**Calhoun County Schools**

**21st Century Community Learning Centers**

**ASPIRE**

**After School Grant**

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**Employee Handbook**

**2018 – 2019**

Funding for this 21st Century Community Learning Center is provided wholly or in part by a grant from the United States Department of Education under the Elementary and Secondary Education Act, Title IV Part B, with grant administration carried out by the West Virginia Department of Education.

After-School Staff Handbook

Welcome to the **ASPIRE (After School Program for Inspiration, Recreation, and Enrichment)** After-School Program! I am pleased that you will be working with us in this important endeavor.

This handbook contains information pertaining to your work with the After-School Program. Please read it carefully and keep it, as you are responsible for the information it contains.

The following poem is included to illustrate for you the importance of how we interact with the students in the After-School Program. These students need someone who will recognize their achievements (no matter how small), share their triumphs and struggles, be honest, fair, kind and considerate, help them feel secure and model for them what it is to behave appropriately and be a friend. If a student learns nothing else in our program than that they are a worthwhile person who should be treated with respect and who treats those around them with respect, we have succeeded. This is a hard job you’ve accepted but the rewards are worth it! Let’s have a great year!

**Jeannie Bennett, Administrator &**

**Brandi Richards, Director**

21st Century Community Learning Center Grant

Children Learn What They Live

By Dorothy Law Nolte, Ph.D.

**If children live with criticism, they learn to condemn.**

**If children live with hostility, they learn to fight.**

**If children live with fear, they learn to be apprehensive.**

**If children live with pity, they learn to feel sorry for themselves.**

**If children live with ridicule, they learn to feel shy.**

**If children live with jealousy, they learn to feel envy.**

**If children live with shame, they learn to feel guilty.**

**If children live with encouragement, they learn confidence.**

**If children live with tolerance, they learn patience.**

**If children live with praise, they learn appreciation.**

**If children live with acceptance, they learn to love.**

**If children live with approval, they learn to like themselves.**

**If children live with recognition, they learn it is good to have a goal.**

**If children live with sharing, they learn generosity.**

**If children live with honesty, they learn truthfulness.**

**If children live with fairness, they learn justice.**

**If children live with kindness and consideration, they learn respect.**

**If children live with security, they learn to have faith in themselves and in those around them.**

**If children live with friendliness, they learn the world is a nice place in which to live.**

**Important Phone Numbers**

\*If there is an emergency requiring immediate attention by the fire department, law enforcement or an ambulance, call 911. Make sure you know the street address of the school you are calling from. After calling the appropriate people, then call the site coordinator. Please call parents and tell them what is happening and where to meet their student, if applicable (at the hospital, for example).

**Emergency Number for all centers 911**

**Arnoldsburg Elementary School**

90 Spring Run Rd.

Arnoldsburg, WV 25234

Phone: 655-8616

Principal: Charles Thomas

ASPIRE Site Coordinator: Kelley Sampson

**Pleasant Hill Elementary School**

3254 North Calhoun Hwy.

Grantsville, WV 26147

Phone: 354-6022

Principal: Amy Nicholas

ASPIRE Site Coordinator: Kristie Ritchie

**Calhoun County Middle High School**

50 Underwood Circle

Mt. Zion, WV 26151

Phone: 354-6148

Principal: Anita Stephenson

ASPIRE Site Coordinator: Sarah Lane

Calhoun County ASPIRE Program Administrator

Jeannie Bennett

Calhoun County ASPIRE Director

Brandi Richards

Calhoun County Board of Education

540 Alan B. Mollohan Dr.

Mt. Zion, WV 26151

Phone: 304-354-7011

# Purpose of this handbook

This After-School Program staff handbook is intended to provide information important to you as a staff member in the ASPIRE After-School Program. Throughout the year, additional resources may be provided for you. Please keep the handbook in a convenient location and refer to it often. You are expected to understand and work in accordance with the policies contained in this handbook. Please review this information. You are responsible for knowing this information. The handbook is subject to change without notice.

# Vision Statement

We envision a partnership between our schools, our families and communities working together to provide a safe, stable and secure before and after school environment that promotes and models respect, positive self-esteem, academic achievement and communication while appreciating and affirming individual differences and a commitment to helping all students be life-long learners.

## History and Funding

The After-School Program is funded by a 21st Century Community Learning Center grant from the U.S. Department of Education with additional funding from Save the Children, the McKinney -Vento Act, and in cooperation with WVU Extension. We do welcome donations by individuals or groups. The After-School Program is for all students in kindergarten through twelfth grade in Calhoun County.

# Daily Schedule

The After-School Program begins when school is dismissed for the day. ***It is critical that you are ready to start the program before students come for the program.***

The After-School Program ends at approximately 5:45 p.m. for CMHS and 6:00 p.m. for the elementary schools unless special evening programming is scheduled. The schedules vary from day to day and from site to site. In general, each day includes time for supper, homework, exercise and enrichment, with the priority being supper, homework or academic intervention, healthy choices/physical activity, RavfL-Read-Aloud Vocabulary Fluency, and GIRP- Guided Independent Reading Practice.

When there is a scheduled early dismissal, there will be **no** after-school program on that day. For instance, when school is dismissed three hours early for teacher training, the After-School Program **will not** be held on that day.

# Attendance

It is important that we know who attends the After-School Program each day. Aside from the requirement of keeping and reporting attendance, we need to know who is present at the After-School Program since we are responsible for the students who attend the program. Attendance will be taken at the beginning of each day. If a parent arrives early to pick up a student, please make sure that they sign them out. The After-School Program is accountable for children after attendance is taken and until they are signed out. Accurate attendance records are a crucial part of the data we must track.

### Supper

A nutritious evening meal or supper will be served every day during the After-School Program. These meals are prepared by the school cooks who are paid by county funds and the After-School Program. The meals are prepared according to the USDA guidelines. Each child must take at least 3 of the food items and 1 full cup of fruits and vegetables in order for the meal to be reimbursable. If a child has an allergy to a food item, the cooks will have the order from the doctor on file and will prepare something else for that child.

While no child should at any time be forced or coerced into eating a food they do not wish to eat, encouragement to eat what is provided is certainly appropriate.

Site coordinators at the elementary schools are responsible for recording the number of students eating on the appropriate form. The cooks at CMHS record their meals. Every meal served needs to be accounted for. We need to report this information to the food services department so that Calhoun County can be properly reimbursed for the meals prepared.

Meal time provides an opportunity to talk with kids in a relaxed setting. Staff members should be near or sit at the table with students whenever possible and talk with students. This time and staff attention provides an opportunity for students to learn about making appropriate conversation and about table manners.

# Healthy Choices – Physical Activity

During Healthy Choices, students should be participating in activities from the CATCH curriculum. Students are participating in everything from fitness stations, ball and sport activities, running and tag, rhythm and dance, and movement exploration. Once a week, students will also benefit from a nutrition lesson and healthy snack.

Children need to feel safe in the After-School Program and these feelings of safety must extend to recreational activities. If using the playground, the playground rules should be enforced. **After-School Program staff should be walking around the playground during free play times.** **The close monitoring of students is essential and is not possible when staff members are sitting together away from the students.**

**Enrichment**

One of the main purposes of the After-School Program is to enhance and extend the learning that goes on during the school day. This enrichment will primarily be in the form of camps taught by STEAM teachers. The emphasis will be on hands-on learning and having fun while learning in unconventional ways. The site coordinator will plan these enrichment activities but please give her your ideas and suggestions.

**Homework Time/Tutoring**

Children need to have time every day to work on their homework during the After-School Program. We strongly encourage communication regarding student’s educational needs between After-School Program staff, school teachers, and parents. The After-School Program staff will be available if students need help with their homework but parents will maintain full responsibility for ensuring accuracy and completeness of all assignments. Students who do not have homework will have the opportunity to **read or receive tutoring** during homework time.

In order for homework time to be used effectively, it must be consistently a part of the After-School Program schedule. Students are responsible for bringing their homework with them but staff members should make sure they have copies of spelling lists or other assignments from all teachers who have students attending the After-School Program.

If students need help during homework time, please provide help if you are comfortable with the subject matter. There is nothing wrong with not knowing everything, but we do not want to mislead students or teach them something wrong. By working together, each grade group should have staff members that are comfortable with most homework areas. Students need to do their own homework; don’t let them cheat and don’t do their work for them.

# Check-out Time

Parents/Guardians list people who have permission to pick up their son or daughter on the information sheet. Please make yourself familiar with these information sheets. The site coordinator will oversee parent sign outs.

If you do not recognize the person who comes to pick up a child, please ask to see photo identification (such as a driver's license). If parents call or send notes giving permission for their children to leave at a time besides the ending time, it is important to abide by these wishes. Whoever receives this verbal or written message should make sure the other After-School Program staff people are aware of this information.

# Eligibility

Any child in kindergarten through twelfth grade who attends school in Calhoun County including those who are home-schooled, are eligible to attend the After-School Program.

Before a child attends the After-School Program, we need to have them complete a permission form. If these forms are given to you, please give them to the site coordinator. This year, parents have the opportunity of refusing to allow their children to participate in the West Virginia Department of Education’s Program Evaluation.

# Discipline

Discipline plays a role in maintaining order in any situation, including the After-School Program. When discipline is consistent, fair and non-violent, it can result in children learning how to get along with others and internalizing limits. Children and staff are expected to treat each other as well as the surroundings with respect. In order to be discipline and not punishment, discipline must be consistent, fair and non-threatening. It is not acceptable for staff members to use physical means to make a child comply with requests unless a child is in the process of hurting himself/herself or another individual. In that case, physical intervention may be necessary to insure a safe environment.

Children will act out physically if that is what is modeled. IT IS NEVER ACCEPTABLE TO HIT A CHILD OR FOR A CHILD TO HIT ANOTHER CHILD OR AN ADULT. Disregard of these statements will result in serious action being taken by the After-School Program director. If you are unable to handle a situation in a calm, adult manner, please find another staff person to take your place and take yourself out of the situation. We are committed to providing a safe place for all children, no matter what.

The rules for behavior during the After-School Program are the same as those for the regular school day. Please consult the other handbooks and resources and make yourself familiar with the school rules. By having the same rules both during the school day and during the after-school program, children will know how they are expected to behave and these rules will be reinforced.

Because the After-School Program is different from the regular school day, there may be some additional rules that need to be made, enforced and followed in the After-School Program. Students are much more likely to follow rules they understand and that they helped decide upon. At the beginning of the year, students and staff members should discuss appropriate behavior and list any rules specific to the After-School Program in words the students can understand. Reminding students of the rules often will help students remember how to behave appropriately.

If students misbehave during the After-School Program, they should be given a verbal warning and asked to correct their behavior. If the student misbehaves again on the same day, staff members should have the student who is causing a disruption leave the situation and have them take a "time-out."

"Time-out" consists of having a student sit in a quiet area, away from the activity that caused them distress, while they regain control over themselves. Students should have an opportunity to talk with staff members about why they behaved as they did. The amount of time spent in time-out will need to depend on the age of the student, the situation and the severity of the offense. In some cases, a student may need to be removed from their group for the remainder of the After-School Program for that day.

As a general guideline, a student should be given a time-out for a number of minutes equaling their age. After-School Program staff has discretion to handle behavior problems as the particular situation warrants in keeping with the guidelines listed above. In all cases, maintaining the safety and security of the children in the After-School Program is most important.

If a student has had time-out because of misbehavior or had a bad day in general, please talk with the student’s parents if they pick the student up. If the parents do not pick up the student, you can write a note to send home or call the parents if the situation warrants this. If you have questions about what to say to parents or whether to call a parent, please talk with the site coordinator and/or director. When you are talking with parents/guardians about their student, please be as kind as possible while explaining what happened and actions taken by the staff. If we do not respect students and their parents/guardians, students and adults will not respect the After-School Program or its staff.

If a student is repeatedly misbehaving, their parents may be called in for a conference. A conference will also be held if a child's behavior is a threat to the safety or well-being of others in the program. If problems persist or the behavior is serious enough to warrant it, the child may be removed from the program.

\*Remember, we are the adults in this situation and what we do, even more than what we say, tells the students what is appropriate. Therefore, please be critical of your own behavior and how it impacts the students. For example, if you have asked students not to yell but you yell when you are upset or need to get attention, you have undermined the rules. The After-School Program rules are for adults as much as for the students.

# Volunteering

The After-School Program can always use many volunteers. Volunteers could be used to help daily! Before volunteering, they must be board approved and approved by the program’s directors.

Volunteers can help with supper clean-up, enrichment, crowd control, getting ready for an activity. Please ask the volunteers what they would like to do and try to be respectful of their desires. Please remember to be appreciative of their services and to express this appreciation to them. At times it may be helpful for parents to volunteer with a group their student is not in. This allows the student to fully participate in whatever activity is taking place and allows parents to spend time helping us rather than only paying attention to their student.

**Student Illness**

If a student is absent from school due to illness, they may not come to the After-School Program that day. In general, a student must have attended school during the school day to attend the After-School Program.

If a student becomes ill or is injured during the after-school program, their parents need to be contacted and asked to come and pick up their student. If a parent cannot be reached and the student is in need of urgent medical attention, project staff will transport the student to the doctor's office or hospital or call for emergency transportation. The After-School Program requires that each student have emergency contact information on file before they attend the After-School Program. In addition to listing contact information for parents or guardians, this form asks for information on other people who may be contacted in an emergency situation when the parents or guardians are not available.

# Medication

As a rule, After-School Program staff cannot administer medication to students. You can only dispense medication if you have had the applicable in-service training from the school nurse. If a situation arises, please see the school nurse or secretary if they are available or telephone the parents and explain that you are not able to give medication.

# Special Needs/Accommodation

We will make reasonable accommodations for the inclusion of any student who is able to benefit from the After-school Program.

 We all have different abilities and different strengths. Please make every effort to include all students in all the activities planned during the After-School Program. Sensitivity to the needs of students will go a long way toward making everyone feel welcome in our program. As staff members, you are the models students will emulate. If you are open to people with differing levels of ability, students will learn to treat all people with respect. There is no room in the After-School Program for criticism of people based on their abilities.

# Field Trips

The After-School Program will take field trips as time and resources allow. We send home permission forms for each field trip. Sometimes field trips may last until the end or later than the After-School Program. When this is the case, information on where and when students can be picked up will be included in the newsletter and sent home with students before the field trip.

Field trips are fun, educational ways to broaden the horizons of students who attend the After-School Program. We will take them as time and the budget allow. It is critical that we maintain the good discipline we expect during the After-School Program while we are on field trips.

Before leaving for any field trip, students need to be reminded of where we are going, what we will be doing and about appropriate bus behavior. The director needs to be notified in the case of students who are not behaving on field trips. Depending on the offense, students may not be allowed to take other field trips with the After-School Program.

**Child Abuse Reporting**

All staff members of the After-School Program are mandatory reporters of child abuse. We are required by law to report suspected abuse to the West Virginia Department of Human Services

If you suspect a child is being abused, you need to talk with the After-School Program Director. It is the policy of the school district that you have to talk with someone else (your principal, the program director, or the school nurse, generally) before a report is made to the Department of Human Services. Please follow these guidelines. However, it is ultimately your responsibility to make sure the suspicions of child abuse are reported to the appropriate authorities. If you think a child is in immediate or serious danger, please contact the program director and explain the situation.

**Special Events**

From time to time, there may be special events as part of the After-School Program. These may include family programming in the evenings, open houses and dinner theatre presentations. As a staff member, you will be expected to be at these events and will be informed of them ahead of time.

**Family Support Programming**

In addition to after-school programming, the After-School Program anticipates offering several family support programs throughout the school year. Information on these programs, as well as who is eligible to attend these programs, will be provided through your site coordinator. As these sessions are planned, you may be offered the chance to participate in the sessions or to work during the sessions.

# Weather

When there is no school due to a previously scheduled vacation, there is no After-School Program. When school is cancelled or dismissed early due to bad weather, there will be no After-School Program.

Know where the fire exits are in your school. Know where you should go in the event of a tornado. Since we are in the school buildings, we need to know and understand the procedures for fires and tornadoes. Please note the specific directions for fires and tornadoes in your building. We will have two fire drills and two tornado drills during the after-school program this year, one each in the fall and the spring. **The site coordinator is responsible for scheduling and implementing these at your school.** When there is threatening weather, the site coordinator must keep a radio on to be aware of watches and warnings.

#### General Staff Responsibilities

1. Listen to the students who attend the after-school program. They need a fresh, friendly face and someone to ask them how their day went. Talk with each of them as often as possible and genuinely care about their responses. Maintain a positive attitude in your work and interaction with staff and students. **If you had a bad day, don’t bring it to the after-school program with you.**

2. Follow all guidelines, rules, and policies of Calhoun County Schools and the school in which you are working. Know the rules and enforce them with kindness and consistency. Always treat students with kindness and respect.

3. The site coordinator should make sure accurate attendance is taken and that students are signed out when they leave the program.

4. A staff member must be present at all times with students signed into the After-School Program. Students are not allowed to go back to their classroom without an adult. In most cases, students should not go back to their classrooms after school; they are responsible for bringing needed materials with them.

5. Set a positive example for the students in the program by following the rules for the program. If adults follow the rules, students will follow them also. Set a good example for students to follow.

6. Treat all people and property with respect. Use program supplies wisely.

7. Read all information sent to you in a timely manner. Keep it for reference if necessary. Be responsible about your use of time. Keep and turn in accurate time sheets**. Time sheets are due to the site coordinator twice per month and are your responsibility.**

8. Turn off lights and lock doors as necessary.

9. If a child is picked up late, it is the responsibility of the site coordinator to stay with the student until he or she is picked up.

10. Maintain open lines of communication with other after-school program staff and with the school staff as well as parents/guardians. Let the site coordinator know about supply needs and other matters in a timely fashion.

11. Remember that students need time to cool off and calm down after a busy school day. Don’t put students in situations where they are set up for failure.

12. Have fun! Smile! The students will react to your leadership and your mood, so keep it positive.

13. If you have school age students, they are welcome to attend the program. However, you are being paid to be a **staff person and not a parent.** If your students interfere with your ability to do your job, we will need to discuss how to change the situation. Do not give preference to your child when other students are present.

14. Actively assist with all aspects of the program including supper, homework, and enrichment as needed.

15. Communicate with your site coordinator about the plans for the day, week, etc. and about how your site coordinator would like you to help.

16. Complete forms in cooperation with and under the direction of your site coordinator.

17. Assume responsibility for daily tasks and take the initiative to complete necessary tasks.

18. Perform other duties as assigned.

# Additional Site Coordinator Roles

Site Coordinator responsibilities include but are not limited to the following:

1. Prepare curriculum and needed materials for each day of the program. Ask for the supplies you need and for answers to any questions. Be flexible and willing to change your plans as the situation calls for it.

2. Ask for assistance from your support staff as needed. Also hold a staff development training session at the beginning of the school year stressing your expectations of them during the After-School programs. They are your partners in this program, communicate with them! Be an assertive leader.

3. Maintain all emergency forms in a binder so that staff members have access to them daily in case of emergency.

4. Obtain permission slips for all children participating in the program and enter all information into the ASPIRE One Drive Student Information folder.

5. With your support staff and volunteers, supervise supper, record attendance, and record meals.

6. Take a leadership role within the group of students you work with.

7. Complete weekly forms in cooperation with your support staff. Complete records showing what activities were held during the week and attendance records. Additionally, you will also be responsible for submitting payroll time sheets and supper counts to the county office. You will also have other informational forms to complete from time to time as required by the West Virginia Department of Education.

8. Direct volunteers regarding specific tasks.

9. Prepare news articles with photographs and send them to the county newspapers as often as possible.

10. In cooperation with the staff, write and submit two success stories for each semester.

**Staff Absentees Policies**

You are expected to be at work during your assigned work day unless the program does not meet or you have made prior arrangements with the Site Coordinator. If you do need to be gone, please talk with the Site Coordinator about this as soon as you are aware of the need to miss work. If you are ill, please contact your site coordinator to alert us that you will not be coming to work. We do not have “extra” staff but will be as accommodating as possiblefor people who need time off. If possible, contact another teacher to see if you can trade work days.

**Staff Development Opportunities**

From time to time, opportunities for staff development will be made available to you. The after-school program provides staff training in the fall before the program begins for the year and throughout the year as well. We may have periodic staff meetings that you are expected to attend.

# Advisory Board

The After-School Program operates as part of the ASPIRE program with the direction of its own Advisory Board. The purpose of the advisory board is to:

1) provide and procure services, volunteers, and in-kind contributions as specified in our grant,

2) inform the public and promote the program in the county,

3) serve as a sounding board to provide feedback to project staff, families, and community members to facilitate an effective and successful program and

4) to strategically plan for the sustainability of the project.

Advisory board members are drawn from the communities in our school district. The board usually meets quarterly. If you have an issue or concern you would like to have discussed by or with the advisory board, please bring it to the attention of the program director for placement on the next meeting agenda.

**Calhoun County Schools ASPIRE Program Goals**

Goal 1: **To increase academic achievement in reading among regular participants on an annual basis.** **Obj. 1.1**: At least 50% of students who attend the program for at least 30 days will increase their reading grades from fall to spring. **Obj. 1.2**: By Oct. 2017, at least 45% of regular attendees will be performing at grade level (proficient) in reading, as measured by the WVGSA. **Obj.1.3**: At least 55% of K-6 student who attend for at least 55 days will increase their reading scores by 2.0 Normal Curve Equivalencies (NCEs)or more from pre- to post-test on the STAR Reading and Early Literacy assessment by the end of the school year (2 NCEs represent significant growth beyond expectations from solely attending school.) **Obj. 1.4**: Regularly participating elementary and middle school students will read, on average, at least 25 Accelerated Reader (AR) books during the school year and 85% will maintain an AR quiz average of at least 90% each school year.

Goal 2: **To increase academic achievement in math among regular participants on an annual basis.** **Obj. 2.1**: At least 50% of regularly participating students will maintain or increase their math grades from fall to spring. **Obj. 2.2**: By Oct. 2017, at least 30% of regular attendees will be performing at grade level (proficient) in math, as measured by the WVGSA. **Obj. 2.3**: At least 50% of regularly participating K-6 students who attend for 55 days will increase their math scores by a minimum of 5% by the end of the school year as measured by the STAR Math assessment.

Goal 3: **Through character education, youth development and enrichment activities, regular participants will increase school engagement.** **Obj. 3.1**: At least 75% of regular participants will demonstrate improvement in homework completion and class participation by the end of the year, as measured by teacher surveys. **Obj. 3.2**: At least 75% of regular participants will demonstrate an improvement in behavior by the end of the year, as measured by teacher surveys and school disciplinary records.

Goal 4: **Families of participating students will be empowered to increase their engagement in their children’s education and development**. **Obj. 4.1**: At least 50% of families of regularly participating students will attend at least on parent and family workshop each year. **Obj. 4.2**: At least 50% of participants in each workshop will increase their knowledge in the topic presented from pre- to post-test. **Obj. 4.3**: Teachers and staff will report an increase in attendance for parent-teacher conferences and family events, as measured by teacher surveys. **Obj. 4.4**: At least 50% of respondents to the annual parent/caregiver survey will self-report an increase in school involvement.

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Notes