

# West High School After School Program

## Parent Handbook of Policies and Procedures

### Welcome

*Dear Parents/Guardians,*

The staff at the West High After School Program would like to take this opportunity to welcome your family to the West High After School Program where our students are encouraged to pursue their own interests, develop lasting friendships, and grow confidence, independence, and respect for themselves and others. This parent handbook outlines what you may expect from the West High After School Program and what the program expects from you in return. We hope it will be helpful. We welcome your suggestions and feedback.

### Philosophy

The mission of SLCS Community Education is to increase achievement in core subjects for students at risk of academic failure and to provide significant learning opportunities for all youth in safe, culturally sensitive and skill-enhancing environments.

### Mission Statement

West High School is a Professional Learning Community dedicated to academic excellence. We provide and support rigorous academic, cultural, college and career-readiness experiences for every student. We challenge, empower, and inspire students to become contributing global citizens and life-long learners.

### Description of Program

West High After School Program is based on the premise that all youth can succeed and can learn reasoning and problem solving skills that will better their lives at home, at school, and in the community. A flexible structured curriculum features an array of developmentally appropriate activities designed to increase competence and promote self-esteem.

West High After School Program organizes all activities around identified goals and objectives and combines a common plan with site flexibility to adapt to students unique and ongoing changing needs. Active participatory experiences are emphasized. Strategies include, but are not limited to, hands-on enrichment, tutoring, academic support, healthy lifestyles, social skills training, multi-cultural awareness and appreciation, leadership development, field trips, community access/life skills, crisis intervention, family involvement, peer mentoring, recreation, and social action projects.

Salt Lake City School District Community Education coordinates the program and works cooperatively and collaboratively with school principal and staff, as well as parents, public agencies, private organizations and other groups in the community.

## **Program Objectives**

- ❖ To enhance problem solving/creative thinking skills through active involvement in a variety of "hands on" learning activities.
- ❖ To nurture self-expression through exposure to and participation in the Fine Arts.
- ❖ To cultivate responsible behaviors toward self and others by learning appropriate social behaviors and conflict management skills.
- ❖ To provide academic support.
- ❖ To increase cultural/community identity and responsibility.
- ❖ To facilitate service learning projects for the community.

## **Policies and Procedures**

**In order to ensure the best possible experience for your child, we ask that you read carefully and adhere to the following policies and procedures. Thank you for your cooperation.**

### **Parent Responsibilities**

With the Student's safety and well-being in mind, it is **VERY** important that each parent/guardian fill out an emergency card and adhere to the following regulations:

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

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
- ❖ Try to resolve all conflicts or problems in a productive manner
- ❖ Remain drug, tobacco and alcohol free
- ❖ Display a positive attitude, be kind and show appreciation
- ❖ Help others and myself to feel safe at the West High After School Program
- ❖ Not disrupt the program or jeopardize the health and well-being of students and staff
- ❖ Make a choice of how I behave, with the full understanding of the consequences of my choices
- ❖ Not bring games, puzzles, books, and personal items, unless he/she is prepared to share them with others. Parents must recognize that the staff cannot be responsible for loss or damage of these belongings.

## **General Information**

### **Our Staff**

The West High After School Program strives to hire and train the best qualified staff. Our staff is committed to providing engaging opportunities to the youth participating in our program. All staff responsible for the direct supervision of youth must be 18 years of age or older, staff under the age of 18 will work under the direct physical supervision of a staff member 18 years of age or older. All staff and volunteers have completed and cleared a

criminal background check before being left alone with participating youth. Direct physical supervision of staff and volunteers will be provided until the background check has been completed and cleared.

Coordinator: Brian O’Neal - Office in the commons – 801-578-8500 ext. 233      brian.oneal@slcschools.org  
Study Hall Director: Kathy Bernard – Room 320 – 801-578-8500 ext. 320      kathy.bernard@slcschools.org  
After School Prevention Specialist: Paul Sandstrom - 801-578-8500 ext. 323      paul.sandstrom@slcschools.org

### **Communication**

The West High After School Program utilizes many different forms to communicate information to our families. The use of email, web postings, and flyers will be used throughout the school year to get information out to our families.

### **Parent Involvement**

Parent concerns, opinions, and suggestions are encouraged at any time. Communication with the program director, site manager, or staff assistants is encouraged. The West High After School Program is continually building community partnerships. We are always looking for parent involvement in building community awareness in the importance of afterschool programs. Parents are encouraged to participate and volunteer in the program at any time.

### **Enrollment**

Enrollment in the program shall be granted without regard to race, sex, religion, color, national origin, or ability to pay. Enrollment is open to any student who has a need for an extended day program. Student ages 14-18 years old are eligible to participate in the West High After School Program and are enrolled on a “first come, first served” basis or by referral. The West High After School Program enrollment will be open to all students attending that school.

Students with Special Needs:

Students with special needs (physical, emotional or mental disabilities) are eligible to participate in the West High After School Program as long as participation in After School doesn’t substantially alter the program and they can remain engaged in educational activities for 60 minute blocks of time. Parents of students with special needs are required to make an appointment with the School Administration, School Special Ed Department Representative and a District Liaison, to deem if placement is in the best interest of the student prior to registering the student in the program.

### **Registration**

Please contact Brian O’Neal for registration information. Some programs will require parent permission.

### **Daily Schedule**

Current Programs/Schedule: The daily program schedule is available online at:  
<http://west.slcschools.org/academics/afterschool-program>

### **Child Abuse/Neglect Reporting Requirements**

All staff and volunteers are legally required to report any instance of observed or suspected child abuse or neglect to the proper authorities. If you have any questions or concerns please contact the program coordinator at 801-578-8518 ext. 231.

### **Medical Exclusion of Youth**

Youth with any of, but not limited to, the following symptoms should not attend the West High After School Program

- Fever
- Diarrhea

- Vomiting
- Undiagnosed Rash
- Inflamed or Matted Eyes
- Severe cold, cough, and/or sore throat

We do not care for ill youth. If your student shows signs of illness after arriving at the facility, we will separate him/her from the other youth. Your child will be supervised and kept in a quiet area away from others until someone comes to pick him/her up. If your student becomes ill during program time, the Site Manager will contact you and require you or an authorized person to pick the student up from the program. If a parent cannot be reached, the youth's emergency contact numbers will be called.

### **Medication**

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 adhered to. Our program will administer medication to a youth only after receiving a completed medication release form from the youth's doctor. For each youth receiving medication at the program, the release form will include:

- Name of the medication
- Illness/condition being treated
- Dosage
- Route of administration
- Times/dates to be administered
- Parent/guardian signature

### **Transportation**

We do not transport youth to and from West High After School. There are available two After School buses to take students home. The first bus picks students up at 4:00pm, and the second at 5:30pm. The bus pick up is on 3rd West in front of the school.

For a student to attend a West High After School Program field trips, she/he must have signed parent permission.

### **Youth Accident/Injury**

If a minor accident or injury (a scrape, cut, bump, etc.) occurs with your child during program times the staff person attending to your child will administer first aid and complete a report. A copy of the report, including how the incident occurred and steps taken will be mailed to the parent.

### **Grievance Process**

The West High After School 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.

We welcome your feedback. If you have a suggestion, question or complaint about any aspect of The West High After School Program, please speak to The West High After School Program Coordinator. If there is a problem that cannot be solved with the coordinator, please contact the Community Education Central Office at 801-578-8275.

### **Behavioral Expectations**

It is the goal of the West High After School Program to guide youth in becoming happy, responsible, cooperative participants through positive, non-threatening 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. Every effort will be made to obtain information that will help us understand your youth. This may include conferences with parents, classroom teachers, program director, program manager, site managers, staff assistants and school principals. When behavior problems arise, youth will be given options. We will find out what works best for each youth.

### **Emergency and Disaster Preparedness**

#### **Emergency and Disaster Plan**

Our program has an emergency and disaster plan which follows the schools procedures for reporting emergencies and evacuating the facility. This written plan is at the school and immediately accessible to all staff, substitutes and volunteers. Evacuation plans are posted in prominent locations of each room or area that the After School program operates in. The program holds quarterly emergency drills which are documented. The program is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

#### **Evacuation site:**

If there is an emergency or disaster which requires us to leave our site, we will evacuate to the **Energy Solutions Arena**. We will transport the youth to the evacuation site by walking.

The program emergency and disaster plan is as follows:

- The person in charge is the Site Manager.
- The person with decision making authority is the Program Director.
- People who will be notified in an emergency are the school office, Program Director, Program Manager and parents.

Notification of emergency situations will be communicated to parents/guardians through the phone numbers given during registration. Please keep this information up to date.

Emergency telephone numbers:

- Emergency medical personnel 911 • Paramedics 911
- Police 801-799-3000
- Poison Control 1-800-222-1222

## **West High After School Program**

### **PARENT HANDBOOK RELEASE**

I have read the West High After School Program Parent Handbook.

I have read the entire contents of the manual and understand all of the rules and policies within.

I will be liable for any misdeeds, improper conduct and any other policies or rules I or my student have not abided by.

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Parent Signature

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Date

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Participating Youth Signature

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Date