

# BEYOND THE BELL CENTRAL

## *Family/Parent/Guardian Handbook*



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# Welcome Families, Parents and Guardians!

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*Thank you for encouraging your child to participate in Beyond the Bell Central, the after school program of Central School District 13J. We believe the journey will be as meaningful as we make it through our work together. Providing after school programs at each school in our district, our number one goal is safety and engagement while making a positive impact in your student's life and empowering your child to discover new opportunities.*



## About Us:

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Beyond the Bell Central, or BTBC, provides academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students in core academic subjects, such as reading and math and offers students a broad array of enrichment activities that can complement their regular academic programs. Check the web page calendar and announcements for family fun nights, literacy opportunities and other educational services to the families of participating children!

**BTBC Staff:** Each program site has a site coordinator responsible for overseeing the program and is the contact person should you have questions or concerns about your child or the program. Our staff are qualified individuals who have received training in positive behavior intervention strategies, program development, literacy and math support and health and safety. We maintain a staff to student ratio of 1:12 for elementary sites and 1:20 for middle school. All staff have undergone background checks, identification processes, fingerprinting as well as a variety of trainings to

ensure they follow CSD Policies and Procedures and the Code of Professional Conduct when dealing with any students or staff members. These include “Safe Schools” training on sexual harassment and misconduct, appropriate staff and student interactions, hazardous waste disposal and bloodborne pathogen cleanup.

## **How after school programs are funded:**

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Currently, Beyond the Bell Central is funded by a 21st Century Community Learning Center federal grant and by Central School District 13J.

## **Selection Process for BTBC (*Elementary Only*):**

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While registration is open to everyone, there are only 60 slots available for after school students at the elementary schools. Once registration is closed, teachers and counselors will recommend students for BTBC. Selection is made based on these recommendations and parents will receive an Acceptance Letter from their school.

Talmadge Middle School also requires students and their parents fill out a registration form before attending their program. There is no selection process at TMS and CHS.

## **When does the BTBC Program Start?**

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The BTBC 2016-2017 program will begin September 26, 2016 and conclude on June 6, 2017. Regular program hours are from the end of the school day until 5:40pm Monday through Thursday when school is in session.

<b>SESSION</b>	<b>START DATE</b>	<b>END DATE</b>
<b>FALL 2016</b>	<i>September 26, 2016</i>	<i>December 15, 2016</i>
<b>WINTER 2017</b>	<i>January 9, 2017</i>	<i>March 22, 2017</i>
<b>SPRING 2017</b>	<i>April 3, 2017</i>	<i>June 6, 2017</i>

## When does the BTBC Program Meet?

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	MONDAY	TUESDAY	WEDN.	THURSDAY	FRIDAY
ACES, IES, MES	2:55-5:40	2:55-5:40	1:40-5:40	2:55-5:40	NO BTBC
TMS	3:15-5:40	7:30-8am 3:15-5:40	2:00-5:40	3:15-5:40	7:30-8am
CHS	7:30-8am 3:15-5:30	7:30-8am 3:15-5:30	2:00-5:30	7:30-8am 3:15-5:30	7:30-8am

## Program Closures:

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BTBC follows the Central School District 13J calendar for early release Wednesdays and non-school teacher work days and holidays. You can visit the district website at <http://www.central.k12.or.us/> to view the current district calendar. ***We also have additional professional development days and staff trainings when the program will be closed, so please check your site specific calendar/web page.***



If school is closed or cancelled due to bad weather or other emergencies, BTBC will also be closed. Check the district website for updated closure information.

## How much does the BTBC Program cost?

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Programs are offered at all 5 Central School District campuses.

- ★ For programs at the elementary level, enrollment **per session** is:
  - free to students on a free lunch program
  - \$25 for students on a reduced lunch program and
  - \$50 for all other students
  
- ★ For programs at Talmadge Middle School and Central High School, there is no charge for regular program participation.

## How will my student get home?

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On the Registration/Enrollment form, you have indicated how your child will get home. It is your responsibility to notify staff if a change in this arrangement occurs as early as possible.

**Bus transportation procedures:** Bus transportation is free. Your child will be transported to the address you provided on the Enrollment Form. The site coordinator needs one week advance notice that a student needs bus transportation in order to complete the proper paperwork ***prior to the student riding the bus.***

## Check-In/Check-Out Policy:

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BTBC has developed grade and age appropriate check-in/check-out policies. Parents/Guardians are responsible for designating on the registration form how your child will get home.

Elementary: Parent pick-up is encouraged at the end of the program. **Minimum age for pick-up is 16 (note required), unless other arrangements have been made between the parent and the site coordinator and it is noted on the registration form. This will be strictly enforced for the safety of all students.**

**Elementary Schools:** BTBC students will not be allowed to check-out prior to being picked up by their parent/guardian on record. Students being picked up by a parent will stay in the building until the parent comes in and physically signs them out on the sign-out sheet. Students riding the bus will be signed out and escorted to the appropriate bus by BTBC staff.

**Talmadge Middle School:** BTBC students will be allowed to to check themselves in and out of the program. Once they check out for the day, they will not be allowed to check back in. Students riding the bus will sign themselves out and then be escorted to the bus waiting area by BTBC staff.

**Central High School:** BTBC students are given unlimited entry and exit from the Panther Academic Center. Students are required to sign in when they first enter the program for the day.



## Late Pick-Up Policy:

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BTBC programs start and end promptly at the posted hours. If you know you will be late, please call the BTBC office at the earliest possible moment (phone numbers are listed below). Although we understand that situations arise, we ask that parents or guardians respect the BTBC program and its staff, and communicate with us as much as possible.

If your child has not been picked up by closing time, this is the procedure that the BTBC staff will follow:

- ★ The youth is asked to call a parent or guardian.
- ★ If unable to reach a parent or guardian, staff will call the listed emergency contacts to request they come and pick up your child.
- ★ If a staff member remains for more than 15 minutes after closing, has not been notified by parent/guardian and none of the contacts listed have been reached, the Monmouth or Independence Police Department may be called to come pick up your child. BTBC treats this as an abandoned child situation.
- ★ The BTBC program reserves the right to charge a late pick-up fee of \$1.00 per minute that must be paid prior to the student returning to the program.

## Contact Information:

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BTBC Program Director	Karen Harlow	503-606-3207
Ash Creek Elementary	Andrew Classen/Cat Cutsforth	503-606-2391
Monmouth Elementary	Rachel Westendorf	503-606-2624
Independence Elementary	Sally Greeno	503-606-2166
Talmadge Middle School	Cristin Bowen	503-606-2288
Central High School	Tresa Henderson	503-606-2226

## What will my child be doing during BTBC time?

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Each BTBC site has a dedicated page on their school's website where specific information regarding each program's schedule for the day can be found. To find your school, go to the district website at: <http://www.central.k12.or.us/> and select your student's school, go to "Inside (school name)", then Extra Curricular Activities.

Students, especially those in the elementary and middle school programs, are encouraged to stay in program the entire day. The emphasis of the BTBC grant is on STEM opportunities and Literacy Enrichment. Some of the things your student will be participating in are:

**STEM Enrichment:** *Science experiments, Technology explorations, Engineering activities, and Math skill building.*

**Academic Tutoring/Power Hour:** *individual and group tutoring and homework help time.*

**Literacy:** Reading enrichment and writing opportunities.

**Arts & Music**

**Career Exploration**

**Club Time**

**Recreation and Fitness**



## **BTBC Expectations:**

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After school programs are an extension of the regular school day, and as such, it is expected students will adhere to the same expectations they would while they are in school. Safe, Responsible and Respectful is the basic foundation. We expect students to learn to be accountable for their own behavior. Early and often communication is essential if there are any concerns.

## **Discipline Procedures:**

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In all potential discipline situations the BTBC staff will work with students utilizing Central School District's PBIS (Positive Behavioral Intervention and Supports) policies. These policies create opportunities for students to develop positive behaviors and for all students to learn and grow in a safe environment. Because our students range in age from 5-18, our staff uses age appropriate discipline which may include:

- ★ Verbal warnings to correct behavior
- ★ Time-outs
- ★ Restriction from some activities or program areas

- ★ Written notice of misconduct and an Incident Report which follows the same expectations the student has during their school day. The report will be signed by the student, parent/guardian, and Site Coordinator.
- ★ Possible program suspension of one or more days.
- ★ Long term program suspension with conditional return.
- ★ Permanent removal from the program.

A student who has missed the school day because of a suspension may not attend any BTBC programs during the same day as their suspension.

## **Nutrition/Supper/Snack:**

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In addition to the enrichment activities and study time, participants are also served a hot meal with milk at no cost to the student or their family. The BTBC program partners with Central School District 13J who provides the meal service.

Although the program is aware of most food allergies, parents and guardians are responsible for making sure that their student has a current, updated health profile with their school's front office prior to the start of the school year.



## **Health & Medicine:**

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Although the program is aware of most health and medical needs of our students, parents/guardians are responsible for making sure that their student has a current, updated health profile with their school's front office including any and all medications the student will need during BTBC program hours. Please make sure your student's health information is updated prior to the start of the school year. If your student's medical or health needs change during the year, please alert us right away.

## Cell Phone Policy:

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**Elementary:** Although cell phones have become a great way to stay in touch with your student, they are often very distracting in a school setting. For this reason we do not allow the use of cellphones in the after school program. Students with cell phones should store their device in a location that is not visible to the staff or other students. If your child needs to contact you during program time, please have them ask the site coordinator to call home. If you need to contact your child, please contact the site coordinator at the number listed in this manual.

**Middle School:** Cell phones are permitted at supper time. If a cell phone is used for any reason without permission, or is visible anytime, a staff member may confiscate the device. It will be returned to the parent during pickup or to the student after they sign out. If you need to reach your student during BTBC after school hours, please call the Site Coordinator at your school.

## Our Staff:

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The BTBC staff consists of a Site Coordinator, Instructional Assistant, adult tutors and volunteers at each site. Many of our tutors are community members and Education majors from Western Oregon University.



## What about a summer program?

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Although Beyond the Bell Central does not operate in the summer, we are proud to have partnerships with the Monmouth and Independence Public Libraries and the YMCA for summertime activities! For more information, you can visit their sites at:

<http://www.ci.independence.or.us/library>

<http://www.ci.monmouth.or.us/>

<http://theyonline.org/>

## How you can get involved with the BTBC Program...

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### **Give the Gift of Your Time and Talents:**

There are many talented and resourceful individuals living in our community. If you have a skill you would like to share, or time to give to our neighborhood schools, please join the BTBC After School Program as a volunteer. Whether it's everyday or once a month, your help is appreciated. Time is a precious resource. Volunteering is a great way to get involved and support our schools.

### **How Do I Get Started As A Volunteer?:**

To volunteer with the BTBC Program you can go to your school's website and click on the "document" tab to download and print a volunteer application. The CSD website is: <http://www.central.k12.or.us/>

Or, you can call the CSD District Office at 503.838.0030 for more information. All district volunteers are required to fill out the Application Form and have cleared a criminal background check before starting.

### **The BTBC After School Program:**

Our defining goal is to work together as a team to provide a positive place for kids. The needs of our program members are a priority for all who work here. Positive involvement from our community members is essential to this goal. Together, we can make a big difference!

# VOLUNTEER

