



**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

Director: Stephanie Dahlstrom

RRE Site Coordinator: Jessica Driskell

BEACON Office Phone: (435) 259-2767

Funding for this program is made possible by a 21st Century Community Learning Center and Youth Connections grant from the Department of Workforce Service, Office of Work and Family Life. Other funders include the Daniel's Fund, Moab Arts Council, WabiSabi, Energy Solutions, Rocky Mountain Power and other generous local businesses and individuals.

Parent/Student Handbook

**RRE**

**BEACON After School**



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

Building Essential Assets through Community Outreach and  
Networking

Grades K—3  
Red Rock Elementary  
After-school Program





## BEACON History

In the fall of 2005 Grand County School District received a 21<sup>st</sup> 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.

Since receiving the 21<sup>st</sup> CCLC grant, BEACON has actively pursued additional funding to ensure program sustainability and to expand programming. 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:

- Improve academic performance of students in math, science and reading
- Develop students' life-long participation in healthy arts & recreational activities
- Improve the safety, health and well being of students

## 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 to 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>

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

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

## Code of Conduct (Con't)

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 After School is a RRE program, the school district policy for student and community complaints applies. Student Statement forms and Citizen's Report forms are available at the RRE Main office.

## 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 Red Rock Elementary

### **RRE**

- *After school tutoring*
- *After school homework clubs*
- *After school arts & recreational clubs*
- *After school educational enrichment clubs*
- *After school prevention components*

### **MOABBEACON.NET:**

BEACON's website was developed to be a tool that both students and parents can use. The RRE 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, including family and movie nights.

## 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
- USU Extension—4H
- Youth Garden Project
- WabiSabi
- Moab Valley Multicultural Center (MVMC)
- Moab Arts Council

### **HMK Intermediate School:**

- USU Extension— 4H
- Grand County Public Library
- Youth Garden Project
- WabiSabi
- Canyonlands Half Marathons
- Moab Fitness Center
- MARC
- Moab Taiko Dan
- Special Service Recreation District
- Moab Vet Clinic
- Dan O’Leary Museum
- MVMC
- KB Horseman Ranch
- Moab Arts Council

### **Grand County Middle School:**

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

## 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:

RRE 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 Site Coordinator at 260-1216, or the RRE Main office at 259-7326

## 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

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.

### **Emergency Preparedness**

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

### **FUNDING PARTNERS:**

21st Century Community Learning Center

Dept. of Workforce Services— Office of Work & Family Life:  
Safe Passages & Youth Connections

Grand County School District

Daniels Fund

Energy Solutions

Rocky Mountain Power

WabiSabi

Utah Trust Lands (SITLA)

Grand County Recreation Special Service District

Moab Arts Council

Girls on the Run

Parent Donations!

## RED ROCK PROGRAM INFORMATION

### 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 K-3 are eligible to participate in the RRE BEACON After School Program.

### REGISTRATION

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

#### Registration Forms:

Registration forms are handed out to all students and need to be returned to the RRE main office. There are three sessions during each school year:

- **FALL SESSION: September 14, 2009— November 6, 2009**
- **WINTER SESSION: November**
- **SPRING SESSION:**

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 grants and donations from local, state and federal funding sources as well as foundations and businesses, 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

*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 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.

#### 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

### **Behavioral Expectations of Youth (con't)**

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 Coordinator 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.

## **BEACON AFTER SCHOOL AT RRE PROGRAM SCHEDULE FALL 2009 - SPRING 2010**

The BEACON program provides tutoring and recreational, art and other club activities Monday-Friday afternoons.

### **Sample Daily Schedule for grades 1st—3rd**

#### **Tuesdays—Fridays**

*Students meet at the cafeteria*

- 3:15-3:30pm: Sign-in and Snacks
- 3:30-4:30pm: Tutoring, clubs & activities
- 4:30-5:00pm: Free play, closure, parent pick-up

#### **Sample Club Activities**

- Crafts with Marion
- Homework Club
- Computer Club
- Camp Boost
- Bogus Bugs
- Write Now!
- Surprise Me!
- Nature Crafts
- Fun with Sports
- Story Hour and Crafts
- Food, Fun and Nutrition
- Plus many more.....

### **Sample Daily Schedule for Kindergarten**

#### **Monday—Fridays**

*Students meet at the cafeteria*

- 2:15-2:30pm: Sign-in and Snacks
- 2:30-3:30pm: Tutoring, clubs & activities
- 3:30-4:00pm: Free play, closure, parent pick-up

# **BEACON: Red Rock Elementary**

## **Policies and procedures**

### **Attendance Policy:**

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

### **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.

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 In/Out Procedure**

The following procedures will be used 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 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 After School Program follows at Red Rock.

#### **Rules:**

1. Do your best.
2. Be nice.
3. No excuses.

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 Jessica Driskell, the Site Coordinator 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 Coordinator and staff.