



B.E.A.C.O.N.

Building Essential Assets through Community Outreach and Networking

439 South 100 East, Rm. 17 · Moab Utah 84532
Office: (435) 259-2767 / Cell: (435) 259-8396

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Parent/Student Handbook

A dventure Ed Program



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Grades 7-8
Grand County Middle School
After-school Program

Family Nights and Parental Involvement:

BEACON and *Adventure Ed* 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, including family and movie nights.

Parent/Student Grievance Policy:

BEACON *Adventure Ed* welcomes constructive criticism of the program or its staff members in an effort to improve the quality of program services and activities. As *Adventure Ed* is a Grand County Middle School program, the school district policy for student and community complaints applies. Student Statement forms and Citizen's Report forms are available at the Middle School main office.

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

<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/districtoffic>



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Dear Parent,

Welcome to BEACON Middle School *Adventure Ed* After School 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 middle school 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

Gentry Medrano
Middle School Site Coordinator

Mission Statement

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

ADVENTURE ED PROGRAM SCHEDULE
FALL 2009 – SPRING 2010

BEACON History

In the fall of 2005 Grand County School District received a 21st Century Community Learning Center (CCLC) 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 a safe, supervised environment which includes healthy snacks and recreational and life skills activities to enhance the academic component of the program. “Adventure Ed” refers to the afterschool component at each school site.

Since receiving the 21st CCLC grant, BEACON has actively pursued additional funding to ensure program sustainability and to expand programming. Utah Department of Workforce Services *Safe Passages* funding allows *Adventure Ed* to increase partnerships with local organizations to provide additional afterschool clubs, prevention programming, tutoring and life skills training for court appointed youth.

BEACON’s Program Goals:

- Improve academic performance of all students in math, science and reading
- Increase life skills of students and families
- Increase students’ life-long participation in safe, healthy activities
- Develop students’ life-long participation in healthy recreational activities
- Improve the safety, health and well being of students and parents

The *Adventure Ed* program provides homework assistance followed by recreational, art and other club activities Monday–Thursday afternoons. Friday activities emphasize social, cultural and wellness programs.

Homework assistance and tutoring services are available ***everyday*** that school is in session, Monday-Friday, including Early Out days.

Club activities may be suspended on certain days prior to school holidays and parent-teacher conference days, though afterschool tutoring will remain available.

Sample Adventure Ed Daily Schedule

Students meet at the Middle School Library

- 2:30-2:45: Sign-in and Snacks
- 2:45-3:30: Homework Assistance and Tutoring
- 3:30-4:45: Club Activities

Sample Club Activities

Students Walk or Bike to Partner Sites

- Swimming @ City Pool
- Drop-in at Club Red, Moab Teen Center
- Multicultural Cooking at Youth Garden
- Crafts and Jewelry at Club Red
- Taiko Drumming
- Drama at Club Red
- Hands up, Hands Down at Youth Garden
- Climbing
- Chess
- Mural Madness and Club Red
- Bowling
- Native American Club

STAFFING

The Adventure Ed 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:

- At least one staff person per site will be First Aid/CPR certified.
- All staff, activity leaders and volunteers will have passed a Grand County School District criminal background check.
- 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 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. They report directly to Grand County School District Superintendent and Grand County Middle School principal.

Middle School Adventure Ed Site Coordinator supervises the Adventure Ed staff, tutors and volunteers. The Site Coordinator is responsible for communication with families, teachers, community partners, volunteers and for activity and curriculum planning. This person reports to the BEACON Director and Grand County Middle 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 Director:	Stephanie Dahlstrom	260-1143
Site Coordinator:	Gentry Medrano	260-9439
Tutors:	Rob Magelby, Nancy Allemand, Megan Macomber	
BEACON Office:		259-2767

BEACON Overview

BEACON is currently made up of three main sites — **Red Rock Elementary School (RRE), Helen M. Knight School (HMK) and Grand County Middle School (GCMS)** — and includes the following programs for the Middle School:

MOABBEACON.NET:

BEACON's website was developed to be a tool that both students and parents can use. The Middle School page was designed to be a one-stop resource for current information, homework assignment handouts, activities, events and happenings in the school and around the community. Some highlights include:

- Subject by subject homework calendars
- Bully Reporting System
- Homework Help Resources
- School handouts
- School and community resources

The website can be found at www.moabbeacon.net or you can link from the school district website at www.grandschools.org.

GCMS:

- Adventure Ed After School Program including clubs, tutoring and home work assistance
- Safe Passages Programs providing prevention programming, family nights, life skills training and academic resources
- Partnership with Club Red to provide supervised and professional recreational and enrichment activities including Dinner and Movie Nights and other events

BEACON Partners

BEACON partners with several community organizations to provide a more diverse range of high quality, fun and educational activities for program participants. Our main partners include :

Red Rock Elementary

- Grand County Public Library
- Youth Garden Project
- WabiSabi
- Desert Child Music
- Moab Valley Multicultural Center (MVMC)
- Moab Arts Council

HMK Intermediate School:

- Special Service Recreation District
- Grand County 4-H
- WabiSabi
- Moab Rim Rock Roadrunners
- Youth Garden Project
- U.S. Geological Services
- Moab Fitness Center
- MARC
- Moab Taiko Dan
- MVMC
- Grand County Public Library
- Moab Arts Council

Grand County Middle School:

- Moab Teen Center
- WabiSabi
- MVMC
- Youth Garden Project
- Tobacco Prevention Program

Cell Phones/Phone Calls:

Grand County Middle School policies governing cell phone use apply during *Adventure Ed* hours. If students are required to check in with parents, they may do so before *Adventure Ed* starts, or they may use the school phone.

Parents may reach their child by contacting the Site Coordinator at 260-9439, or the BEACON office at 259-2767. Parents may also call the Middle School Main office to connect to the library at 259-7158 x130.

Code of Conduct:

All students are expected to adhere to the code of conduct that is stated in the Middle 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 ADVENTURE ED 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 *Adventure Ed* until a meeting with parent and principal occurs.

MIDDLE SCHOOL ADVENTURE ED POLICIES

Attendance Policy:

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

Occasionally, students will be required to attend homework assistance as part of a contract with parents and the administration of the Middle School in order to improve grades. In addition, some parents would like to require their child to attend. In these cases, *Adventure Ed* staff will report attendance to parents and school personnel. If you have special attendance requests, please contact the Site Coordinator.

Transportation Policy:

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

At times, *Adventure Ed* staff will provide transportation between program sites. On these occasions, students will be transported in a school district vehicle by district staff only.

Youth 10 years and older may walk or ride their bicycles home or to transport themselves between program sites. Any individual not authorized to pick up your student should be listed in the registration paperwork.

Sign-out Procedures:

Students will sign in to homework assistance upon arrival. If a student leaves homework assistance early, he/she will sign out before leaving. Before departure from homework assistance, *Adventure Ed* staff will confirm with each student which club they will attend that day and maintain records for each club activity. Students will be responsible for walking, biking or otherwise transporting themselves to the activity sites.

ENROLLMENT

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 extended day program. Student in grades 7-8 are eligible to participate in the Grand County Middle School *Adventure Ed* Program.

REGISTRATION

Parents must fill out and sign the required forms before any student is admitted to the program.

Registration Forms:

Registration forms are accepted at any time and can be returned to the Middle School main office, or the BEACON office in room 17 at the Middle School.

It is critical that current information be on file. Phone numbers of home, work and emergency contact persons must be included on the form. This form must be updated each fall. The application form also includes publicity permission, transportation agreement, student records, off-school grounds and emergency authorization, policy agreement and liability waiver.

Student records will be used to complete program evaluations, grant reporting and program improvement. Photographs of youth used for grant reporting and promotional purposes will not identify youth by name.

Registration Fees:

Currently, because of the generosity of our local, state and federal funding sources, we are able to offer these services free of charge. However, we highly encourage **a voluntary contribution** as you are able to assist us in meeting our fund-raising obligations.

HEALTH AND SAFETY POLICY

As Adventure Ed 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.

Medications:

In accordance with the state law we will not dispense **any** type of medication to any youth without advance written consent from the parent/guardian and physician. Prescription medication may be given only to the student for whom it is prescribed. Over the counter medication must have the child's name clearly printed on the container. If a student is to receive **any** medication during the hours of the *Adventure Ed*, the site coordinator must have the following information:

- Written, signed request from the parent/guardian. (**Permission to Administer Medication Form**)
- Written directions detailing method, amount, and time schedule. This must be filled out and signed by the physician ordering the medication.
- Medication in its original container as delivered by the pharmacy

Emergency Procedures:

In the event of an emergency or natural disaster, 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.

Emergency Preparedness:

Fire procedures will be reviewed every month and disaster procedures will be reviewed twice a year.