

# **BEACON**

## **Afterschool Program**



### **STAFF HANDBOOK**

#### **2011/2012**

## **Welcome to the BEACON Afterschool Program!**

Please review the BEACON Staff Handbook prior to your employment. Please contact the BEACON Director with any questions or concerns regarding the handbooks.

The basis to providing quality programming is having qualified staff. All staff responsible for the direct supervision of youth must be 18 years of age or older and have at a minimum a High School Diploma or G.E.D. Staff under the age of 18 will work under the direct physical supervision of a staff member 18 years of age or older. It is preferred that all staff has some experience in school age related fields.

All employees of BEACON must:

- Complete school district application
- Pass BCI Background check
- Read and sign staff handbook
- Read and sign Code of Conduct policy
- Read and sign Sexual Harassment policy
- Read and sign Acceptable Use of Technology release
- Attend staff trainings (minimum of 20 hours) when applicable
- Attend Child Abuse Signs and Reporting training
- If job requires, obtain food handlers and/or CPR and First Aid Certificates

Before being left alone with youth, staff will complete the required orientation training and have completed a background check. Direct physical supervision of staff, who work alone with youth, will be provided until the background check has been completed and cleared. Orientation training will be provided by the Program Director, Site Coordinator and other experts in the school age field.

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### **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 Afterschool Program Mission Statement**

*Empowering students to discover their innate ability to Succeed.*

## **Staff Handbook**

### ***Policies and Procedures***

#### **Program Description**

BEACON operates programming at two sites:

- **Helen M. Knight Intermediate: grades K-6**
  - Tutoring (one-on-one and small groups)
  - Prevention components through Youth Connections grant (Department of Workforce Services, Office of Work & Family Life)
  - Educational enrichment activities
  - Arts & recreational clubs
  - Homework Clubs
- **Grand County Middle School: grades 7-8**
  - Tutoring and homework assistance (one-on-one and small groups)
  - Arts & recreational clubs
  - After school activities through partnering with Club Red
  - Life Skills activities

#### **BEACON History**

In the fall of 2005 GCSO received a 21<sup>st</sup> Century Community Learning Center grant from the Utah State Office of Education to fund a comprehensive extended day and summer program entitled BEACON (Building Essential Assets through Community Outreach and Networking). The focus of this program is to provide expanded academic enrichment opportunities (outside of the school day) designed to help students meet local and state academic standards in subjects such as English, math and science.

In addition, BEACON provides youth with a safe, supervised environment, healthy snack, and art, recreational and life skills activities to enhance the academic component of the program.

#### **BEACON within the School District**

BEACON is a program of Grand County School District. As such, we are subject to all staff, student and discipline policies and procedures of the Grand County School District.

#### **Partner Organizations**

BEACON partners with several community organizations including 4-H, Public Library, Youth Garden Project, Moab Teen Center, Multi-cultural Center and many other community organizations. The BEACON program provides funding to partner organizations for a variety of programming that includes after school clubs, drop-in programming, morning programs, bi-lingual tutoring, and Family Nights.

Employees of partner organizations are required to submit to the Grand County School District criminal background screening. They also agree to submit reports, attendance and documentation to BEACON program director and site coordinator for grant reporting purposes.

## **Staffing**

BEACON hires and trains staff that has experience in elementary, secondary, or early childhood education, recreational programs, or other related child care experiences.

### **Staff Qualifications**

- All staff, activity leader and volunteers will have passed a Grand County School District criminal background check
- At least one staff person per site will be First Aid/CPR certified
- At least one staff person per site will have current Utah Food Handler's license.
- Are at least 18 years of age
- Participate in monthly staff trainings and other available trainings as required; such as child abuse signs and reporting training.

### **Plan for Staff Supervision**

Staff members are provided with continual feedback on performance. Each staff will receive regular evaluations on forms provided and at times set by the Program Director and/or Site Coordinator. Employees shall have the right to review the content of such evaluations, and to appeal any adverse comments through normal grievance procedures. In addition, each staff is required to complete an annual Goal Growth Plan.

### **Chain of Command**

All tutors, activity leaders and volunteers are to report to the Site Coordinator for any decision making. The Site Coordinator is to report to the Director for decision making. These decisions include calling in ill, requesting time off, scheduling changes, etc.

### **Staff Roles**

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

**BEACON Site Coordinators** supervise staff, tutors and volunteers at their school site. The site coordinators are responsible for communication with families, teachers, community partners, volunteers and for activity and curriculum planning. These persons report to BEACON Director and their site School Principal.

**Tutors** provide homework assistance and tutoring in all subject areas on a daily basis. They may assist with attendance and record keeping. Tutors report to the academic coordinator and are employed by the school district.

**Activity Leaders** are community volunteers, teachers, school staff, parents, and staff at partner organizations that lead an after school club or activity. Activity leaders may be paid a stipend or volunteer in leading an activity.

### **Employee Expectations**

**Staff employees are expected to:**

- Be on time.
- Be respectful of other staff members, youth and parents.
- Support other staff members – TEAMWORK!!!
- Complete responsibilities given by Site Coordinator.
- Classrooms and all areas must be kept current, neat and clean.
- Be flexible and patient.
- Seek positive ways to handle misbehavior.
- Be a good example and role model for youth.
- Assume all responsibilities in the job description as well as be available for emergencies and unforeseen circumstances.
- Attend required training, workshops, in-service and weekly planning meetings. If you have some conflict, contact your coordinator.
- Complete and maintain current Food Handler's Permits, CPR, and First Aid through the duration of your employment.
- Not use tobacco, alcohol, illegal drugs or sexually explicit materials in the school site or outdoor area. Anyone using any of the above on school property will be immediately terminated.
- Maintain proper hygiene.
- Follow dress codes. Staff must look professional at all times. Employees must wear appropriate shoes, shirts, and shorts that are to the knees. If you are unclear about the appropriate attire, ask your supervisor.
- Keep personal cell phones off during work time and only use it when approved by the Site Coordinator or an emergency has occurred.

### **Employee attendance policy**

Every employee will have a set schedule of hours to be worked. These schedules will be determined by the Director and Site Coordinators. All regular employees are expected to devote full time to the performance of their assigned duties. No outside employment, school nor activity shall interfere in any way with an employee's efficiency or work schedule.

We encourage your outside activities (college, PTA, doctor, dentist, etc), but you must schedule these activities around your work schedule.

### **Staff Meetings/Planning Time**

Your input into programming and curriculum is vital. Tutors, activity leaders and coordinator should meet on a regular basis to communicate homework assignments for youth, and special needs of student participants and special events or projects for the week. Staff meetings and trainings will be held on a regular basis. These meetings are designed to involve the maximum amount of staff involvement and communication. Staff is encouraged to bring in ideas and suggestions for program management and setting program policies, activity planning or future training of interest to them. Additionally, the Director and Site Coordinators have an open door policy to communicate with staff and address any concerns.

### **Time sheets and other payroll related forms**

Timesheets are due the 12<sup>th</sup> of each month; monthly paychecks are deposited via direct deposit, mailed to a home address or delivered to the district office by the 20<sup>th</sup> of each month. Hours should be tracked on pink timesheets and submitted to employee's supervisor for signature by the 12<sup>th</sup>. There are no health benefits, retirement, sick leave or holiday pay for part-time employees.

For salaried positions, timesheets are due on the 1<sup>st</sup> of each month on white timesheets. These time sheets will be submitted to the Program Director, unless other arrangements have been made.

### **BEACON Staff:**

BEACON Main Office:	259-2767
BEACON HMK Office:	719-4801
BEACON Director: <i>Stephanie Dahlstrom</i>	260-1143
HMK Arts & Rec Coordinator: <i>Amber DeWitt</i>	260-0720
HMK Academic Assistance Coordinator: <i>Michele Onderko</i>	260-2914

Middle School Site Coordinator: *Gentry Medrano* 260-9439

There are many tutors, activity leaders and student coordinators that make up our great BEACON staff at each school. Please see the Site Coordinator of that school to obtain a current list of BEACON staff.

## **Legal Requirements and Program Policies for Staff**

### **Liabilities When Working With Youth**

In recent years, working closely with youth has become a concern to some professionals. Fear of accusations of child abuse, or other inappropriate behavior, has made many professionals feel they are in a potentially liable position. If professionals follow some basic guidelines they will be better protected from a situation where a youth misinterprets actions or even accuses the professional of abuse.

- ***Avoid being in a room alone with a youth with the door closed.*** It is often necessary to interview or talk with a youth in a one-on-one arrangement, however, when feasible invite a third person into the room.
- ***Avoid sitting on a couch together.*** Sitting in separate chairs, even side by side, is more respectful of personal boundaries.
- ***Never make sexual innuendos to youth.*** Even if you think they seem innocent, they may be misinterpreted. For example: "I like the way you look in that short skirt," would be better said as, "You look nice today." Never tell jokes which have sexual overtones.
- ***Always ask the youth's permission.*** Some examples of this are "May I sit next to you?" or "May I talk to you about some personal things?"
- ***Never give a youth a full frontal hug.*** A side hug around the shoulders is more appropriate.
- ***Never touch or squeeze a youth on the trunk of his or her body.*** Touching on arms and shoulders is more appropriate.

- ***Never physically punish a youth.*** Don't spank, hit or slap a youth. If you feel as a professional that you are in a vulnerable situation when interviewing or counseling a youth, you may want to audio record the session.
- ***Always respect youth's personal space.*** Some youth have difficulty with any kind of touch. If a youth seems to pull back, even when patted on the shoulder, for example, watch his or her body language and don't invade his or her personal space. As a rule of thumb, most people like to be at least 18 inches away from other people when talking with them.
- ***Be sensitive of the above situations.*** Don't be fearful that all supportive touching must be avoided. Young people need supportive touch. Just be sure the time, place and circumstances are appropriate for the touching.

If a youth does make accusations of abuse remember: All legitimate reports are fully investigated. There must be significant evidence before charges are filed. If you have followed these guidelines you are likely protected. Contact your supervisor immediately. If necessary, an attorney may be called to insure your rights are protected.

### **Confidentiality**

Employees have a responsibility to handle any information regarding BEACON business, employees, and participants in a confidential manner. Release of information to the media is to be handled by the Program Director or his/her designated representative.

### **Supervision and Protection of Youth**

We ensure that all youth are adequately supervised. To provide quality programming to youth the ratios we maintain are 1 adult to every 10-15 youth. The Site Coordinator will ensure that ratios are adjusted to maintain the levels of supervision.

When youth are in a large group, such as outside on the playground, during off-site activities, on a field trip, or participating in a special mixed group activity, supervision and protection will be maintained. The BEACON program will increase ratios according to the special needs of participating youth or level of risk involved in activities.

A minimum of two staff will be onsite at all times and with youth until all youth have left the program. At least one staff member certified in CPR and First Aid will be with youth at all times.

### **Absent Youth Procedure**

If a youth is signed up to be at the program and does not check-in within 10 minutes after school dismisses, it is your responsibility to take the initiative to find out where the youth is.

1. Verify that the parent did not give you or the other program staff verbal or written notice that the youth would not be attending the program today.
2. Have one staff search for the youth, while the other program staff supervises the other youth.
3. Check with the school office first to see if the youth was in school today. If not, you may stop looking.
4. Check with the youth's teacher to see if they still have the youth or if the youth was sent home or picked up early. If so, you may stop looking.
5. Call the parents and any other emergency contact numbers to see if they have picked up the youth from school. If you are unable to reach anyone, leave a message on any voice mail box you get that you are calling from the program and that their youth did not show today and have them call you at the school immediately.

6. Once you have reached the parent and 45 minutes have passed since school was dismissed, the youth is considered missing and you need to notify the police.

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

The following procedures will be followed when youth arrive or leave the program.

- Each youth must be signed in and out of the program by the person dropping the youth off and picking the youth up, including the date and time the youth arrives or leaves.
- Youth may sign themselves in and 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, initials, or electronic code.
- Persons signing youth out of the program shall use identifiers, such as a signature, initials, or electronic code, and have photo identification if they are unknown to the provider.

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.

### **Unauthorized Pick-Up Procedure**

1. It is acceptable if you have written permission from a parent or authorized person OR if you have a phone message taken by the school office from a parent or authorized person OR if the parent notified you the night before in person (at which time you could have them write it for you at that time), it is acceptable to have an additional person pick-up the youth. **Always check for proper identification.**
2. If you have not been notified, simply call a parent or authorized person to receive verbal permission over the phone.
3. If you are unable to reach a parent or authorized person on the phone, you CANNOT release the youth to that individual even if it is a parent not listed under “authorized people.”

Each youth’s registration form indicates the available departure options, such as bus, walk home, parent pick up, sibling pick up, etc. Youth may only be released according to the option indicated on their registration form.

### **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.

### **Incident Report-accident**

BEACON staff must fill out a BEACON incident report form for serious student behavior, all accidents, student injuries and staff accidents.

Remember that the best medicine is prevention. Children will get hurt in the safest environments; however, it is the staff's responsibility to be on the lookout for unsafe equipment, sticks, glass or anything that could increase that chance of injury to a youth.

If a minor accident or injury (a scrape, cut, bump, etc.) occurs with a youth during program times the staff person attending to the youth will administer first aid and complete a report. A copy of the report, and how the incident occurred and steps taken will be given to the parents upon picking up their child. An accident/injury report form needs to be completed in ink at the time of the accident or as soon as possible within the same day. Accident/injury reports must be completed under the following: anytime a cut or bruise occurs, anytime a youth is forced to take a break from an activity for any length of time, whenever a parent or guardian brings an accident to a staff member's attention, whenever a youth or staff member must be evacuated or receives professional medical treatment. Accident/injury reports should be emailed, faxed, or called into the Program Director within 24 hours.

If the parent or legal guardian does not pick up the youth, a copy of the report will be mailed to the parent/legal guardian's address.

In an emergency when immediate attention is needed, staff will contact the Program Director, who will call 911 and the youth's parent or legal guardian

### **Transportation Policy**

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

At times, BEACON staff will provide transportation between program sites or for field trips. On these occasions, students will be transported in a school district vehicle by district staff only. Those district staff transporting students will have passed the Safe Driving training through the school district's transportation department.

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

### **Facilities**

Staff must follow all rules for the use of any school district facility. Those rules will be in the specific school's staff handbook.

### **Policies governing use or care of classrooms, space, clean-up, and food**

The BEACON program does not have a custodian; therefore staff should pay particular attention to cleaning the program space before leaving.

Supplies/Equipment: Equipment and supplies should be properly stored.

Purchasing: Any needed supplies must be requested through the Site Coordinator who will submit a purchase order and purchase needed supplies. If you choose to purchase items out of pocket, reimbursement is not guaranteed.

## **Interaction with Students and Parents**

### **Family Involvement**

The BEACON After School Program encourages parents to be involved, share their skills and talents and observe program activities at any time. BEACON invites parents to become club leaders and/or volunteer tutors during homework assistance. Parents are always welcomed to the program on any day. BEACON also provides family nights for students and their families at least three times per year.

### **Communication**

In order to provide quality care and service to youth and their families, we need to make sure the relations between the parents, staff, school principal, custodians, other school personnel and the BEACON office is positive. We need to keep the communication going and make sure the coordination of equipment, facilities and other supplies is made between all parties involved. Documentation is also a big part of this process. Communication is the key to running and maintaining a quality after school program.

### **Student Eligibility Guidelines**

Enrollment in the program shall be granted without regard to race, sex, religion, color, or national origin. Enrollment is open to any student who has a need for an after school program.

### **Student Behavior and Discipline Guidelines**

It is the goal of the BEACON After School Program to guide youth in becoming happy, responsible, cooperative participants in this program through positive, non-threatening teaching techniques. We want to increase the 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 helping youth grow towards self-discipline and self-direction. Every effort will be made to obtain information that will help us understand your youth. When behavior problems arise, youth will be given options. We will find out what works best for each youth.

The program uses discipline to encourage the youth's self-control and reduce risk of injury and any adverse health effects to self or others. The program will use the following positive discipline measures for youth:

- ❖ Positive guidance such as:
  - Listen to youth's concerns and answer their questions
  - Respect each youth with respect and dignity
  - Be sensitive to all cultures
  - Encourage creativity, growth and foster self-esteem in each youth
  - Assist each youth in recreational and educational development
  - Provide positive reinforcement and mild consequences to the youth for negative conduct
  - Redirection
  - Time out

### **Code of Conduct**

All students are expected to adhere to the code of conduct that is stated in their School parent-student handbook. When a student's behavior violates the code of conduct, the following behavior plan is in place.

1. VERBAL WARNING

- Identify the behavior that is unacceptable
- Verbal warning to the student

2. NAME IN DISCIPLINE LOG WITH VERBAL WARNING

- Identify the unacceptable behavior
- Verbal warning to the student
- Student signs the discipline log
- Call to parent

3. NAME IN DISCIPLINE LOG, AN OFFICE REFERRAL AND SUSPENSION FROM AFTER SCHOOL PROGRAM UNTIL MEETING WITH PARENT AND PRINCIPAL

- Identify the behavior that is unacceptable
- Student signs the discipline log
- Office referral made to the principal
- Call to parent
- Suspension from After School Program until a meeting with parent and principal occurs.

**Student attendance and absence policies**

It is the policy of the BEACON program that participation is completely voluntary. Staff will maintain attendance records, but students will not be penalized in any way for not attending.

**Health and Safety**

Refer to Safe School plan

**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.

**Administration of 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 Coordinator.

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 Coordinator 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.

### **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.

### **Exclusion of Staff and Youth**

The BEACON program will provide a healthy environment. Parents need to keep sick youth home due to the threat of carrying communicable diseases. If a youth has a communicable disease, the youth must be removed from the program until the proper treatment has been completed and/or the doctor releases the student.

Youth with any of, but not limited to, the following symptoms should not attend the after school program.

- Fever
- Diarrhea
- Vomiting
- Undiagnosed Rash

- Inflamed or Matted Eyes
- Severe

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 Coordinator 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.

### **Medical emergency or injury involving youth**

If there is a life threatening injury to youth, ***always dial 911 and then contact the appropriate personnel.*** The chain of command is as follows:

1. 911
2. School Principal
3. Site Coordinator
4. BEACON Director
5. If the parent or legal guardian cannot be reached, the Site Coordinator will then attempt to contact the youth's emergency contact person.

### **CPR/First Aid**

At least one staff member per site will be certified in CPR/First Aid.

### **Emergency Preparedness**

In the event of an emergency or natural disaster, staff will follow the School District's Emergency Procedures Checklist (available at each site). Specifically, for the BEACON program, the following procedures will be initiated:

- All children in the program will be kept at the site until a parent or authorized person has picked them up.
- Should it be necessary to evacuate the site, staff will walk students to a site designated by Grand County School District.
- Fire Drills and disaster drills will be conducted every quarter.

### **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."*

Bullying may take a variety of forms but generally implies an imbalance of power and/or status that may be repeated over time. Types of bullying include but are not limited to:

- verbal and written
- physical
- relational / social (ignoring, excluding, spreading rumors)
- cyber (text messaging, email, on-line chat, etc.)

The School District expects students to report bullying to a parent, teacher, principal or another trusted adult.

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. Staff shall educate all students about bullying behaviors, including cyber bullying, and about strategies to end bullying. Finally, staff shall document incidents, contact parents and provide follow-up to assure situations involving bullying stop.

Bullying is a community issue that cannot be resolved by the schools alone. The School District asks the public to join in and support the stance that bullying behaviors are not acceptable in the Grand County communities.