



Grand County School District

# BEACON

## Afterschool Program

Helen M. Knight Elementary

Grades K—6

## Parent/Student Handbook

2011-2012

## **B.E.A.C.O.N.**

### **Building Essential Assets through Community Outreach and Networking**

Dear Parent,

Welcome to *BEACON Afterschool* homework assistance and enrichment program! Please review this parent handbook to familiarize yourself with program activities, schedules and policies.

The afterschool program is designed to provide Helen M. Knight students a safe, nurturing and educational environment. In addition, the program strives to instill in youth a passion for learning, to develop character and social skills and to help students become responsible citizens in a global community.

We encourage parents to be involved in program activities by volunteering as a tutor or activity leader and coming to BEACON sponsored family nights. Parents are welcome to visit the program site at any time. We welcome your phone calls and input!

Sincerely,

Stephanie Dahlstrom, Director

Amber Dewitt, HMK Arts & Recreation Coordinator

Michele Onderko, HMK Academic Assistance Coordinator

#### ***Grand County School District Mission Statement:***

***To combine the resources of the schools, community, parents and students to provide the opportunities necessary for individual academic, vocational and personal growth.***

***BEACON Mission Statement:***  
***Empowering students to discover their innate ability to succeed!***

**BEACON History**

In the fall of 2005, Grand County School District received a 21<sup>st</sup> Century Community Learning Center grant from the Utah State Office of Education to fund an afterschool program for grades K-8. Born out of need to fill a gap in services during the after school hours, the BEACON (Building Essential Assets through Community Outreach and Networking) After School Program was established. Over the last six years, BEACON has expanded and grown into a comprehensive support program offering a variety of academic assistance, core-curriculum based opportunities and a healthy after school environment. Today, this vital after school program is solidly supported by parents and teachers and enthusiastically embraced by the community.

The BEACON program is a deliberate blend of academic and social assistance. Universal access to after school activities and targeted student assistance makes BEACON distinctive in its multi-dimensional approach. Currently, the BEACON programs operate from a variety of funding streams including federal and state grants, donations from foundations and businesses and donations from parents, individuals and families.

**BEACON's Program Goals**

- To provide expanded academic assistance and enrichment opportunities outside of the school day to help students meet local and state academic standards and
- To provide a safe and healthy after school environment with robust art, recreational, and life skills clubs and activities.
- To provide prevention components that address healthy lifestyles and interpersonal relationships for the elementary grades and substance abuse prevention and interpersonal relationships for the middle school grades

## **BEACON Overview**

**BEACON** is currently made up of three main sites - **Helen M. Knight School (HMK)**, **Grand County Middle School (GCMS)** and **Moab Charter School (MCS)** - and includes the following programs for HMK

- *Afterschool tutoring and study skills*
- *Afterschool homework clubs*
- *Afterschool arts & recreational clubs*
- *Afterschool educational enrichment clubs*
- *Afterschool prevention components*

### ***MOABBEACON.NET:***

BEACON's website was developed to be a tool that both students and parents can use. The HMK page was designed to be a one-stop resource for current information regarding after school information, registration and family night happenings.

The website can be found at ***[www.moabbeacon.net](http://www.moabbeacon.net)*** or you can link from the school district website at ***[www.grandschools.org](http://www.grandschools.org)***.

## **Parental Involvement:**

BEACON encourages parents to be involved, share their skills and talents and observe program activities at any time.

Parents may volunteer as an activity leader for a club, or assist with tutoring and homework assistance. We hope that families will participate in BEACON events designed to link families to our program and program staff.

## **BEACON Partners & Funders**

**BEACON** could not exist without our wonderful community partners and loyal funders. It is because of these partnerships that we are able to provide a more diverse range of high quality, fun and educational activities for program participants:

### **COMMUNITY PARTNERS**

- Grand County Public Library
- Moab Teen Center
- Youth Garden Project
- Moab Valley Multicultural Center
- USU Extension 4-H
- Dan O'Leary Museum
- Moab Half Marathon
- Moab Taiko Dan
- Girls on the Run
- Four Corners Behavioral Health
- Tobacco Prevention Program
- WabiSabi
- Gearheads

### **PROGRAM FUNDERS:**

- 21st Century Community Learning Center
- Daniels Fund
- Department of Workforce Services
  - Safe Passages Grant
  - Youth Connection Grant
- USOE Child Nutrition Program
- Grand County Special Service Recreation District
- Moab Arts Council
- Rocky Mountain Foundation
- The Synergy Company
- WabiSabi
- Donations from parents



## **PROGRAM SCHEDULE**

The *BEACON* program provides tutoring and academic assistance Monday – Thursday, and recreational, art and other club activities Tuesday–Friday afternoons.

### **Sample Daily Schedule for Kindergarten & First Grade**

*Students are picked up in their classroom and escorted to the cafeteria.*

	<u>Monday</u>		<u>Tuesday-Friday</u>
12:45-1:00	Sign-in and Snack	2:15-2:30pm	Sign-in and Snacks
1:00-2:00	Tutoring	2:30-3:15pm	Tutoring &/or
activities			
2:00-3:00	Fun Activities	3:15pm	Parent pick-up
3:00-3:15	Parent pick-up		

### **Sample Daily Schedule for grades 2<sup>nd</sup> -6<sup>th</sup>**

*Students meet at the cafeteria*

	<u>Monday</u>		<u>Tuesday-Friday</u>
12:45-1:00	Sign-in and Snack	3:15-3:30pm	Sign-in and Snacks
1:00-2:00	Fun Activities	3:30-4:30pm	Tutoring &/or activities
2:00-3:00	Tutoring	4:30-5:15pm	Parent pick-up
3:00-3:15	Parent pick-up		

### **Sample Club Activities**

Cooking Around the Globe

Nature Crafts

Fun with Sports

Wild About Books

Taiko Drumming

Artistic Inventors

Baseball/Softball

Hands-On-Science

Music, Dance and Choir

School Newspaper

Caring Kids

Chess

Plus many more.....

## **BEACON Policies and Procedures**

### **Attendance Policy:**

It is the policy of the BEACON Afterschool Program that participation is completely voluntary. Staff will maintain attendance records, but students will not be penalized in any way for not attending. However, in the event of a waiting list for our popular clubs and K-1 program, if a student has 2 unexcused absences, the parents will be called and possibly dropped from the club if the student does not continue to attend.

### **Transportation Policy:**

Parents are required to provide their own transportation for the student's pick-up each day. BEACON is unable to provide transportation to students at the end of the day.

At times, BEACON staff may provide transportation between program sites. On these occasions, students will be transported in a school district vehicle by district staff only. BEACON staff who transport students will have passed the Safe Driving training through the School District's transportation department.

Any individual not authorized to pick up your student should be listed in the registration paperwork.

### **Sign In/Out Procedure**

The following procedures will be used when youth arrive or leave the program:

- Each youth must be signed in by a BEACON staff member. If a youth has not signed-in that was scheduled to be at the program, and was not absent from school that day, a phone call will be made to the parents to ensure the safety of the youth.
- Youth may sign themselves out of the program only with written permission from the parent/guardian.
- Persons signing youth into the program shall use identifiers, such as a signature or initials.
- Persons signing youth out of the program shall use identifiers, such as a signature or initials.
- Only parents or persons with written authorization from parents will be allowed to take youth from the program.

In emergency situations, the parent may give verbal authorization to the program staff. The verbal authorization includes confirmation of identity.

### **Behavioral Expectations of Youth**

It is the goal of the BEACON Program to guide youth in becoming happy, responsible, cooperative participants through positive teaching techniques. We want to increase youth's respect for themselves by guiding them to become responsible for their own actions, and to help them grow in their respect for the rights and feelings of other people. It is our policy to avoid forms of discipline that might impair the youth's self-respect. The staff's role is one of a strong leader and role model helping youth grow towards self-discipline and self-direction. Below is Progressive Discipline Model that the BEACON Afterschool Program follows at HMK.

## **Rules:**

Be Safe.

Be Responsible.

Be Respectful.

During any After School Program activity, if a student breaks one of the rules, the Activity Leader will give a verbal warning. If the same student breaks a rule again in the same day, he/she will be given a second verbal warning. If a third infraction occurs, the Activity Leader will call Amber Dewitt or Michele Onderko, the Co-Site Coordinators for a "Discipline Referral".

1<sup>st</sup> Discipline Referral: skills processing worksheet and timeout from activity

2<sup>nd</sup> Discipline Referral: call parents, skills processing worksheet, institute daily behavior note

3<sup>rd</sup> Discipline Referral: parent conference, Student Behavioral Contract

4<sup>th</sup> Discipline Referral: parent conference, possible removal from the After School Program

Students will start with a clean slate at the beginning of each session. If a student is removed from the program, their permission to enroll in the next session is at the discretion of the Site Coordinators and staff.

Any offense that is serious in nature or threatens the physical and/or emotional safety of any staff and/or student will bypass the verbal warnings and move directly to a Discipline Referral. At that time, the Site Coordinators will determine the appropriate action.

## **Dress Code**

As students participate in activities, it is important for them to have proper dress for the occasion. If you have an old, adult shirt that could be worn to cover up the student's clothing while participating in projects, please send it with your child. Please make sure you provide appropriate clothing for weather activities

## **Child Abuse reporting**

It is the policy of the Grand County School District to require any school employee who has reason to believe a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or who observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect, to immediately contact your supervisor and the Principal of the school and follow school procedures. Reports of child abuse made by school employees shall be in accordance with the provision of Utah Code and the directives of the State Board of Education.

## **Computer Use and Internet Safety**

It is the policy of the Out of School Time Program to permit students to have internet access. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and an industrious user may discover inappropriate information. In general, the user's responsibilities require decent, ethical, polite, efficient, and legal use of the network resources. Staff will instruct and supervise the student on acceptable use of the internet resources and proper network etiquette.

## **HEALTH AND SAFETY POLICY**

*BEACON is interested in the health and physical needs of youth, the following policies have been adopted:*

### **Medical Release Forms:**

A current emergency information and medical treatment form will be kept on file for each student. It is the parent's responsibility to keep the program informed of any change in their child's emergency, medical or physical conditions.

### **Accident and Illness Procedures:**

In all cases of injury or illness, attempts will be made to contact parents immediately and involve them in the decision regarding treatment. In case of serious illness or injury, the staff will follow parental instructions written on the student's application. However, in all cases, staff will deal with serious emergencies in the most expeditious way possible.

It is in the best interest of your child and the other children in the program if you keep your child at home when he or she is ill to avoid the spread of contagious diseases. Children with fever, diarrhea, vomiting will not be admitted to the program. If a student becomes ill while at the program, the parent will be called immediately to pick up the child.

We do not care for ill youth. If youth show signs of illness after arriving at the facility, we will separate the ill youth from the other youth. The youth will be supervised and kept in a quiet area away from others until someone comes to pick him/her up. When youth become ill, the Site Coordinators will contact the parent/guardian and require the youth to be removed immediately from the program. If a parent cannot be reached, the youth's emergency contact numbers will be called. Staff and youth will be excluded if they have a communicable or infectious disease or parasite. The day a communicable illness or parasite is discovered in our program, we will inform parents by giving each parent written information on the specific illness.

### **Medications:**

We prefer not to give **any** medication to youth, but if a youth is to receive **any** medication during the hours of the program, the following policies must be adhered to.

Our program will administer medication to a youth only after receiving a completed medication release form from the parent or guardian. For each youth receiving medication at the program, the release form will include:

- The name of the medication
- The illness or condition being treated
- The dosage
- The route of administration
- The times and dates to be administered
- The parent or guardian signature

The medication form will be checked for completion by the Program's Site Coordinators. The program will only have medication administered to youth by trained staff. The staff will be trained to:

- Check the label and confirm the name of the youth
- Read the directions regarding administration of medication
- Properly document administration of medication

The Site Coordinators will report any adverse reactions to a medication or error in administration to the parent or legal guardian. This will be reported immediately upon recognizing the error or reaction.

All medications will be kept in a secured location not accessible to youth. Medications stored in refrigerators

will be in a covered container with a tight fitting lid. For over the counter and prescription medications, they must:

- Be in the original or pharmacy container
- Have the original label
- Include the youth's name
- Have child proof lids
- Have instructions for administration

### **Emergency Medical Information**

Emergency medical information and contacts will be kept on file and easily accessible to program staff and activity leaders.

### **Emergency Preparedness**

Fire and Emergency procedures will be reviewed every month and disaster procedures will be reviewed three times each year.

### **Healthy Practices**

Staff and youth will wash their hands with liquid soap and warm running water at the following times:

- After using the toilet
- Before and after eating
- Upon returning from outdoor activities
- After wiping noses
- After handling animals
- Before and after food preparation

Hand washing procedures will be posted throughout the program area. All areas utilized for food preparation or eating must be sanitized prior to use.

### **Cell Phones/Phone Calls:**

HMK policies governing cell phone use apply during *after school* hours. If students are required to check in with parents, they may do so before the program starts or they may use the school phone.

Parents may reach their child by contacting the Arts & Rec Coordinator, Amber Dewitt at 260-0720 or the Academic Assistance Coordinator, Michele Onderko at 260-2914, or the BEACON Main office at 719-4801.

### **Code of Conduct:**

**As providers, WE agree to:**

- Provide a consistent, quality and respectful program
- Provide a safe, wholesome and challenging environment
- Listen to student's concerns and answer their questions
- Treat each student with respect and dignity
- Respect each student and family's confidentiality
- Be sensitive to all cultures
- Encourage creativity, growth and foster self-esteem in each student
- Assist each student in educational and recreational development

- Provide positive reinforcement and mild consequences to the students for negative conduct

**As a student, I agree to:**

- Listen and abide by all directions of staff and teachers
- Be on time
- Practice respect to ALL other students and staff
- Practice respect of property
- Stay with my group at all times
- Try to resolve all conflicts or problems in a productive manner
- Display a positive attitude, be kind and show appreciation
- Abide by all other conduct guidelines as outlined in the Progressive Discipline Model
- Have the choice of how I behave, with the full understanding of the consequences of my choices

**Bullying**

Grand County School District does not tolerate bullying. The Grand County School Board has defined bullying as: *"a deliberate, mean-spirited action intended to cause emotional or physical harm, or distress."*

The School District expects parents to talk to their students about bullying and to contact teachers or principals to handle bullying issues that arise. A brochure is available through the schools that provide important information on bullying for students and parents to review together at home.

The School District expects staff to take reasonable and timely steps to protect students from bullying. The School District also expects students to report bullying to a parent, teacher, principal or another trusted adult.

**Parent/Student Grievance Policy:**

BEACON welcomes constructive criticism of the program or its staff members in an effort to improve the quality of program services and activities. As *BEACON Afterschool* is a HMK program, the school district policy for student and community complaints applies. Student Statement forms and Citizen’s Report forms are available at the HMK Main office.

**Grievance Process**

The BEACON program is an equal opportunity employer, and holds that all employees, parents, and youth shall be free from all forms of discrimination and conduct which can be considered harassing, coercive, disruptive, or in violation of any civil rights.

- Employees, parents, and youth wishing to appeal decisions and/or actions made by BEACON shall first discuss the complaint with the Program Director. The Program Director shall conduct an investigation into the complaint as deemed necessary. The Program Director shall render a decision within ten (10) business days.
- If you are unsatisfied with the decision made by the Program Director, you may appeal in writing to the *District Administration*. The *District Administration* will review the complaint along with the decision of the Program Director and any material gathered as a result of the investigation. The *District Administration* shall render a decision within 20 days of receipt of the written appeal.
- Should the decision of the *District Administration* be unsatisfactory, you may appeal in writing the *District Board*. The *Board* shall review all information submitted from the Program Director and the *District Administration*. The *Board* may hold a hearing with you if necessary to determine the final decision. The decision of the *Board* is final.

The student complaint policy may be found in the school district policies 5720—Students—Rights and Responsibilities—Complaints are at the following website:

[http://www.grandschools.org/districtoffice/HTML/5500to5700-policy .html](http://www.grandschools.org/districtoffice/HTML/5500to5700-policy.html)

The community policy is found in the school district policies 2050—Community—Complaints at the following site:

<http://www.grandschools.org/districtoffice>

## **STAFFING**

*The BEACON Afterschool Program* hires and trains staff who have experience in elementary, secondary, or early childhood education, recreational program or other related child care experiences.

### **Staff Qualifications:**

All staff, activity leaders and volunteers will have passed a Grand County School District criminal background check.

At least one staff person on site will be First Aid/CPR certified.

At least one staff person on site will have current Utah Food Handler's license.

Are at least 18 years of age.

Participate in monthly staff meetings and trainings.

### **Staff Roles:**

The BEACON Director oversees overall BEACON program vision, planning, budgeting, grant reporting, fund-raising, hiring, supervision and evaluation of staff and staff training. The BEACON Director reports directly to the Director of Student Services.

*The BEACON Site Coordinators* supervises the staff, tutors and volunteers. The Site Coordinators are responsible for communication with families, teachers, community partners, volunteers and for activity and curriculum planning. These persons report to the BEACON Director and Helen M. Knight Elementary School Principal.

Tutors, community members and volunteers provide homework assistance, tutoring in all subject areas and act as activity leaders for club programs.

### **BEACON Staff:**

BEACON HMK Office: 719-4801

BEACON Director: Stephanie Dahlstrom 260-1143

HMK Arts & Rec Coordinator: Amber Dewitt 260-0720

HMK Academic Assistance Coordinator: Michele Onderko 260-2914

Activity Leaders and Tutors: Sue Shrewsbury, Karen Patterson, Margie Moreau,

Toni George, Beth Anne Hood, Nanci Flesher, Lynda Diem, Ariel Atkins, Kristen Millis, Nicole Shumway