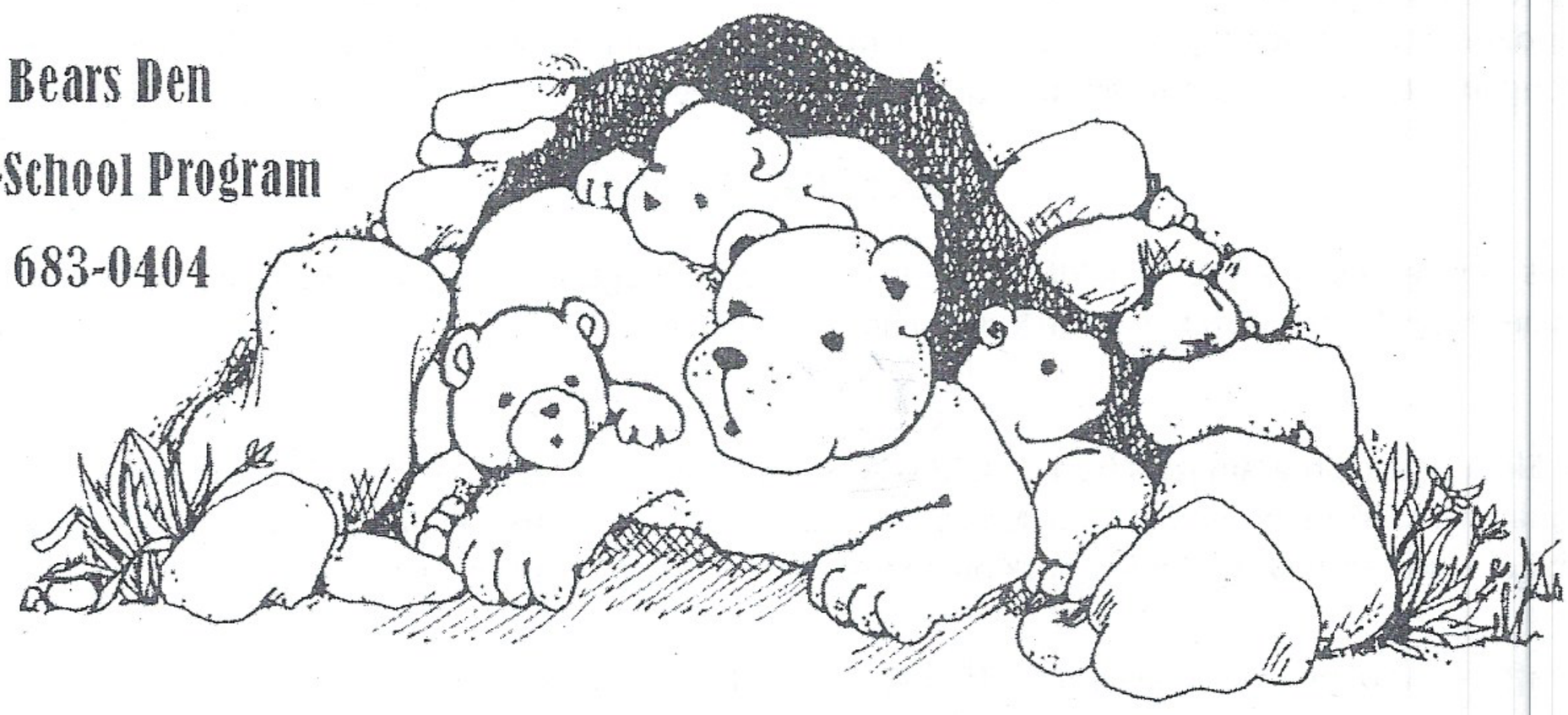
Bears Den

After-School Program

683-0404



Staff Handbook

Ava R-I School District

2019-2020

Bears Den is an afterschool program that keeps kids safe, inspires them to learn, and helps working families.

Bears Den Purpose

The purpose of the Bears Den Program in Ava is to provide a safe, positive place for kids to stay before and after school. Enrichment activities will support both academic and social development in fun and engaging activities, along with striving to build successful and productive citizens. Bears Den is affordable for our working parents. The program provides opportunities for family engagement activities throughout the year and educational resources for families with children participating in the program.

Bears Den Services

Bears Den serves all students in PK-8th grade who live in Douglas County. Bears Den is available to families Monday through Friday each day school is in session.

The Elementary program runs from 6:45-8:00 a.m. in the elementary cafeteria. The middle school program runs from 7:00-8:00 in the MS gym and cafeteria. Students can participate in the walking club, gym activities, visit with friends, work on homework or attend small group tutoring.

The after-school program runs from 3:15-5:45 p.m. in the elementary and middle school building. Students are given a recess, a snack, and time to work on homework. Enrichment classes offered are engaging, hands-on, and challenging. Kids are up and moving every few minutes. Classes change every few weeks to keep interest high. Many classes focus on community service projects and promote positive life choices.

Transportation will be provided each night with designated bus stops.

If school is released early (due to weather, etc) there will be NO BEARS DEN. Kids will need to follow their emergency plan the classroom teacher has. Bears Den will NOT be available when school is cancelled due to weather (early AM or night before). Bears Den will be in session on regularly scheduled half days (parent conferences), as noted on the school calendar. Bus transportation will be provided on regularly scheduled half days.

Students who participate in targeted tutoring are provided with a 30 or 60 minute session per night. Tutoring is designed for students who need additional assistance, but is not to be considered a punishment in any way. The targeted tutoring is staffed by certified teachers who create an environment that is conducive to learning and yet students can enjoy.

DAY CAMPS: There will be a Day Camp offered when the district is holding their professional development day each month and during holiday breaks. The hours will be 6:45 a.m. until 5:45 p.m. with no transportation provided. Proposals for teaching this day need to be planned ahead of time so it can be ADVERTISED to the parents. Themes, field trips, and projects should be used to build interest and attendance. Proposals can be turned in starting tomorrow.....

Radios

Staff members from all grade levels should pick up and carry a radio with them at all times. Gatekeepers and directors should be able to contact you and your students at all times. Communication on the radios should always be in a professional and courteous manner. If you have a MS student tending to the radio, please "teach" them how to be courteous and professional. Radios are stored in the Bears Den storage room in the elementary cafeteria. Please make sure the radio is turned off and secure in the charger. The red light should be on.

Staff Liability

Bears Den staff are legally liable for all students who are under their supervision. It is imperative that you NEVER LEAVE YOUR STUDENTS UNSUPERVISED. If an emergency arises notify the gatekeeper by messenger or radio. It is imperative the children can be viewed from the door by administrators or others at all times. You should never be alone behind a closed door with one student.

Hall and Restroom Supervision

It is our legal responsibility to supervise all students. High exposure of staff and administrators will eliminate most problems before they occur. Restrooms are always problem areas and they are everyone's responsibility. Please do your part. Bears Den staff are expected to accompany students during class changes and restroom breaks.

Cell Phones

Cells phones should not be used for personal conversations/texting when you are responsible for teaching/supervising students. If the kids are on the chromebooks/computers you should be up walking around interacting with them and making sure they are on appropriate sites. Pictures taken of program activities or individual students should be deleted after they have been shared with administration for media purposes.

Tobacco Free Campus

The Ava R-1 School District is a tobacco free campus. Employees who use tobacco should refer to the district policy in the office or on the district website.

Staff Evaluations

All staff will be evaluated twice a year . The sole purpose of staff evaluations is intended to promote a more effective program. A copy of the evaluation form can be found in the back of this handbook.

Job Description

Bears Den Staff:

1. Will be responsible for keeping kids safe and follow all safety guidelines. **NO cell phones**
2. Will demonstrate a positive attitude towards kids. **Let them see you SMILE, LAUGH**
3. Will be a positive role model for the kids in the program. **They are watching you....**
4. Will have initiative and be creative in planning fun activities. **fun....NOTHING like the school**
5. Will keep kids engaged and will be engaged with kids at all times. **Play checkers, turn the jump rope, referee basketball game**
6. Will have good attendance, be punctual and dependable.
7. Will attend monthly meetings and program trainings. **Builds the team, opens communication**
8. Will be willing and enthusiastic regarding work assignments. **You GET to, not HAVE to**
9. Will complete timesheets on a daily basis. **So you won't forget and short yourself your time.**
10. Will complete and turn in weekly lesson plans. **Keeps you sane, not frazzled**
11. Will demonstrate responsibility with the care of equipment and organization of work space. **Supervise kids when they put chromebooks up, Put supplies BACK where they should go.**
12. Will demonstrate the ability to work and communicate in a friendly manner with others. **We are a TEAM and need to work together at all times.**
13. Will demonstrate appropriate dress. **No bra straps showing, be aware of writing on shirts....**
14. Will report accidents and discipline problems to administrators. **Accident forms. Maybe it is happening EVERY night and no one shares....**
15. Will volunteer during events to help support the program. **I will pay you when I can but....**
16. Will follow directions given by program and site directors.
17. Will read and sign off on handbook requirements.

Lesson Plans

Lesson plans are required for our grant. They also help keep you focused so your class will go smoother and with less problems. Lesson plans should be made for each lesson you teach. Everything is a learning experience (cutting with scissors, jumping around to music) . Please find a Lesson Plan template in the back of this handbook. They can also be found in the storage room in the divided mailbox. Lesson plans will help administrators know what you will be doing and to help purchase supplies. Lesson plans are due each Monday or a monthly set of lesson plans can be turned in with your timesheet. You MUST turn in lesson plans.

Schedule

Elementary

3:00-3:15: Clipboards, radios, supplies
3:15-3:40: Check in & recess
3:45-4:00: Snacks
4:00-4:20: Skills/homework/read
4:20-5:10: Classes
5:15-5:45: Free time in the cafeteria/buses

Middle School

3:20-3:25: Clipboards, radios, supplies
3:25-3:50: Check in, recess, homework
3:50-4:10: Snacks
4:15-5:30: Classes
5:30-5:45: Bear Cave Time/buses

Time Sheets

Time sheets are usually due around the 10th of each month, or before. You should get an email telling you exactly what day they are due in my mailbox. If your work schedule ends several days prior to the due date, please turn in your timesheet as soon as possible. Please document in five minute intervals. Time sheets can be placed in the program director's mailbox. Checks are issued on the 20th of each month (unless this date falls on the weekend). If you are not a district employee, it may be easier if you use the end of the month as your timesheet cut off date. Timesheets must be signed and dated by you.

Bears Den will use the district timesheet. Please toss any old timesheets you might have. A different time sheet must be kept if your hourly pay is different. If you teach AND supervise you will turn in two time sheets with your hours listed for the duty you are working.

Community assistants will work from 3:00-5:00

Community teachers will work from 3:00-5:15

District assistants will write down ending contract time - 5:00

District teachers will write down 3:30-5:30

Assistants go home at 5:00 unless numbers drop below 10 students before that time. Teachers will combine classes if their numbers drops below 5. All students come to the cafeteria by 5:15. Teachers leave and two supervisors stay with the students.

Care of Rooms

Strive to leave your classroom as neat as when you entered them (maybe BETTER). Take special care that students learn to pick up after themselves. Help our custodial staff by insisting that all students be responsible for trash and clean up. Do not send students into unoccupied classrooms to get something they forgot. Send them with a custodian or gatekeeper. Do not use supplies from the classroom teacher. Try to get what you need from the Bears Den supplies.

Supplies

Some class supplies are kept in the Bears Den storage room (elementary cafeteria) and up on the shelves in the therapy room. The storage shelf with totes are filled with glue, crayons, pencils, rulers, index cards, measuring equipment, etc. Teachers can grab a large bag and fill it with the supplies they will need for the night and replace the items at the end of the night. Radios are also kept in the Bears Den storage room. A list of supplies are listed on the Bears Den Bulletin Board. If you use the last of something, please text the director telling what is needed to be purchased.

Clipboards/Attendance

Clipboards with attendance sheets are stored in the Bears Den storage room in the elementary. If a student is not listed on the list, write their name at the bottom of the **LAST** page on the attendance sheets, not in the margins. Please count the number of students you have checked in and write it at the bottom of the page each night. Teachers/assistants should mark off students on the white sheets as they leave for the evening for documentation in case of an emergency evacuation. At the end of the week, the bookkeeper will use the pink attendance sheet to document our weekly attendance.

All students should have an ID card to hand to you as they check in. If they do not have one, make sure you write a sticky note and send it up with the cards and pink sheets to the gatekeeper so that student will be counted.

Release of Students

1. Pick up may ONLY be made by authorized parties. Permission notes MUST be in writing and be signed by the legal parent or guardian.

2. The parent, guardian, or authorized person MUST come into the building and sign the student(s) out each day they pick them up.
3. Elementary and MS students are NOT allowed to walk home or leave campus without an adult unless approved by the administrator.

IPADS/C.O.W./Chrome books

Bears Den has purchased technology to be used during the program. There should be a calendar on the top of the cart where you can sign up for the day you would like to check them out. Supervision is a MUST when technology is being placed back into the mobile carts by students. Teachers should make sure items are plugged in properly and put back into the correct slot. Mobile units MUST be plugged in when put back into the storage room so they can charge overnight.

Enrollment Forms

A complete set of enrollment forms must be on file before a child may stay for the Bears Den. No child will be allowed to stay for any reason unless the forms are signed and dated. It is the parents' responsibility to notify staff of any changes. These would include change of address, change of contact numbers and changes in family arrangements.

Bullying

If you witness an act of bullying you need to take action. "Bullying" means intimidation or harassment that causes a student to fear for his/her physical safety or property. If you see a student give another student a shoulder slam, or slap the back of his head and laugh, how do we know they are "just joking around?" Call the students over get their names and discuss how this "play" was not appropriate. Tell the students' your expectations. Share this with other staff members AND the administrator on duty so they can be aware of the discussion and make sure it is not happening on their shift also. If our students are going to feel safe at Bears Den, we must communicate and teach the students this is not acceptable. We also need to communicate this to the parents.

Discipline

Activities should be varied and interesting enough to eliminate boredom related discipline problems. Discipline will be based on reason and understanding. Exception: there is no tolerance for fighting.

If rules are broken, the staff:

1. Will take the child aside and discuss the problem.
2. Will remove the child from the group for a period of time with the understanding when the child is ready to rejoin the group and follow the set guidelines, he/she may do so.
3. Can take away privileges within the class.
4. Will contact the administrator on duty if the behavior is severe.
5. Bears Den adheres to the "3 strikes and you are out" policy. After the third infraction the child will be removed from the program for the remainder of the quarter. Staff reserves the right to modify this policy at the discretion of the Director and the appropriate principal.
6. Students who are expelled or suspended from the regular day school are not allowed to attend Bears Den for those days.
7. Students who have been suspended from riding the school bus during the regular school day are not allowed to ride the afterschool bus home.

If a child's behavior is such that it has a negative effect on the children or staff, the child will be placed on immediate probation, with the understanding the child may be asked to withdraw from the program.

Adult Behavior that Positively Impacts Students

- Tell them what you expect...**we are going to walk to the gym without passing anyone**
- Give them a choice....**would you like to stay with the group or move to that seat?** Don't threaten...**if you don't stop it, you will have to walk 5 laps!**
- Proximity (20 inches away—respecting not humiliating)
- Touch (hand on shoulder, hugs, pats, high-5s)
- Pleasant Voice
- Open Body Position (arms behind back—not crossed in front)
- Eye contact (eye level)
- Smile
- Use student's name
- 4 Questions:
    - What are you doing?
    - What should you be doing?
    - Are you doing it?
    - Can you please do that?

Illness and Accidents

1. If a child shows signs of illness, (fever, vomiting, etc.) parents will be notified and expected to pick up the child immediately.
2. A child who does not appear to be fully recovered from an illness will not be readmitted to the program unless there is a statement by an attending physician the child is able to return and participate in activities.
3. Immediate treatment will be obtained for a child who sustains a minor injury (scratches, scrapes, and insect bites, etc.) Parents should be notified if the injury is severe (bump to the head, etc) or students are in distress. An accident report will need to be filled out by the teacher.
4. In the event of a major injury, the staff will immediately call for professional help. The emergency contacts designated by the parents will be notified. **IF THE EMERGENCY IS SUCH THAT IMMEDIATE ATTENTION IS NECESSARY, THE BEARS DEN STAFF HAS PERMISSION TO CALL AN AMBULANCE.**
5. If a student is not in attendance due to an illness during the regular school day, they will not be allowed to attend Bears Den activities that same day.

Medication

1. If a child needs to take oral medication on a regular basis during the hours of the Bears Den, the medication must be in the original container, along with a note from the child's physician prescribing the medication, stating the reason for which it is given and any special instructions. Parents must also give written permission.
2. If medication is requested to be kept on hand "for emergencies only" (i.e. asthma attacks, etc.) special instructions must be given in writing from parents and physician.

Snack

A nutritional snack will be provided each day. Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service. Students MUST take 2 items for snacks. They may place one on the "share" table if they choose not to eat it. Others may pick up one extra item AFTER they have eaten theirs.

Personal Belongings

Children need to bring all of their belongings to the area where the program is held. They are responsible for taking care of their clothing and storing their other possessions in the space provided. Please do not allow students to bring toys (i.e. handheld video games, iPods, playground equipment) to the playground. The school will provide playground equipment for students to use. There is a reason why there is not any footballs with the playground equipment..... The Bears Den is not responsible for lost, damaged or stolen personal items.

Activities not with Bears Den

Children who participate in activities (basketball, football practice, violin) on or off school property that are not considered part of the Bears Den are welcome to check in after practices as long as we know who is picking them up or where they are supposed to go. Please make sure the Administrator knows if a student has come late from practice so we know what they should do when the program is over. Students are welcome to check in and receive a snack BEFORE leaving as long as enrollment forms are on file.

Field Trips

Bears Den students will have the opportunity to attend field trips. Included in the parent permission form, parents automatically give permission for their child to attend all walking field trips. Students traveling on a field trips that require school transportation, will be sent home separate parent permission forms for parents to sign and return to their Bears Den teacher.

Family and Parent Engagement

It is a goal of the Bears Den program to encourage and offer activities that bring students, families, and parents together. Family engagement nights are offered several times throughout the year in hopes of providing fun, relaxation, and educational experiences to the family for very little cost. Parents are invited and encouraged to volunteer in our program.

Volunteers

Any person who wants to volunteer must be approved by the program director. Approved volunteers need to sign and date the volunteer sheet in the Bears Den office each time they work.

Playground Equipment

Bears Den will use the playground equipment that is kept by the playground doors. Please let the administrator know when the equipment needs to be replaced. There is an air pump inside the storage room at the elementary if balls need aired up. Inside equipment and games are kept in the Bears Den storage room. Please make sure the soft nerf balls remain inside. Students, with your help, should be taught to pick up and be responsible for the equipment each time it is used. The last class/teacher outside is responsible for collecting equipment and bringing it inside. It is ok to let a responsible student to go outside the fence and bring back lost equipment. Basketballs should not be kicked and jump ropes are for jumping....not playing horses. Use equipment for what it is designed for.

Purchase Orders

The Program Director **AND** Superintendent must authorize and sign all purchase orders BEFORE you order. When ordering, please fill out a purchase order form and submit to the office for the director to review. Be sure to use current price quotes and include shipping/handling charges. When the purchase order is signed and approved, you will get the white copy of the purchase order to place your order and keep for your inventory records.

Request Forms

ACTIVITY REQUESTS: You will need to fill out an Activity Request Form for a scheduled field trip, activity, or guest speaker. This will help keep us informed of the activities taking place in our building and we can document it for the grant. Any activity that requires bus transportation **MUST** be submitted one week prior to the trip.

TRANSPORTATION REQUESTS: Field trips and other educational activities occasionally require special transportation arrangements. Transportation requests **MUST** be submitted one week prior to the trip.

School/Parent/Student Compact

Ava R-I Bears Den School, and the parents of students participating in activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

School Responsibilities:

1. Treat students and parents with respect.
2. Motivate students.
3. Provide a safe, comfortable, and enriching environment.
4. Introduce students to new and innovative hands-on activities not available during the regular school day.
5. Create an environment in which Bears Den students take pride.

6. Conduct safety drills.
7. Provide simple first aid when necessary.
8. Mediate disagreements between students when necessary.

Parent Responsibilities:

1. Sign their child out each day if they are not riding the bus home.
2. Be on time to pick up their children.
3. Treat staff with respect.
4. Bring concerns to staff and/or administrators.
5. Keep up with policy changes.
6. Keep child's records updated by notifying staff of changes in enrollment information.
7. Cooperate with staff on discipline matters.

Student Responsibility

1. Attending the program regularly
2. Respecting district technology and internet policies
3. Adhering to bus expectations
4. Behaving in a safe, respectful, and responsible manner throughout the program

CHARACTER WORDS

August: Responsible-to be dependable and make good choices.

September: Citizenship- be a good neighbor by serving others and following school/community rules.

October: Respect-treat others the way you want to be treated.

November: Sportsmanship - play fair. The ability to win or lose graciously.

December: Caring- to feel and show concern for others. (Elem)

December: Compassion – showing concern for others.

January: Trustworthy- other people can count on you to do the right thing.

February: Patience – ability to demonstrate uncomplaining and endurance under difficult situations.

March: Courage- being willing to do the right thing even though it may be difficult. Not always following the crowd.

April: Hardworking - to be diligent and driven in everyday tasks.

May: Self-Control- taking the time to consider your actions and the impact on others. Having the ability to do the right thing regardless of the situation.

EMERGENCY DISASTER PLANS

FIRE ALARM SIGNAL

Building-wide fire siren and flashing strobes indicates a fire alarm.

ALL CLEAR SIGNAL

Radio Announcement

GENERAL INSTRUCTIONS

1. Each teacher should instruct his/her students as to the planned procedure when the fire alarm is sounded.
2. Students should be cautioned not to take books and supplies with them.
3. Each classroom should have posted in a conspicuous place an exit plan that the students can follow. Teachers should be familiar with the plan pertaining to the room they are in.
4. Each teacher should choose a dependable line leader who will lead the class to the proper location.
5. Teachers should be the last one to leave the classroom. Do not close the door.
6. Teachers, please remember your class sign-in sheet.
7. Students are to remain orderly, keep moving quickly and quietly and be prepared to follow any additional instructions that may be given to them by the teachers during exit.
8. Teachers should keep their students in an intact line while they are assembled outside on the playground and call the roll when your students have assembled outside.
9. When the all-clear radio message is sounded, lines should be reversed and re enter the building.
10. Students should remain as quiet as possible during the drill.

EARTHQUAKE

SIGNAL

No warning

GENERAL INSTRUCTIONS

1. **DROP** down onto your hands and knees (before the earthquake knocks you down).
2. **COVER** your head and neck (entire body if possible) get under a sturdy table or desk.
3. **HOLD ON** to your shelter until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
4. After the shaking stops, check with the students for any injuries. Listen to the radio for instructions.
5. Be prepared to evacuate the building in case there is a gas leak or structural damage.

LOCK DOWN PLAN

When there is reason to believe there is a dangerous situation, the radio will be used to announce, **"Teachers, we are in a Lock Down situation. Please secure your students and wait for further instructions."** OR **"Teachers we are in a Lock Down situation. Please secure your students and remain working in your room until further notice."**

Teachers will take the following actions:

1. As teachers close doors, bring any student in the hall into the room.
2. Close and **lock** all doors until otherwise instructed by an administrator.
3. Close all blinds.
4. Account for all students.
5. If it is not a "remain working" situation, all students should move away from the windows and doors and stay low in the room.
6. Remain calm and **silent** in the room until further instructed.
7. Teachers should not use the school phone system.

Should a crisis occur during the lunch periods, in addition to the above, the following will occur:

1. Teachers on supervision in the cafeteria
   a) lock cafeteria doors
   b) move students into the kitchen area, teacher workroom, and storage areas
   c) have students to stay low in the room

Students outside the building should not return to the building unless the teacher is instructed to do so by an administrator. Students should move away from the building. Students on K-2 playground should evacuate to the police department. Students on the 3rd – 4th playground should evacuate to the police department.

Classes in the gym should move students into the bathrooms, office and storage area.

TORNADO ALERT SIGNAL

Radio Announcement
City Alert Sirens

When the weather bureau has issued storm warnings, a weather monitor will be kept on to keep abreast of the latest weather information. If a storm warning seems imminent, the alarm will be issued.

GENERAL INSTRUCTIONS

1. Each teacher should instruct his/her students as to the planned procedure when the weather is threatening and as soon as the tornado alarm is sounded.
2. Teachers should take their clipboard that has attendance for the night on it.
3. Students in classrooms should go to the designated area and get down along the wall in a crouched position with hands protecting the head.
4. Students in the cafeteria should go into the bathroom and hallway and assume the crouched position.
5. Students should remain in the crouched position until the all-clear radio announcement is given.

PERFORMING ARTS CENTER EVACUATION

1. Each teacher should instruct his/her students as to the planned procedure when the weather is threatening or the tornado announcement is made.
2. Teachers should take their clipboards with their attendance and take roll when seated in the PAC.
3. Teachers should lead their class to the PAC. PK, K and 1G will cross in the crosswalk and go down the sidewalk in front of the MS gym. 2G, 3G, & 4G will cross the street and walk in the HS parking lot. 3G & 4G walk down the sidewalk to the end of the street and cross at the corner.
4. PK-1st grade students and teachers will enter the PAC using the North entrance, walk between the seats and move to the far side of the PAC (HS side) and fill the seats in the lower area. Grades 2 - 4 will enter using the West entrance and fill the seats directly behind the other elementary students. Top row seats will be left open for the community.
5. Teachers and supervisors will sit with their students. If a child needs to use the bathroom, the teacher will escort them there and back to their seats.
6. A designated person will come and notify the teacher when a student is checking out.

Supplies

Antacid
Baking Soda
Balloons
Beads, bracelet kits
Borax
Cards....decks of cards
Cheese cloth
clear cups, large, small
Coffee filters
Cooking griddle
construction paper
Corn starch
Cotton Balls
Craft sticks
Cupcake liners
Dice
Dowel rods
Eye droppers
Feathers, colored
Felt
Felt-like material
Foam numbers/letters
Food Coloring
Forks & spoons
Glitter
Glow sticks
Glue
Hydrogen Peroxide
Iron
jewels, rhinestones
key rings
measuring tapes
mentos
Mentos pipe cleaners
napkins
notebook paper
office supplies
Paint & paint brushes
Paint cups
Paper plates
Styrofoam balls
Styrofoam cups
Swish cups
Vinegar
Wiggly eyes, various sizes
Wooden skewers
Yarn/string/jute/cord

If you use the last of something, please let me know.

Some of these are stored in the Bears Den office.

Put them on your lesson plans and I'll get them here.

Paper towels
petroleum jelly
pom pons, various sizes
Q tips
rice
rulers
salt
sand (colored for art designs)
sandwich bags
straws

cooking supplies (flour, spices, oil, lard, etc.)

I have read and fully understand the guidelines/policies presented in the Bears Den Staff Handbook.

_____

Employee signature Date

Please remove this page and turn it into the Program Director's mailbox.