

S.T.A.R.S.

Parent Handbook

2019-2020

Sheridan Middle/High School S.T.A.R.S./21st Century Community Learning Center Program Philosophy

21st Century Grant

Sheridan Middle/High School was awarded a 21st Century Community Learning Center (CCLC) grant for after school programming for the following school years; 2017-2018, 2018-2019, 2019-2020, 2020-2021, and 2021-2022. The purpose of the program is to expand upon the regular school day by providing students and families a range of high-quality services to support learning and development, including intervention, college/career activities, homework help, enrichment, service learning clubs and project based learning. At the same time, programs help working parents by providing a safe environment for students during non-school hours. The 21st Century program adheres to all rules, policies and regulations of the 21st Century CCLC Grant.

Vision Statement

To be seen as the premier partner in building student and family success. Students, families, educators, community partners, and investors are continuously inspired by the participation in and progress made through academic assistance and wellness programs.

Mission Statement

The mission of the Sheridan Middle/High School 21st Century Program is to serve students and families. We nurture student growth by providing a safe place after school for kids in grades 6-12 to engage in academic assistance, build healthy relationships, and obtain life skills. We serve as a partner to families by helping to complete homework, working with school day staff, and offering programs and activities that build on the family as a unit. We believe that doing this at a low to no cost option and making it available in the student's school building is essential to our success.

Goals & Outcomes

1. Students who regularly attend will make continuous improvement in reading and math. We will measure improvement by the percent of students who move up the proficiency scale (i.e. basic to proficient) on statewide assessments and will use Renaissance STAR Reading screening results to monitor growth and adjust instruction.
2. Students who regularly attend will make continuous improvement in Math. We will measure improvement by the percent of students who move up the proficiency scale (i.e. from basic to proficient) on statewide assessments and will use Renaissance STAR Math screening results to monitor growth and adjust instruction throughout the year.
3. Students who regularly attend will show improved academic, social, and behavioral outcomes. We will measure youth development improvements through increases in school attendance rates, reductions of unexcused absences, and increases in regular, participating student ratings of their social -emotional skills via a CORE research- validated social-emotional rating tool. We will look for improvements in classroom behavior as measured by teacher feedback and by reductions in disciplinary incidents.
4. Families will become actively involved in their student's learning and access resources needed to assist their student in a successful education experience.

Objectives

1. State licensure of sites. Qualified trained staff.
2. Developmentally appropriate activities will be offered.
3. Curriculum offered that aligns with state content standards.

Program Admission

1. Applications for enrollment will be processed in the order that they are received. At no time will there be more than 20 students per staff member.
2. The funding for this program benefits all students; however the 21st Century grant requires us to serve a specific percentage of students who are enrolled in the free and reduced lunch program. Therefore, some spots must be reserved for students who meet those requirements.
3. Once programs are at full capacity, students will be placed on a waiting list and contacted when openings occur.
4. There is no fee for this program.

Enrollment

1. Students in grades 6-12 attending school at Sheridan Middle/High School are eligible for this program.
2. Students wishing to enroll in the Sheridan Middle/High School 21st Century Program must complete an enrollment form and have an up to date emergency medical form and medical authorization form to participate in the program.
3. Parents/guardians of students enrolled in the program will be automatically assigned to the **REMIND APP** for notifications from the Site Coordinator.

Program Attendance and Transportation Policies

1. It is important for your student to attend the program as often as possible.
2. We understand that there will be times when an absence is necessary. If you expect an absence from a club, please let the Site Coordinator know in advance. Excused absences include illness, doctor's appointment, personal appointments, funeral or personal tragedy, or extra-curricular activities.
3. Unexcused absences do occur, but we hope they are rare. If there is a waiting list for a particular program then the following attendance policy applies:
 - a. 3 unexcused absences – A note will be sent home to the parents alerting them of their child's unexcused absences.
 - b. 5 unexcused absences – The Site Coordinator will call the parents to discuss the absences.
 - c. 6 unexcused absences – The student will be dismissed from the program. If you wish to re-enter the program, you will be placed at the end of the waiting list.

Days and Hours of Operation

1. The Sheridan Middle/High School S.T.A.R.S. Program will operate on school days only. This will follow the school's district calendar. The after school program will not operate on parent conference evenings.
2. The S.T.A.R.S. Program will not operate on snow days. The after school program will not operate on early dismissals due to weather.
3. The after school program will begin directly after school. This program begins at 2:30 pm and will end at 5:30 pm. This program will operate 4 days a week for the duration of the school year.
4. Students enrolled in the S.T.A.R.S. Program have the opportunity to sign-up for busing to 3 drop off points within the district. Children MUST have a busing permission form on file to be transported.

5. This bus route will take S.T.A.R.S. students from the high school and middle school at the end of the S.T.A.R.S. Program to **drop off points only**. Plan to arrive 5 minutes prior to the drop off time to be prepared to pick up your student. **Please be advised; the students will be dropped off even if there is no ride waiting.** The drop off points and approximate times will be the following:
Thornville Elementary: 5:20 p.m. – 5:25 p.m.
Glenford Elementary: 5:35 p.m. – 5:45 p.m.
Somerset Elementary: 5:55 p.m. – 6:05 p.m.
6. Please be prompt in picking up your child. Closing procedures include:

YOUNGER THAN 16 YEARS OLD

- a. A child YOUNGER THAN 16 YEARS OLD must be picked up by an adult, who must enter the building and sign the child release form each night.
- b. A child will only be released to adults previously selected by the parents on the enrollment form or by a note sent to the Site Coordinator by the parent.
- c. Please be prompt in picking up your child from the program. If an appointed person has failed to pick up their child by 5:30 pm, there will be a charge of \$10.00 for every 15 minutes they are late.
- d. Parents must inform the Site Coordinator if there are specific individuals who should not pick up the child/children.

16 YEARS OLD OR OLDER

1. A child 16 YEARS OLD OR OLDER may sign out and drive home, or ride home with another student WITH PARENT PERMISSION as noted on the enrollment form.
2. A child will only be released to students/adults previously selected by the parents on the enrollment form or by a note sent to the Site Coordinator by the parent.
3. Please be prompt if you are picking up your child from the program. If an appointed person has failed to pick up their child by 5:30 pm, there will be a charge of \$10.00 for every 15 minutes they are late.
4. Parents must inform the Site Coordinator if there are specific individuals who should not pick up the child/children.

POLICIES

Discipline

The program shall have a written discipline policy describing the program's philosophy of discipline and the specific methods of discipline used at a program. This written policy shall be on file at the program for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

1. All school-age childcare staff members shall receive a copy of the program's discipline policy for review upon employment.
2. The school child program shall in-service staff regarding the written discipline policy and procedures before the school child program begins and/or before staff members begin working with children.
3. The parent of a child enrolled in a program shall receive the program's written discipline policy.
4. A school-age childcare staff member in charge of a child or group of children shall be responsible for their discipline.
5. Discipline shall be constructive and educational in nature, and may include such measures as praise for appropriate behavior, diversion, talking with the child, or separation from problem situations.
6. Exclusion from the school child program for disciplinary reasons shall be addressed in the policy and procedures.

7. The program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the school-age childcare program.

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats; derogatory remarks about Himse
If/herself or his/her family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a school-age childcare staff member in a safe, lighted, and well-ventilated space.
10. If the student's behavior disrupts the activities of the program, or endangers the well-being of students or staff members, then this sequences of discipline should be followed:
 - a. Verbal warning to the student by a staff member
 - b. Conference between the Site Coordinator and student
 - c. Communication with parent and student by the Site Coordinator
 - d. Dismissal from the program

Every effort will be made to help the student correct their behavior including, but not limited to, behavior management plans, incentive systems, redirection, etc. If no interventions are successful, we reserve the right to dismiss the student from the program. A student may also be dismissed from the program immediately for a severe offense such as harming another student/staff member, damaging school property, or other harmful offenses.

Emergencies

1. Emergency medical forms will be kept on site at all times. In the event the program takes a field trip, emergency medical forms will be taken on the trip.
2. Procedures for emergencies will follow those of the local school district.

Errand and Restroom

Children may run errands or use the restroom without adult supervision under the following conditions:

- a. Children are within hearing distance of the adult
- b. Staff member knows the whereabouts of children at all times
- c. Staff member checks on children regularly
- d. Children receive permission from staff member

Parent Communication and Participation

1. The parents are welcome to visit the program at any time.
2. The parents are invited to attend multiple family literacy events where they are provided with an event survey.
3. The parents are invited to attend field trips with their students, to experience career explorations, college campus visits and health and wellness information.

4. We will include parents of regular attending students in the beginning of the year and end of the year orientations with the staff, to help in the planning process.
5. The parents will be notified of events through the monthly district newsletter. They will also be able to pick up flyers and information at the sign out table. A current calendar of events will be posted near the sign out sheets. The name and phone number of the Site Coordinator will be posted on the calendar, on the door and on all written communications.

Supervision

1. At no time will there be more than 20 children per staff member.
2. Staff members will be certified teachers and/or aides. Some staff members are also teachers/aides that work full/part time for the school district.
3. The Site Coordinator is at the site daily and is in direct contact with the Lead Teacher and staff.
4. At least two staff members shall be present on field trips including seven or more participating children.
5. Children may run errands or use the restroom without direct adult supervision in the area designated for the program's use by the site plan if the children are within hearing of a staff member, a staff member knows the whereabouts of the children at all times, and a staff member checks on the children every 5 minutes.
6. When a group of children are outdoors, a staff member shall be able to summon another adult without leaving the group alone or unsupervised.

Management of Communicable Diseases

- A person trained to recognize the common signs of communicable disease or other illness and disease management procedures shall observe each child daily as he/she enters a group. A licensed physician or nurse, a medical technician/ambulance instructor or a currently authorized American Red Cross First Aid instructor will conduct the trainings.
- Any child who is suspected of having a communicable disease will be isolated immediately, and a parent or guardian shall be notified via telephone as soon as possible.
- Any child suspected of having a communicable disease shall be within sight or hearing of a staff member.

Symptoms of Communicable Disease

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Yellowish skin or eyes
- Conjunctivitis (pink-eye)
- Temperature of 100° F taken by the auxiliary method when in combination with any other sign of illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infection
- Vomiting
- Serious cold symptoms
- Sore throat or difficulty in swallowing
- Unusual spots or rashes

If a child is "mildly ill" (experiences minor cold symptoms or does not feel well enough to participate in activities, but is not exhibiting any of the symptoms specified in the Communicable Disease Policy) he/she will be permitted to stay at the program and will be monitored frequently and observed for signs and symptoms of a worsening condition. If a child's symptoms worsen, then he/she will be isolated from other children and the parent or guardian contacted to arrange for the child to be taken from the program site.