeed.

Our commitment is to empower each child to be successful

life-long learners through use of innovative techniques while in

a safe, caring, and nurturing environment.

Registration

All HOPE participants are required to fill out paperwork enrollment forms prior to attending the program. Any exceptions to this rule should be approved in advance by the Site Coordinator and Project Director. Please refer families to the Site Coordinator to fill out the necessary paper work.

Staff

Staff include: Project Director, Site Coordinator, Para Professionals, and Haysville Activity Center staff. When possible, a staff ratio of 1:10 shall be maintained. Site Coordinator will work directly with the Project Director to assure all expectations are met.

Pick Up

Bus transportation will be provided for students who need a ride on a daily basis. Students who are picked up from the program may only be released to an adult identified on the enrollment form. The adult picking the child up must sign the child out. If students are to be picked up and parents are habitually late, the Site Coordinator will address this issue with the parents.

Supplies

Please remember that HOPE is a grant-funded program with limited budget. Any materials necessary for the program to run effectively will be provided. If you see a need for any materials please make a request through the Site Coordinator who will then communicate the needs with the Project Director.

Environment

All the space used is shared with others. Please pick up after yourself and keep the areas clean. Before you leave for the day, look around to make sure everything is orderly and as it was when you arrived. The area should be kept clear of any unsafe arrangements.

Technology

We are fortunate to have a variety of technology tools. The students should be taught how to appropriately use each piece of technology. All technology pieces are to be locked up in a designated location at the end of the program day.

Parent Role and Visitation

The parent's role cannot be overemphasized in a child's education. Parents should be encouraged to participate actively in the program. Communication among staff and parent is essential. Any participant issues that arise, however, should be addressed with the Site Coordinator who will work with the Project Director to determine appropriate action.

Emergency/Medical

Know and abide by emergency procedures. In case of medical emergency, forms will be on site with parent contact information and other medical information. The Site Coordinator will assist with the process. Injuries must be documented and reported to the Site Coordinator immediately. Parents must be informed of all accidents and injuries. The Site Coordinator will provide the Project Director and building principal with documentation of the incident.

Fire Drills/Severe Weather

Familiarize yourself with the emergency procedures and evacuations process for your school. Since many students will attend in a different room than their daily schedule it will be important to hold practice drills once a month during the HOPE program hours.

Supervision of Participants

The HOPE students should never be left unattended. If you need a break, make sure there is another staff member to watch the participants. In order to assure a safe environment, it will be important for you to arrive on time and stay until the end of your shift. Busy students are easier to supervise. Be sure the students in your group have plenty to do. Continuous moving, scanning, and interacting with students will help ensure they are actively engaged in the activity. The HOPE program will follow the PBIS guidelines. Teaching and modeling the expected behaviors will influence the children to display appropriate behaviors.

Dress Code

There is a recreational piece to the program so you may want to dress casual. However, you are a role model to the students so please dress appropriately.

Drugs and Alcohol

Coming to the HOPE program while under the influence or possession of drugs or alcohol will result in immediate termination. State law prohibits tobacco use inside the school and on school grounds.

Abuse

It is the law to report any suspicion of child abuse to the proper authorities. In this case, you should advise the Site Coordinator. The Site Coordinator will then communicate with the Project Director and Building Principal of any suspicions you may have. These matters should be handled with confidentiality.

Student Discipline

The purpose of the program is to provide a positive fun learning environment for children. The HOPE program staff and students will follow PBIS (Positive Behavioral Interventions and Support) strategies and the schools daily PRIDE expectations. Staff will focus on and model positive behaviors to encourage appropriate behaviors from the students. The staff will be proactive by moving, scanning, and interacting with the students at all times. Should a problem with discipline occur, the following will take place:

- Step 1: Teacher/Student Conference
  Make documentation of incident and conference
  This will be a great opportunity to teach the student new strategies for handling the situation should it occur again in the future.
- Step 2: Site Coordinator/Student Conference
  Make documentation of incident
  Complete a reflection sheet and identify interventions for the student. The reflection sheet will allow the student to process the incident and create new strategies for handling the situation should it occur again in the future.
- Step 3: Site Coordinator/Student make phone call to parents
  Make documentation of phone call
- Step 4: Referral to Principal and/or Project Director
  Principal and/or Project Director contacts parents and holds a conference with the student and his/her parent or guardian to determine consequences

There will be no tolerance for bullying, physical aggression, and violent acts. These behaviors should be reported immediately to the Site Coordinator. Any of these behaviors will result in the child being sent home and possible suspension. The parents and child will need to meet with the principal and Site Coordinator before returning to the program.

Sign In Policy

All staff will log hours on time sheets in order to be compensated for time worked. The Site Coordinator will review and sign the time sheets and turn them in to the Project Director on a monthly basis.

Absentee Policy

Plan to be on site for the duration of your entire shift. Call the Site Coordinator as soon as possible if you are going to be absent from the program due to illness. If you are planning to be absent for any reason other than illness, please report the absence to the Site Coordinator in advance.

If you are going to be tardy to the program for any reason, notify the Site Coordinator as soon as possible. Excessive tardiness and/or absences may result in a write up and/or termination. The same applies to leaving prior to the end of your shift.

Dismissal Policy

Breach of confidentiality or policy, inability or unwillingness to work with other staff members or disrespect to other staff members and/or students may result in a write up and/or termination. All people deserve to be treated with dignity and respect.

Organizational Chart

