

Tiger Trails After School Program

Welcome to the USD 214/Grant County Recreation Tiger Trails After School Program! The students attending our program are here because 8:15 – 3:45 just isn't enough assistance with homework completion or for a safe environment during the after school hours. We want to think outside the "box" and explore creative ways to engage the students in learning activities. This little handbook is designed for all Tiger Trails After School Program employees and volunteers. Here are some simple ideas to keep in mind when serving our students.

- All staff members are expected to BE ON TIME! Our reputation for quality care and safety of the students is jeopardized when our staff to student ratio is unbalanced.
- We are here to SERVE! If what we are doing isn't working for an individual students ... let's try something different. We will teach to the different ways students learn.
- COOPERATION with all community entities is a MUST. Volunteers are very important to the success of the program.
- We want to create an environment that makes learning FUN! When we enjoy what we are doing the students will enjoy it as well.
- Parents and guardians are encouraged to actively participate in the program. COMMUNICATION among staff, daytime teachers, and the parent is essential.
- We are presently grant funded – but for only two more years, and DOCUMENTATION is extremely important.

Typical Day 3:45 – 4:00 Snacks 4:00 – 5:00 Class Time 5:00 – 5:20 Enrichment Time 5:25 – clean-up 5:30 – Dismissal

Staff Information

Staff includes: Certified Teacher, Adult Helpers, High School Helpers, Volunteers, Site Coordinator, Program Director, Advisory Council. Whenever possible, a staff to student ratio of 1 to 10 shall be maintained.

The Advisory Council primary function is to assist the Director in exploring venues in which to sustain the Tiger Trails After School Program. The Advisory Council consists of various community and business members that have a genuine interest in the community involvement and betterment of the after school program.

Volunteers are not only invited to participate in the afterschool program, they are in fact actively sought! Whether it is a business, community organization or an individual volunteering, they are given the option of which school they would like to volunteer at and what day of the week.

The afterschool program will adhere to all USD 214 rules, policies and regulations. Due to the extended hours, in the afterschool program, certain procedures have been modified. In order to be an effective staff member or volunteer please familiarize yourself with these policies.

Absentee Policy

You are expected to be on site for the duration of your assigned duties. Text my cell phone (620-510-2489) or Kristi's cell number (620-952-3061) as soon as possible if you are going to be absent from the program. If you are planning to be absent for any reason other than illness, the absence must be reported one week in advance.

All staff and volunteers are expected to be on time. If you're going to be tardy to the program for any reason, you must notify me as soon as possible. Excessive tardiness may result in termination from the program. The same policy applies to leaving prior to the end of your shift.

Abuse

It is the LAW to report any suspicion of child abuse to the proper authorities. In this case, you will be expected to advise the Principal, Program Director or Site Coordinator of any suspicions you may have. You are expected to treat this matter with confidentiality and document just the facts.

Student Release

All students will be release through the designated doors and will be signed out by an approved individual. The Program Director/Site Coordinator will supervise the release of students to the shuttle bus. Students walking will go out with a staff member. The students must be walked off school grounds. All students are to leave the building promptly.

Dismissal Policy

Breach of the confidentiality policy, inability or unwillingness to work with other staff members, or disrespect to other staff members or children may result in disciplinary action up to and including termination from the Tiger Trails Afterschool Program.

Dress Code

You are a role model to the students. Therefore, you are expected to dress appropriately as well as abide by the same dress code as is expected of the USD 214 staff and students who attend the Ulysses Public Schools. No Low riding jeans, or shorts. No short shorts. No crop tops.

Drugs & Alcohol including tobacco products

Coming to the Tiger Trails Afterschool Program while under the influence or in possession of drugs or alcohol will result in immediate termination from the program. This includes e-cigs, hooka pipes and/or hooka pens, cigarettes, cigars, cigarillos, etc.

State Laws prohibit tobacco use inside the school buildings. Board policy also prohibits tobacco on school property.

Emergencies

Each staff person is expected to know and abide by the District's Emergency Management Plan. In case of medical emergency, contact information will be located in the registration form's notebook.

Injuries must be documented and reported to the Program Director/Site Coordinator immediately with an accident form. Parents must be informed of all incidents and injuries.

Preparation

You are expected to perform your job as described in your job description. All materials and plans must be in place prior to the children coming to the program.

Professionalism

While working at the Tiger Trails Afterschool Program you are expected to maintain a high level of professionalism. Use of unacceptable language or inappropriate discussions will be considered using a lack of professional judgment. As a staff member, one of your most important jobs is to be a positive role model for the students, parents, and other Tiger Trails Staff.

Supervision of Participants

You are NEVER to leave the students unattended. If you need a restroom break, make sure that another staff member is in attendance.

Time Sheets

All Tiger Trails Afterschool Program staff must "clock in" and "clock out" at each building daily for the afterschool program hours. Yellow correction sheets are available if you need to make adjustments to the times of need, but we are not to abuse the use of these sheets. If you lose your ID, you will need to get it replaced.

Volunteers and Presenters

All volunteers and presenters to the Tiger Trails Afterschool Program are required to sign in. They are at the program to donate their time to help students and/or to share experiences, careers, safety, or history. Utilize the volunteers in the academic classes as well as the enrichments. Welcome them. Give them something to do helping the students. Make them feel needed and useful! We want their afterschool program experience to be fun for them as well!

Student Information

Much of the following information is also provided to parents or students participating in the program.

Activities

The Tiger Trails Afterschool Program requires student participation in academic, enrichment, recreational and extracurricular activities, including, but not limited to, health, social, cultural, career, and community service. We must turn in our daily numbers in all activities so it is necessary to monitor the attendance of our students in all after-school activities.

Attendance

Students can enroll in the afterschool program anytime during the year. Each day attendance will be taken at the beginning of the program before the student get in line for a snack. It is imperative that attendance is taken, as we are counting the numbers for reports.

Absence

In order to ensure the safety and supervision of all students in the Tiger Trails Afterschool Program, attendance will be taken at the beginning of the program. Students are expected to attend the program regularly. However, students may need to be absent from the time due to appointments, illness, death in the family or other situations.

Endangered Academics

The student's grades will be monitored weekly, if a student is receiving a D or F or they are not getting their homework completed – they will be required to participate in an Endangered Program until that grade is raised. The students will have to stay in the Endangered Program all week and not be able to participate in any enrichment activities.

Eligibility for Participation

The Tiger Trails Afterschool Program is open to ALL USD 214 students Primary through 5th grade.

Excluding Students from Participation

The USD 214/Grant County Recreation funds are to be used to meet stated attendance, academic, and enrichment objectives for students. The program must meet these objectives or to be funded in the coming years. As a result, student may have to be excluded from the program for the following reasons:

- Chronically disruptive behavior that has been documented and shared with the parent
- Violent/abusive behavior patterns

Snacks

The Tiger Trails Afterschool Program will provide ONE snack per student per day of attendance. These snacks are provided free of charge to students. The staff is expected to supervise snack time.

Parental Role & Visitation

Parents are encouraged to actively participate in the program and communication is essential. Should any participant or parent issues arise, however, please bring them to the attention of the Program Director or Site Coordinator, who will then determine the appropriate plan of action.

Student Discipline – “Three Strikes Rule”

The Tiger Trails Afterschool Program is an afterschool program with the same behavior expectations as during the school day. Students will be given every opportunity to correct inappropriate behavior; however, the student cannot repeatedly disrupt classes. The following procedure is the “Three Strikes Rule” and will be followed for behavioral infractions:

First Occurrence The student will be given a time-out in order to cool off and think about his/her actions. After a significant time-out period determined by the Program Director or Site Coordinator, the student will be allowed to return to his academic class or enrichment activity. A behavioral incident report will be sent home with the infraction written for the parents/guardians to read and sign.

Second Occurrence The student will be removed from the class and have the opportunity to sit in a designated area with the Director/Site Coordinator to finish homework or to sit out during the enrichment. A behavioral incident report will be sent home to the parent/guardian with the previous incidents date and then the 2nd incident date and the infraction written for the parent/guardian to read and sign.

Third Occurrence If a third written behavior-related incident is reported within a session, the student will be removed from the class and have the opportunity to sit in a designated area until the release of the afterschool program. Depending upon the severity of the incident, the child could be suspended for five consecutive days from the after school program.

During the week of the suspension, the Program Director, Site Coordinator, child’s parents and possibly the building principal, will meet in a conference setting in order to determine whether the student will be reinstated and the conditions of the reinstatement.

Fourth occurrence If the child is reinstated and receives a fourth behavior-related incident report, the child will be suspended immediately from the program for the rest of the school year. The parents must pick the child up immediately.

Extreme/Violent Behavior Immediate removal from classroom to the Program Director/Site Coordinator or Building Principal’s office; appropriate consequences listed in the District Policy will be assigned.

** District policies will be followed regarding weapons, sexual harassment and use of controlled substances.

*** Volunteers are not expected to discipline students.

Job Descriptions:

Certified Teacher – Prepare and teach a class of students – 4 hours per week – Monday-Thursday

High School Helpers –Check students in for attendance, help students with homework and activities – Monday-Thursday 3:45-5:45 each day with a total of 8 hours per week

Volunteers – Help students with homework – Monday-Thursday

Snack Coordinator –Monitor distribution of the snack, report accurate counts of snack by using proper paperwork. When snacks are distributed count remaining snacks and document.

Other Info:

The USD 214/Grant County Recreation Tiger Trails after school program, is considered a temporary job, with no expectation of future employment or benefits.

I certify that I have read and understand the aforementioned Staff Handbook and understand that the USD 214/Grant County Recreation Tiger Trails After school is considered a temporary job, with no expectation of future employment or benefits.

Name _____

Date_____

Program Director: _____

Site

Coordinator:_____