
THE SOURCE PARENT HANDBOOK

2015-16

ROBBINSDALE AREA SCHOOLS

Welcome!

We are excited that you are choosing to check out The Source. We look forward to getting to know both the students in our program and their families.

Our Mission

The Source is committed to providing a safe, fun place for students to be themselves, spend time with friends, try new things and sometimes just hang out.

The Source will:

- Treat everyone with respect.
- Listen to and incorporate student input. This is YOUR program, you have a say in what happens here.
- Offer choices. Lots of choices.
- Provide resources about what else is going on in the community/school.
- Get involved in the world. Give back. Pay it forward.

Program Description

The Source Provides:

- Opportunities for student voice.
- Community involvement opportunities and resources on what's happening
- Games, toys, specialty classes, a fun place to hang out and outlets to charge your phone
- Group and individual activities.

Program and Hours of Operation

The Source runs after school on school days Monday-Friday until 5:30 p.m. **Registration will occur each quarter to accommodate the changing schedules of middle school students.**

- **Quarter 1: Registration begins August 17** *for September 8-November 6.*
- **Quarter 2: Registration begins October 19** *for November 10-January 22.*
- **Quarter 3: Registration begins December 28** *for January 25-March 24.*
- **Quarter 4: Registration begins March 14** *for April 4- June 9.*

- **Non-School Days:** The Source offers 4 field trip opportunities (Plugged In Days) throughout the school year. The cost of these days is \$15/day. Contact Becca @ 763.504.5321 for scholarship opportunities.

Signing your child in and out

- Students will sign-in with staff when they arrive after school and sign out each day when they leave.
 - With parent permission, students may ride the Activities Bus home.
 - With parent permission, students may walk home from The Source.
- Our program legally must release children to either parent unless we have a copy of a court order prohibiting one of the parents from having custody of the child.
- If your child legally may not be released into the custody of a parent please provide a copy of the court order to staff before your child begins The Source.

Communication/Parent Involvement

- We feel it is very important to keep the lines of communication open between the parents and The Source.
- We appreciate any feedback you can offer to provide for the best possible experience for your family.
- Parents are always welcome to visit the site, or watch and participate in The Source.

Absences

- If your child will not attend The Source on a scheduled day, please call or e-mail us so we know not to expect your child.
- Your child must attend at least 80% of the days he/she is registered with The Source.
- Failure to notify staff of your child's absence from The Source or failure to attend 80% of your registered days may result in termination from the program.

Curriculum/Activity Plans

- Homework time will be available as a choice for all students each day. Staff may assist students with homework as needed.
- Students will have access to school resources such as the gym, computer lab and outdoor areas.
- Our programs are choice based, which means each student has the ability to select his or her activities from a variety of offerings each day.
- Students will help design the program and will have input into what activities are offered and when.

Staff Supervision

- The Source is especially designed for students in middle school as they grow into responsible teens. At times, students will have the opportunity to be outside of the direct supervision of adults with clear expectations about appropriate boundaries and rules. This will apply to certain times onsite, as well as some Plugged In Days.
- Abuse of rules, check-in times and set parameters will result in the loss of privilege in this area. Attention will be given to the needs of young teens and pre-teens and at times different age groups may have different boundaries in terms of supervision. We encourage students to be independent, but provide support for safety and learning.

Enrollment Options

When you register you can pick and choose exactly the days you want to attend The Source. Please pick only what you will actually attend.

If you would like to add a day you did not pick when you first registered you can request a Drop-In Day. Simply go online and request the day, or call your site.

Tuition and Fees

- The Source is free to all students.
- Plugged In Days cost \$15/day. Some scholarships are available. Please contact to Becca for more information. (763.504.5321)

Child Protection

- All Robbinsdale Area School staff are mandated reporters and are legally required to report any suspected abuse or neglect of children or vulnerable adults.
- For more information or resources on child abuse visit Prevent Child Abuse Minnesota at: <http://www.pcamn.org/>

School Suspension

If a student is suspended from school, the child will not be able to attend The Source on those days.

Meals and Snacks

- After schools snacks are provided daily. Check with your specific site for monthly menus.

Late Pick Up

- Parents/Guardian are expected to have children picked up by 5:30 pm.
- After 5:30 pm a charge of \$1.00/minute/child will be assessed until your child is picked up.
- At 5:45, if a parent/guardian has not been reached, staff will contact the child's emergency contacts to pick the child up.
- A child may be dismissed from the program if late pick-ups become an on-going issue.
- If you are running late, please call the site cell phone to notify staff.

District Policies

- The Source follows District 281's policies regarding; Data Privacy, Harassment, Drugs & Alcohol, Firearms, Discipline, Transportation and Students Rights & Responsibilities, etc.
- These policies are available on the District website: <http://www.rdale.org/pages/rdale>.

School Closing due to Weather or Unforeseen Circumstances

- The Source will be closed for all school closings due to SNOW. In the case of an emergency school closing of any nature, information may be found at: the district website - www.rdale.org OR WCCO 830 AM radio and other metro television channels.

Inclusion and Access

- The Source welcomes individuals of all abilities. The program will provide reasonable accommodations, if needed, to make physical and social integration successful.
- Your start date may be dependent on the implementation of these accommodations. As necessary, The Source may be able to provide additional, temporary staffing to ensure successful accommodation depending on the needs of a student.

Volunteers and Community Partners

- Parents or community volunteers may be used in our program.
- The Source may partner with other community organizations for special events, support, education, or activities.
- The Source is committed to engaging in the community. Each year The Source will have the opportunity participate in a variety of service projects.

Medication

- The Source follows the health policies of District 281.
- Information on your student's health can be shared at the time of registration. Please list any special needs your child might have that requires special attention and alert staff if your student has any allergy.
- We may administer medication only with a parent's/guardian's and doctor's signature on a District 281 permission slip. Medication must be in the original bottle and any pills that must be cut must be done so by the parent or guardian.

- Staff are trained in medication administration and will document all doses of medicine administered. Medication is stored in a locked location. Refrigeration may not be available.
- If your child has a medical accommodation plan we ask that you provide us with a copy so we can best meet the needs of your child.

Allergies/Chronic Health Conditions

- Please make sure all allergies and chronic health conditions are listed when your registration is completed so staff are able to accommodate all children.
- Epi Pens, inhalers, and other medication will be available to students at all times with staff supervision.

First Aid and Emergency Procedures

- All staff are certified in First Aid and CPR.
- In the case of injury, basic first aid will be administered.
- If serious injury occurs that requires advanced medical attention, 911 will be called immediately. Children will be taken to the nearest hospital if deemed necessary by Emergency Medical Technicians and parents will be notified as soon as possible.
- Expenses incurred will be the parents' responsibility.

Expectations of Staff, Parents, and Children

- To insure a successful experience for each child, the program has established expectations for staff, parents and children.
- **Staff**
 - Provide a positive environment and act as good role models for students.
 - Communicate effectively and respectfully with all students, families and school staff.
 - Actively engage with students.

- Listen to students and incorporate their ideas into programming.

➤ **Students**

- Treat each other and all staff with respect.
- Stay within the program boundaries.
- Give input and feedback and programming.

➤ **Parents**

- Read information the program sends out.
- Return information by the date it is needed.
- Ask questions when unclear.
- Share information that helps staff understand/support student's needs.
- Treat all staff, students and other parents with respect.

Unacceptable Behaviors

- Physical encounters that hurt another person.
- Inappropriate language, songs or jokes including swearing, teasing, references to drugs, alcohol, abuse, racism, gender, bias, etc.
- Leaving the program area or group without permission.
- Vandalism to school or personal property.
- Invading, using, or taking other people's property without permission

Behavior Guidance

We recognize that all students have different competence levels with relationships and conflict resolution. Staff will work in cooperation with other school professionals to help students grow these skills.

➤ ***Behavior Guidance Plan:***

- Encourage appropriate behavior. Staff will recognize and reward students for making good, safe choices.
- Redirect negative behaviors and provide students with acceptable alternatives.
- Explain and enforce natural consequences.

Parent Notification

- Should your child be part of a serious incident involving inappropriate behavior, you will receive an Incident Report. The report will detail what happened and what staff did to resolve the situation. The Source staff always welcome the advice and insight of parents.
- Behaviors requiring immediate intervention may result in a phone call to parents or guardians and you may be asked to pick-up your child.
- If a child is unable to participate in The Source without jeopardizing the safety and wellbeing of other students or staff, suspension or termination from the program may occur.

We are so happy to have your family with us! If you have further questions please don't hesitate to contact us!

