



# Student Adventures Afterschool Program Student/Parent Handbook

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## Goals

The Student Adventures Afterschool Program provides tutoring, recreational, social and cultural enrichment experiences and prevention opportunities to the Clinton Community School District. The components of the program are designed to provide students with the opportunity to:

- 1.) Stay in a safe, nurturing and drug free environment with positive adult role models during the afterschool and summer hours.
- 2.) Socialize with peers in a healthy manner and demonstrate positive behaviors.
- 3.) Receive assistance with homework and individual tutoring.
- 4.) Engage in learning activities that may not be available during school hours.
- 5.) Learn how to engage in a healthy lifestyle through prevention activities.
- 6.) Become actively involved in their community.
- 7.) Become involved with high quality educational, developmental and recreational opportunities.

Our program will be consistently changing to meet needs identified by participants at each school.

## Afterschool Program locations and times

### **Bluff Elementary**

Site Coordinator: Allyson Comstock  
1421 S. Bluff Blvd, Clinton, IA 52732  
563-243-0486 Ext. 2391  
Or 563-357-1382  
Begins: At dismissal.  
Ends: 5:00 p.m. M-F

### **Eagle Heights Elementary**

Site Coordinator: Erin Taylor-Goff  
1350 Main Avenue, Clinton, IA 52732  
563-242-2116 Ext. 2232  
Or 563-357-0994  
Begins: At dismissal.  
Ends: 5:00 p.m. M-F

### **Jefferson Elementary**

Site Coordinator: Kelsie Tillery  
720 4<sup>th</sup> Avenue South, Clinton, IA 52732  
563-242-5546 Ext. 2244  
Or 563-357-3390  
Begins: At dismissal.  
Ends: 5:00 p.m. M-F

### **Whittier Elementary**

Site Coordinator: Paula Schultz  
1310 2<sup>nd</sup> Ave. S., Clinton, IA 52732  
563-243-3230 Ext: 2502  
Or 563-212-2546  
Begins: At dismissal.  
Ends: 5:00 p.m. M-F

### **Clinton Middle School**

Site Coordinator: Wendy Randall  
1350 14th St. NW, Clinton, IA 52732  
563-243-9600 Ext: 38  
Or 563-249-1279  
Begins: At Dismissal  
Ends: 5:00 p.m. M-F

### **Important Links**

<http://www.afterschoolalliance.org/>  
<http://www.iowaafterschoolalliance.org/>  
[www.grassley.senate.gov/contact](http://www.grassley.senate.gov/contact)  
[www.ernst.senate.gov/public/index.cfm/contact](http://www.ernst.senate.gov/public/index.cfm/contact)  
<https://loeb sack.house.gov/forms/writeyourrep/>

### **Program Fees**

Activities offered under this program will generally be FREE to all participant.

### **Program Hours**

Program will run Monday through Friday and will dismiss at **5:00 p.m.** On Wednesdays, the Afterschool programs will begin immediately after school is dismissed. Programs will not be offered when school is closed due to holidays, weather, scheduled breaks or other non-school days. Occasionally special programs may be offered while school breaks are in session, such as winter or spring break or on weekends an advance notice will be sent home if anything is scheduled.

### **Schedule Changes Due to Weather**

If the weather is bad, an announcement concerning schedule changes will be made over the following radio and television stations.

<b><u>Radio</u></b> 97X	98.9 FM	<b><u>TV</u></b> KWQC – TV6
KROS	KUUL	WQAD – TV8
KLNT	KRVR	WHBF – Channel 4

We **WILL NOT** call parents at home or work. If the weather forecast sounds threatening please listen to the radio, watch television, or have someone available to contact you about school delays and/or closings.

Afterschool programs **WILL NOT** be held on days when school has been dismissed early or canceled due to inclement weather or other unforeseen situations.

### **Daily Schedule**

The afterschool program at each school is “flexibly structured”. They each have a unique schedule, but participants and adults can be assured that a familiar routine will be established. While lengths of each of the following components may vary, they will be instituted on a regular basis at each afterschool program site.

- A. **Snack**: All participants at the afterschool program will receive a nutritious daily snack.
- B. **Homework Assistance**: Staff members and trained tutors will help participant’s work on assignments. Your student is responsible for bringing homework to the homework assistance session. Teachers of students attending may also be involved in relaying information about a child’s homework assignments.
- C. **Tutoring**: Certified teachers will work with program participants to strengthen academic skills.

- D. Recreational, Social and Cultural Enrichment: Students have the opportunity to participate in organized activities and clubs. These recreation activities will provide participants an opportunity to broaden their interests, learn new skills, and enjoy socializing with others in a small group setting. Examples may include cooking club, book club, woodworking, or foreign language activities. All students will have the opportunity to participate in each of these activities during the school year. If you have any requests regarding your student's schedule, please notify the Site Coordinator at your child's school.

### Withdrawal

Parents are responsible for notifying the Afterschool Site Coordinator at their child's school, in writing, prior to the date they intend to withdraw their child(ren) from the program.

### Field Trips

Student Adventures Afterschool program will offer field trips and/or special activities to participants. Information regarding field trips will be available at least one week prior to the trip. Field trips are for students who participate actively in afterschool program and are reward for good behavior and attendance in the afterschool program.

Field trips may occur on a regular day afterschool, on an early dismissal day, or on a day when school is not regularly scheduled. Your signature on the field trip permission section of the enrollment packet gives the Student Adventures staff permission to take your child on field trips. If you do not wish for your child to attend a field trip, you **MUST** contact the Site Coordinator at your child's school in advance.

### Emergency/Health/Medication Information

Parent/guardian are required to thoroughly complete a registration form to provide emergency and health information prior to the child being allowed to participate in the Afterschool program. It is the parent's responsibility to **notify the afterschool staff if there are any changes in the parent contact or emergency information.**

**The staff are responsible for emergency care of a sudden illnesses or injury. First aid will be given** Subsequent care are the responsibility of the parent/guardian and physician. The family physician will not be contacted without written authority of a parent/guardian unless immediate attention is required. We want to provide the safest and healthiest environment for your child.

If medication is needed, it is the parent's/guardian's responsibility to provide staff with times that the medication is to be given. Only trained staff will administer medication that **must be kept in original container with the following information.**

#### The following instructions are to be clearly labeled on the bottle:

Name of student	Time to be administered
Name of Physician	Duration to be given
Dosage	Name of medicine

## **Dismissal**

Adults are required to pick up their child(ren) at **5:00PM** unless another specific time has been set by Afterschool staff or arrangements are made in advance. We **WILL NOT** release your child to anyone who is not on your authorized list. Should an emergency arise and a person not listed on the registration form needs to pick up the student; the parents **MUST** call the Site Coordinator on the work cell number provided for their child's school.

### **❖ Walking Home**

If you wish for your child to walk home alone after program is over, you **MUST** indicate this on the enrollment form. A staff member will escort children out of the building and direct to go directly home. Once your child leaves school grounds, your child is no longer the responsibility of the Afterschool Program.

### **❖ City Bus**

If you wish for your child to ride city bus home after program is over, you **MUST** indicate this on the enrollment form. Your child will be walked to bus stop to ensure that they make on to the City Bus.

### **❖ School Bus (Only Available at Bluff, Whittier, Eagle Heights)**

If you wish for your child to ride school bus home after program is over, you **MUST** indicate this on the enrollment form. Student will be dropped off in front of your house.

### **❖ Parent Pick-Up**

If you wish for your child to be picked up after program is over, you **MUST** indicate on the enrollment form. Your child will need to be picked up immediately at 5:00 p.m. late pick up costs the program extended staff time and will mean less services for the children in the afterschool program.

## **Social Media**

The Afterschool Program has a Facebook page as a helpful resource for communicating with families in the program. Names of children will never be used on the Facebook page. Our goal is to use this tool for reminders, answering general questions, and sharing how much fun our children are having and how much they are learning. Please indicate on the enrollment form if you grant permission or do not grant permission. Your child's picture will not be used we welcome your thoughts and comments and look forward to what you have to share. To find us on Facebook search for Clinton Community School District Afterschool Program or follow the link below:

<https://www.facebook.com/CCSDASP/>

## **Discipline Policy/Conduct Code**

Student Adventures students are expected to follow the expectations and courtesies outlined in this student/parent handbook, as well as other afterschool specific rules and expectations established by Site Coordinators. In order to maintain a safe and fun environment the Afterschool program staff will work closely with you and your child to ensure proper behavior. If, however, the problem persists, a discipline report will be written. You will receive a copy of the discipline report.

## **Behavior Guidelines for Activities, Field Trips, and Bus Rides**

1. Follow directions of all staff members and adult volunteers the first time.
2. Show respect for others by demonstrating courtesy and avoiding name-calling, teasing and offensive language or gestures.
3. Share Afterschool program supplies, toys, and games
4. Keep hands, feet and all objects to yourself.
5. Walk quietly to and from activities.
6. Show respect for property belonging to others and the school.

### **The following behaviors will not be permitted:**

1. Hitting
2. Spitting
3. Profanity/abusive language
4. Name calling
5. Throwing Objects not meant to be thrown
6. Making excessive noise
7. Assault
8. Fighting
9. Theft
10. Harassment
11. Vandalism
12. Failure to do what is requested
13. Possession of a weapon
14. Smoking or Possession of tobacco
15. Possession of alcohol or other controlled substance
16. Any other conduct deemed hazardous to other's safety
17. Willful damage of school, staff or student property
18. Inappropriate comments
19. Bullying
20. Not adhering to bus rules
21. No Electronic devices or toys during program time

### **Consequences**

**In case of minor infractions, the Site Coordinator and the child will work out the problem using the following win/win guidelines:**

- 1) Stop, cool off
- 2) Talk and listen to each other
- 3) Identify the problem
- 4) Brainstorm solutions
- 5) Choose the best solution
- 6) Make a plan and follow through

**Serious infractions may include a written discipline report being sent home. In this case the student will **NOT** be allowed to attend the next field trip.**

### **Consent to Release Information**

As part of our program, we will be sharing data with other school staff and contracting agencies. Sharing this information ensures the best possible services and support for your child. Your signature on the Afterschool Registration form in the **Consent to Release** section gives the Afterschool staff the permission to access records and exchange data regarding your child.

### **Adult Involvement**

**Parents and guardians of program participants are encouraged** to visit program activities. Adult participation is strongly encouraged at all afterschool locations. Please inform the Site Coordinator/program staff when you arrive at the Afterschool Program.

We would be delighted to have adults and family members involved in the program. Volunteers are needed to plan and chaperone special events, to provide enrichment and to offer assistance to staff members. Please contact your Site Coordinator if you are able to participate in Afterschool activities.

### **Program Evaluation**

All Student Adventures Afterschool Program sites involved will strive to provide quality services and opportunities that student and parents are satisfied with. Your comments and suggestions are important to us. Staff may ask participants and adults to complete surveys or give feedback verbally. Information gained for this purpose is strictly confidential. The overall survey results will be shared with each Afterschool Program advisory board, school administration and a contracted, independent evaluator. Copies of survey results will be available for parents and community members upon request.

### **Program Attendance/Absences:**

From the Iowa Department of Education: “Each program’s local collaborative partners will determine required attendance patterns for the programs operated after school, before and after school, and/or other non-school hours. Based on experience and research, the Iowa Department of Education recommends that programs require elementary student attendance every day and middle school attendance at least three days per week of a five- day program.”

Since the afterschool program is academic and enrichment based per state and federal guidelines, our afterschool program strongly recommends that parents have their children attend after school, before and after school per the guidelines set forth by the Iowa Department of Education. Our specific guidelines are below.

The following guidelines are in place for both the before and after school programs:

- 1) Parents **MUST** inform the afterschool program at least 30 minutes prior to dismissal if their child will be absent that day. Parents can do this by calling or texting the afterschool program staff, or by calling the school office. If this does not occur, the absence is Unexcused.
- 2) When informing the program that your child will not be attendance, a reason **MUST** be given. There will be a maximum of ten incidents if a reason is not given. A student then may be removed from the program.
- 3) There will be no limit on Excused absences such as Illness, therapy/counseling appointments, custody arrangements, or extra-curricular activities (middle school). In the case of therapy/counseling appointments, custody arrangements parents **MUST** inform program staff in advance so these circumstances are not counted as unexcused.

- 4) If a student is serving an In School Suspension, they will not be able to attend after-school program that day, and the absence will be counted as Unexcused.
- 5) Three Unexcused absences will result in dismissal from the program.
- 6) For middle school students, participation in extra-curricular activities (i.e. sports, theatre, etc.) are considered Excused Absences.
- 7) If a student has an unexcused absence in the morning from school, they may attend the afterschool program that day.
- 8) If a child is absent from school the entire day, they may not attend afterschool program that day. If it is an excused absence, the absence will be excused from the afterschool program. If it is an unexcused absence, the absence will be unexcused from the afterschool program that day.
- 9) If a student must leave the program early on a given day for an appointment, meeting, practice, etc., it will be counted as the student attending that day. We ask that parents inform staff in advance of such events.

### **BUSES AND BUS BEHAVIOR EXPECTATIONS**

The privilege of riding a school bus or city bus carries with it some responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus but their major responsibility is the safety of the riders and driving the bus. Therefore, students are expected to cooperate with the following expectations:

1. Students are to stay seated and keep all body parts inside the bus at all times.
2. Students are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination - school in the morning and bus departure station in the afternoon.
3. Students are to visit with each other quietly and avoid loud noises.
4. Students are not to disturb other pupils while waiting for or while riding on the bus.
5. Students will board the bus and leave the bus according to the instructions of the driver.
6. Students are to obey all requests of the drivers and to show proper respect to the bus monitors.
7. Students will be held financially responsible for damage to the interior and exterior of the bus, including the seats.
8. Students may not leave the bus on its way to or from the school except to ride with parents. In such cases, parents should inform the school.
9. Students are not to throw objects while on the school bus.
10. If being disciplined, students must sit in seats assigned by the driver.

11. Each passenger is expected to help in keeping the bus, clean, such as picking up paper and other objects they may drop on the floor. Shoes/boots should be free of mud as conditions will permit before boarding.
12. NO beverages may be brought onto the bus.
13. Students riding the City bus must have a student ID or bus pass. Any bus passenger whose behavior diminishes the safety of others will not be allowed to ride the school bus.