

Academic Excellence Program Staff

Guidelines and Procedures

2013-2014

Group Leader: _____

Group #: _____

Arrival/Departure:

Arrival time for our staff will vary. Staff who are not employed by the school district are required to be here at 3:00 p.m. Staff who are hired as paraprofessionals in the school district are required to be here at 3:15 p.m. Staff who are certified teachers in this district or another district are required to be here by 3:30 p.m. (Sally Cooke has requested that all AEAP staff members be allowed to leave their campus as soon as they are clear of students). All staff members are required to remain at the program until 5:30 p.m.

Staff Absences and Tardiness:

It is imperative for all staff members to be in attendance daily and on time. Staff members will be expected to sign in daily. However, situations may arise where you will be unable to attend. If you know in advance that you will be absent please complete the staff absence report and turn it into the director as soon as you are aware of the date. In the event of an unexpected absence you will need to contact the director through email at pdawson@blythevilleschools.net or text message at (870) 955-0159 before 12:00 p.m. on the date of the absence. **If tardiness, absenteeism or failure to notify the director in a timely manner becomes an issue you will be asked to move to the sub list, or terminated.**

Time Sheets:

It is the responsibility of each staff member to keep track of the time that they are working. A time sheet will be provided each month. Please keep track of the exact time spent working in the program. For example, if you arrive at the program at 3:35 p.m. and leave at 5:20 p.m., please do not put on your time sheet that you worked from 3:30 – 5:30. A calendar is provided to each staff member to inform you of when the time sheets are due. **If your time sheet is not turned in on the appropriate day then you will not be paid for that time until the following pay period.**

Reflection Forms:

Research shows that consistency in instructors creates a more influential and volatile program. Therefore, it is the practice of the Academic Excellence Program to offer positions for the next semester to qualified leaders currently working in the program. Reflection forms will be distributed at the end of each semester and follow up meetings will be scheduled. **The program director reserves the right to refrain from rehiring those leaders who do not comply with the standards of the program.**

Chain of Command:

The chain of command will be as follows. The program assistant on each campus is in charge of day to day operations of the program. Therefore, it is important for the program staff and the program assistant to develop a working relationship and mutual respect. The program assistant on each campus is the go to person on each campus to answer questions, minor behavior problems, and or parent concerns. The Director's Assistant is on campus to handle major behavior problems, staff issues, and to observe program implementation on campus during programming hours. The Program Director will rotate with the Director's Assistant and will also be on campus to handle major behavior problems, staff issues, and to observe program implementation. **It is the responsibility of the Program Director or the Director's Assistant to handle any staffing issues.** These issues will be reported by the program assistant.

Student Pick-Up/Bus:

Students who sign up for bus transportation will be picked up by the program assistant at your site by 5:20 p.m. All other students and staff members are asked to stay with the other students until 5:25 p.m. At this point you will escort your students to the dismissal area and keep your students with you until they are signed out by a designated person. **STUDENTS ARE NOT ALLOWED to be signed out by someone not on the afterschool program list or by an individual who is under 16 years of age without prior approval from the Program Director or Director's Assistant.** All students in the program who have requested bus transportation will be labeled. Please do not allow students to remove their label. Students will only be allowed to travel home the way indicated on the tag unless you are told otherwise by program leadership.

Staff Observations:

Staff observations will be conducted periodically. These observations are to ensure the quality of programming and allow for changes to be made in scheduling, activities, or curriculum as needed. Staff observations will also be used in determining subject matter for trainings and future employment of staff members. Staff observations will be conducted by the Program Director and the Director's Assistant.

Student Incident Forms:

Teachers who experience behavior problems with a student must complete a student incident report and send it with the student to the program assistant. If the situation is a major offense the program assistant will direct the student to the Program Director or the Director's Assistant.

Three incident reports must be completed and the student sent to the program assistant before the student may be removed from the program. **Removal of the student from the program is under the discretion of the program director.** Other measures such

as moving a student to another group, parent contact, etc. will be tried before a student is removed from the program.

Classroom Instruction:

Staff members are responsible for the daily planning and leading of activities that will enhance their student's academic abilities. Therefore the following policies should be followed:

*Cell phone use and texting during program time should be at a minimum and only for emergencies.

*Staff members are not to work on other projects, school work, or work for other jobs during programming hours.

*Students are not to be left unattended for ANY reason during programming hours.

Should an emergency arise contact the program assistant.

Communications:

Program- a staff and parent calendar will be sent out once a month. Feel free to email or call the program director at any time if you have any questions or concerns.

Parent- Parent communication is vital to the afterschool program. Notes, phone calls, or other forms of communication may be necessary. Please make contact with the parent at some point each month.

Confidentiality:

The best practice is to be extremely cautious when talking about any student at all times. We can and will be held accountable for information that is shared with us that may be confidential about a student.

Culture and Climate:

Our culture and climate for the Academic Excellence Program should be safe and conducive to learning. Respectful attitudes to fellow staff members, program assistant, director, parents, and students will be the norm. **Disrespectful attitudes to any of the above or gossip will not be tolerated.**

School day rules and procedures will be followed at all times.

Discipline:

Staff members are expected to practice basic classroom management. Each staff member will need to teach rules and procedures to their group members. We will not

yell, humiliate, disrespect, talk down to, argue, or be rude to our students. Isolation of a student or sitting a student outside the group will not be used as a form of discipline. The student may be sent to the program assistant for a cool down period when necessary.

Dress Code:

Staff members will be expected to dress in comfortable but professional attire. Staff members are not allowed to wear short skirts, short tops that separate from pants, or t-shirts with inappropriate messages. Denim is not allowed. Please dress conservatively and professionally.

Attendance:

Attendance must be checked and recorded daily. Class record forms will be provided. Staff members will need to keep attendance for each group of students. Absentees will be turned in daily to the program assistant at the beginning of the program.

Drop Students:

Students must be dropped from the program after five unexcused absences. Please let the program assistant know when a student has missed five days.

Field Trips:

In order to offer a well rounded program for our children we will schedule one field trip. Staff members are expected to attend and will be paid for their attendance.

Supplies:

Curriculum and general supplies will be made available to staff members for interventions, and science enrichment. Staff members will be expected to organize and manage all supplies and notify the program assistant in advance if additional supplies are needed.

Visitors/Guest:

In attempt to protect instructional time personal visitors are not permitted in the program. **Staff members are not allowed to have their own children in the program site.** Parents and guests are expected to be approved in advance by the program director. Everyone who enters and leaves the site will sign in/out with the program assistant.

Travel Changes:

Travel changes will not be accepted over the phone. **All student travel changes must be made in writing or in person (in writing) by the parent or guardian.**

Trainings:

A mandatory monthly training will be held. Please check calendar for the dates and make arrangements to attend.

Technology:

Computers, smart boards, ELMOs, etc. can be utilized by the afterschool program. Please follow the following guidelines to access the computer:

login:

password:

At the end of the evening please make sure that all technology has been turned off and secured.

*****Personal, school, or other job related work is not to be done during the afterschool program time. Any misuse of school technological equipment could result in immediate removal from the program for staff and or student.*****

Group Space:

Group meeting spaces are to be left in the order in which they are found or better. Please monitor the students in your group to ensure that they are not bothering any of the items that do not belong to the afterschool program. If something is broken, IMMEDIATELY inform the program assistant.

Bathrooms:

Staff members will need to supervise students at all times. Therefore, do not send a student to the restroom alone. **Bathroom times will need to be established and**

students will need to go as a group. In case of an emergency, the student may be allowed to go to the restroom.

Daily Schedule/Your Responsibilities:

3:00 – 3:30 Greet students in the cafeteria, help pass out food, and help keep students quiet.

Stay with your group as much as possible.

3:30-4:00 **Group A will go homework and or reading activity. Group B will have Activity**

Time.

You will need to stay with your group during this time to ensure that they are focusing on the activity.

4:00 – 4:30 **Group A will have Activity Time. Group B will do Homework and or Reading in the cafeteria.**

4:30 – 5:00 **Students in Group A will go to Literacy Interventions or Enrichment in the Cafeteria. Students in Group B will go to Science Lab.**

5:00 – 5:25 **Students in Group A will go to Science Lab. Students in Group B will go to Literacy Interventions.**

5:30 **End of Program**

Any remaining students will be left with the program assistant. Staff members

*will be free to go at this point. **Staff members who choose to stay after 5:30 will not be paid for additional time unless it is approved before hand by the director.***

Homework Log:

Each staff member responsible for homework will need to complete a homework log on each student. For students who do not have homework for that day please indicate that on the log. Please turn the logs in to the program assistant each Thursday at the end of programming.

ACTIVITY LEADER EXPECTATIONS

1. Arrive on time daily and remain at the program until 5:30 pm during the school year and 11:30 during the summer. During the school year certified staff are to arrive at 3:30 p.m. Please sign in, pick up your group and begin working with the students promptly. Meeting schedules are to be given to the program director, in writing at the beginning of each month.
2. Attend all mandatory paid trainings unless an emergency arises.
3. Addend DAILY!! Excessive absences or tardies can result in dismissal. Please schedule appointments on non-program days when possible. **If you will be absent, the director must be notified by text or email before 12:00 p.m. on the day of the absence.**
4. Come prepared daily. Student engagement, student gains, and teacher engagement are a must.
5. When you are here you are to be about building relationships with our students. Student safety is KEY. Be sure to supervise your students at all times.
6. Students may not be signed out by anyone who is not on the sign out list. If you do not recognize someone, you must ask for a photo ID. This is the responsibility of everyone, not just the program assistant. Please take notice when your students are called to leave.

By signing this I understand that these are the expectations of all activity leaders in the Academic Excellence Afer School Program.

Activity Leader Signature _____ Date _____

Mandated Reporters:

By law, any individual who works with children is considered a mandated reporter of **SUSPECTED** child maltreatment. Therefore, **EACH** staff member in the Academic Excellence Program is a mandated reporter.

The following situations are examples of when child maltreatment should be suspected, however, other situations not listed here may also indicate maltreatment:

Signs of Physical Abuse

Consider the possibility of physical abuse when the **child**:

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver

Signs of Neglect

Consider the possibility of neglect when the **child**:

- Is frequently absent from school
- Begs or steals food or money
- Lacks needed medical or dental care, immunizations, or glasses
- Is consistently dirty and has severe body odor
- Lacks sufficient clothing for the weather
- Abuses alcohol or other drugs
- States that there is no one at home to provide care

Signs of Sexual Abuse

Consider the possibility of sexual abuse when the **child**:

- Has difficulty walking or sitting
- Suddenly refuses to change for gym or to participate in physical activities
- Reports nightmares or bedwetting
- Experiences a sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Reports sexual abuse by a parent or another adult caregiver

*****REMEMBER!!! These are not the only signs of abuse. Also, a student may write, draw, or speak about abuse. If they do YOU are mandated to report the suspected abuse to the proper authorities. We ALWAYS err on the side of safety for our students!!*****

The following procedure will be followed any time child maltreatment is suspected:

1. All suspected situations of child abuse must be reported to the Arkansas Child Abuse Hotline by the MANDATED REPORTER.

Arkansas Law states that the MANDATED REPORTER is the FIRST PERSON who is aware of the suspected abuse.

2. When abuse is suspected the **MANDATED REPORTER** will **IMMEDIATELY**:

*Call the Arkansas Child Abuse Hotline at 1-800-482-5964

*Complete the Suspected Child Abuse Report Form (**located with the program assistant on the site**) and fax it **IMMEDIATELY** to (501)618-8952.

***IF IT IS AN EMERGENCY CALL THE BLYTHEVILLE POLICE DEPARTMENT FIRST at (870)763-4411 and then complete the first two steps.**

***AFTER** the above steps have been taken the Program Director must be notified

and the faxed report kept on file in the Program Director's office.

3. The program director will report the suspected abuse to the site principal and district superintendent within 24 hours of the report being placed and a copy of the report will be given to both for their records.

****Failure to comply to these guidelines will result in your immediate termination from program staff and other charges can be filed.****

Mandated Reporter Acknowledgement Form:

I, _____, understand that due to my employment in the Academic Excellence After School Program or Summer Session as a staff member, I am identified as a mandated reporter by the State of Arkansas. I also understand, that according to the law, the mandated reporter is the **FIRST** individual to suspect child maltreatment.

Initial beside the following statements:

_____ The potential signs of child maltreatment have been presented in staff training by the Program Director.

_____ The mandated reporting process has been explained to me in staff training by the Program Director.

_____ I understand the mandated reporting process and that failure to report suspected abuse will result in my termination from the program.

By signing and initialing this form you are acknowledging that you understand mandated reporting and agree to follow the process for the After School Program if maltreatment is suspected.

_____ Signature

_____ Print Name

_____ Date

I have received a copy of AEAP Policies and Procedures and understand my role in the AEAP program.

_____	Signature
_____	Printed
Name	
_____	Date