

Please sign and return ONLY the page (pages) labeled "Student and Parent Agreement".

Aspire After School Program

A PROGRAM OF SHELBY PUBLIC SCHOOLS

Parent Handbook



The Aspire program and all publications are funded by the
21st Center Community Learning Center Grant.

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Parent Handbook

INTRODUCTION

Aspire is a 21st Century Community Learning Center program of Shelby Public Schools. Aspire offers after school programming with the goal of increasing academic achievement and learning

MISSION:

Aspire will empower students to reach their full potential to become productive citizens who impact their communities, nation, and world through enrichment, academic achievement, and civic engagement. We Aspire to become a healing presence in the students' lives to foster an environment in which the student feels safe, nurtured, and valued.

VISION:

Tomorrow's leaders - changing their world today!

PROGRAM INFORMATION

LOCATION

Aspire is a program of Shelby Public Schools. Programs are conducted at four of the active buildings within Shelby Public School District:

Thomas Read Elementary	155 6 th Street, Shelby, MI 49455
New Era Elementary	2752 Hillcrest Drive, New Era, MI 49446
Shelby Middle School	525 N. State Street, Shelby, MI 49455
Shelby High School	641 N. State Street, Shelby, MI 49455

Grades

Aspire is available to students, Kindergarten through Twelfth grade, who are enrolled in a public or private school within Shelby School District.

Fees

This program is provided free of charge for all participants.

HOURS OF OPERATION

Aspire operates 32 weeks during the year and six weeks as a summer session. The program runs on school days only. Therefore, if Shelby Public Schools has a scheduled day off, or if they close due to inclement weather, the Aspire program will also be closed those days.

During the School Year:	Monday – Thursday (3:00 pm – 5:30 pm)
During Summer Session:	Varies annually

PROGRAMMING DATES

CALENDAR

The start and end dates for the ASPIRE program vary each year. Yearly calendars are distributed with the Parent Handbook. They are also available on the Shelby Public Schools Website under the link for ASPIRE.

ADMISSION

The Site Coordinator from each Aspire programming site will begin to recruit and enroll students the first day of the regular school year. Aspire continues to accept requests to enroll students into the program throughout the year. Once all open enrollment slots are filled, interested students will be placed on a waiting list.

REGISTRATION

Families are asked to fill out the following forms at the time of registration. These forms collect vital information that is kept confidential and will be used only by the Aspire Program.

ENROLLMENT APPLICATION

STUDENT AND PARENT AGREEMENT /PHOTOGRAPHY WAIVER

ATTENDANCE & ABSENTEE POLICY

In order to make the most significant impact, Aspire expects that enrolled students will attend daily unless there is illness or a school-related activity. If an enrolled student does not attend for 3 or more consecutive days, a parent/guardian will be contacted by the Site Coordinator. The Site Coordinator has the discretion to remove a student from the program if they have not attended in three or more consecutive days.

DAILY ROUTINE

SCHEDULE OF ACTIVITIES

ELEMENTARY

3:00-3:15	Large Snack
3:15-4:00	Academic Time
4:00-4:10	Recess
4:10-5:30	Enrichment Block
5:30	Dismissal from Thomas Read Elementary

MIDDLE/HIGH SCHOOL

3:00-3:15	Large Snack
3:15-4:00	Academic Time
4:00-5:30	Enrichment Block
5:30	Dismissal from Thomas Read Elementary

Activities

Aspire provides programs and activities that directly reflect the purpose of the 21st CCLC grant.

Goals / Objectives

The purpose of the Aspire program is to establish or expand activities that focus on these three main areas: 1) Increase academic achievement 2) Enrichment opportunities that enhance the academic component and; 3) Family literacy.

These focus areas will be met by site level program planning and implementation. Documentation can be found by contacting the office of the Aspire Project Director.

Lesson / Activity Plans

Site specific lessons and activities can be found by contacting the office of the Aspire Project Director.

CANCELLATIONS / INCLEMENT WEATHER

Aspire programs Mondays through Thursdays when Shelby Public Schools is open. If Shelby Public Schools is closed due to a scheduled break, professional development day, or inclement weather, Aspire will also be closed. If Aspire decides to cancel programming due to inclement weather or other condition that adversely affects programming, notification will be made on local television and radio stations as soon as possible.

TRANSPORTATION POLICY

School bus transportation is available to enrolled students for those who qualify. Transportation needs must be indicated on the Aspire Enrollment form. Aspire follows the Shelby Public Schools transportation policies and procedures. (See Attachment A) All staff and enrolled students are expected to follow these policies and procedures, as well as the rules and consequences set out in the School Bus Contracts set forth by Shelby Public Schools.

A signature on the Student and Parent Agreement page included on the last page of the Parent Handbook; constitutes as permission for the student enrolled in the Aspire program to be routinely transported by Shelby Public School Busses.

ROUTINE TRANSPORTATION

Students are routinely bussed by Shelby Public Schools while attending the Aspire Program. This includes busing students to and from the different school buildings within the Shelby Public School District, as well as busing students to and from home who both qualify for bussing and whose parents have made previous arrangements by indicating a need for bussing on the Aspire Enrollment form.

FIELD TRIP TRANSPORTATION

Aspire may, from time to time, offer field trips. Field trip locations and dates vary by site. A parent's signature on the Student and Parent Agreement, included on the last page of the Parent Handbook; constitutes as permission for the student enrolled in the Aspire program to participate in field trips taking place within walking distance of school grounds. Any field trips that consist of students being transported by a motor vehicle will require a signed permission slip, which will be distributed by Site Coordinators.

FIELD TRIP PROCEDURE

- Site Coordinator will distribute permission slips indicating date, location, arrival time, and contact information. These slips will need to be signed by a parent and returned to the Site Coordinator by the required date in order for students to participate.
- On the day of the field trip, staff will take attendance once all children are on the bus when departing the school and again when departing field trip location.
- Aspire administrative staff will advise parents if there is a significant delay in bus arrival.

CHILD RELEASE POLICY

Aspire staff can release a child only to the parents or legal guardians of the child, or to individuals authorized to pick up the child that the parent/guardian has listed on the Child Information Card. Staff may require any person who arrives to pick up the child to show identification. All persons authorized to pick up a child must be at least 18 years of age.

If only one parent has custody of the child, and the other parent is not authorized to pick up the child, the custodial parent must instruct the staff of this fact; and must provide a certified copy of the court order confirming that one parent does not have visitation rights. If there is any change in the legal custody of the child, the parent must provide written documentation confirming the change.

The parent/guardian will be notified immediately if an unauthorized person arrives to pick up the child. If an occasion arises when a person not on the authorized list needs to pick up the child, the parent must notify the provider prior to that person arriving. Identification will be required.

Students enrolled in the Aspire program must have written approval from their parent / guardian in order to leave early.

HEALTH AND SAFETY

ILLNESS POLICY

The Aspire program strives to prevent the spread of diseases and to make sure students receive appropriate care. Any day a child is too ill to attend school they will not be permitted to attend Aspire.

In order to protect the health of all children in our care, parents are asked to keep children home if he/she begins to show signs of a contagious illness or disease. This includes the onset of fever, diarrhea, vomiting, lice, pink eye, etc.

If a student poses a serious health risk to others, or if it would be in the best interest of the student and others in care, they will be excluded from program activities. Parents will be notified to pick up their student as soon as possible, if their student becomes ill during program hours.

Cases of communicable diseases or illness should be immediately reported to the Site Coordinator or the Project Director of the Aspire program. The Aspire program is responsible for notifying the parents of students involved in the Aspire program when these types of outbreaks occur. Names of those involved will not be given in the class notification.

Students should remain at home until the infectious period of the disease/illness has ended and the disease is no longer communicable. This is determined when:

1. There have been no symptoms of illness for 24 hours (without the use of medications, other than antibiotics).
2. The child has been on prescribed medication, such as antibiotics, for at least 24 hours.
3. A physician's statement is provided verifying that a condition (rash, cough, etc.) is no longer contagious.

INJURY POLICY

In the event of a serious injury or medical emergency:

- Staff will contact the Site Coordinator or Project Director to assess the situation.
- Treatment will be provided as necessary.
- Contact will be made with parents or with emergency contact listed for the student.
- EMS (911) will be contacted if warranted.

MEDICATION

Aspire follows the current medication storage and distribution policies and procedures of Shelby Public Schools. (See Attachment B)

CHILD ABUSE POLICY

All staff of the Aspire Program are mandated under law to immediately report any suspicion of child abuse to the designated authorities.

EVACUATIONS/EMERGENCY PLANS

Information regarding evacuations and emergencies are posted at each site and are visible to staff and parents.

GENERAL PROGRAM POLICIES AND PROCEDURES

PERSONAL BELONGINGS

Students attending Aspire are asked to not bring personal belongings to the program. It is not the responsibility of the Aspire program to fix or replace personal belongings that may become broken, stolen, or lost.

SNACK / SUPPER POLICY

Students in Aspire receive an after school snack each day. This is made possible by CACFP or the Child and Adult Food Program. Information on this program is included in this handbook as Attachment C.

FOOD ALLERGY NOTIFICATION

Food Allergies should be noted on the Enrollment Application. Food substitutions may be made only when supported by a physician's statement.

DISCIPLINE POLICY

The following steps will be taken (in order) if and when behavioral problems arise:

1. **REDIRECTION**
2. **LOSS OF PRIVILEGES**
3. **TIME-OUT**
4. **PARENT NOTIFICATION**

If a student poses consistent behavior problems, an Individual Plan of Assistance (IPA) will be implemented to help rectify the situation. If no change is seen after the IPA is implemented, the student will be terminated from the program.

TERMINATION POLICY

A student may be suspended from the Aspire program for discipline issues or for behavior that causes harm to themselves, to others, or to property. Suspending a student from the program will be used only as a last resort. However, in the event of willful misconduct or violent behavior, Aspire reserves the right to immediately remove and terminate the student from the program.

VOLUNTEERS / FAMILY INVOLVEMENT

The Aspire program seeks to not only meet the needs of our enrolled students but also the needs of their family members. In order to support enhanced family literacy and increase family access to and knowledge of community agencies, Aspire offers these additional services:

- **ROSETTA STONE CLASSES**
- **COMMUNITY HEALTH FAIR**

Information regarding these services can be found by contacting the office of the Aspire Project Director.

Volunteers are essential to the Aspire program. Volunteer opportunities include: facilitating program activities, homework help, gardening, and general office help.

REQUIREMENTS

Individuals interested in volunteering for the Aspire program must complete a volunteer application and sign an oath of confidentiality regarding student information.

SCREENING CHECKS

Volunteers will not have unsupervised contact with students unless an up to date criminal history check has been completed; and the results have been received by the Aspire Program showing they have NOT been convicted of any of the following:

- (a) A listed offense, as defined in section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722.
- (b) Child abuse or child neglect
- (c) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

Furthermore, Volunteers will not have unsupervised contact with students unless an up to date Michigan Department of Human Services' Central Registry Abuse and Neglect Check has been completed; and the results have been received by the Aspire Program showing they have NOT been named in a central registry case as a perpetrator of child abuse or child neglect.

These checks will be kept on file and will be repeated every two years as well as after any breaks in service and as request by DHS. The results of any background check will be kept confidential.

Volunteer Hours

Volunteer hours are documented through the use of volunteer timesheets. Site Coordinators maintain these timesheets and submit them quarterly to the Aspire Project Director.

FAMILY / STAFF COMMUNICATION

Aspire staff is expected to prepare and distribute monthly newsletters that summarize program activities. Staff is also expected to acclimate to families and provide brief information when contacted by a parent/guardian.

Parents/guardians are required to inform staff immediately of any changes (address, phone, medical info, etc) that need to be updated in their child's file.

LICENSING INFORMATION

Information regarding the Michigan Department of Human Services licensing requirements for 21st Century Community Learning Centers can be obtained through the office of the Aspire Project Director or through the State of Michigan's website at www.michigan.gov/childcare.

Licensing Documentation

Documentation regarding current licensing compliance by and through the Department of Human Services is located within the office of the Aspire Project Director and is also available for review at each site location during regular business hours.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116 / Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the **Bureau of Children and Adult Licensing** website at www.michigan.gov/childcare.

Shelby Public Schools Transportation Policy

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live farther than the walking distance prescribed by the board of education. The transportation schedule and routes are available by contacting the transportation supervisor at 861-5171.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

PREVIOUS TO LOADING (ON THE ROAD AND AT SCHOOL)

Each student shall:

- A. Be on time at the designated loading zone five (5) minutes prior to scheduled stop;
- B. Stay off the road at all times while walking to and waiting for the school transportation;
- C. Line up single file off the roadway to enter;
- D. Wait until the school transportation is completely stopped before moving forward to enter;
- E. Refrain from crossing a highway until the driver signals it is safe to cross;
- F. Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

DURING THE TRIP

Each student shall:

- A. Remain seated while the school transportation is in motion;
- B. Keep head, hands, arms, and legs inside the school vehicle at all times;
- C. Not litter in the school vehicle or throw anything from the vehicle;
- D. Keep books, packages, coats, and all other objects out of the aisle;
- E. Be courteous to the driver and to other riders;
- F. Not eat or play games, cards, etc.;
- G. Not tamper with the school vehicle or any of its equipment.

LEAVING THE BUS

Each student shall:

- A. Remain seated until the vehicle has stopped;
- B. Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- C. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code of Conduct and may lose the privilege of riding on the bus.

Shelby Public School Policy on Medication Use

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents/guardians should, with their licensed medical provider's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Administration of Medication Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office where they will be properly secured.
 - a. Medication may be conveyed to school directly by the parent/guardian or by other arrangement agreed upon by school office. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - b. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions (inhalers and Epi-pen). This must be arranged in advance and a Medical Condition Action Form must be completed and on file in the school office.
- D. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- E. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication (teachers and office will assist younger students).
- F. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the licensed medical provider's written instructions and the parent's/guardian's written permission release.

ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the licensed medical provider and parent/guardian, may possess and use a metered-dose inhaler or dry-powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

Parents/guardians are required to authorize the school to administer a non-prescribed medication using a form, which is available at the school office. A licensed medical provider does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent/guardian to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed medication without parent/guardian authorization, s/he will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's code of conduct and will be disciplined in accordance with drug-use provision of the code.

Child and Adult Care Food Program

Where Healthy Eating Becomes a Habit

Parent Information Sheet

This child care center is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash reimbursement to child care centers for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education (MDE).

Through the Child and Adult Care Food Program you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life.

As a participant in the CACFP, your child care center receives reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the USDA meal pattern requirements listed below.

Breakfast	Lunch and Supper	Snack <small>(serve 2 from the 4 food groups below)</small>
Milk	Milk	Milk
Fruit, Vegetable, or Juice	2 Fruit/Vegetable servings	Fruit, Vegetable, or Juice
Grain/Bread	Grain/Bread	Grain/Bread
	Meat or Meat Alternate	Meat or Meat Alternate

Children less than one year old: Foods in the infant meal pattern vary according to the infant’s age. If your child is less than one year old, please request the infant meal pattern requirements from our center.

MDE is required to verify the enrollment, attendance and meals/snacks typically consumed by children while they are in care. MDE staff may contact you regarding your child’s participation in our day care center.

If you have any questions about the Child and Adult Care Food Program, please contact:

Aspire
525 N. State Street, Shelby, MI 49455
231-861-4521 Ext. 3704

or

Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
(517) 373-7391

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.



Student and Parent Agreement

It is imperative that the policies and procedures of the Aspire program are abided by in order for the students and the program to achieve success.

By signing this agreement, students and parents verify that they have read through the Parent Handbook and agree to make a commitment to follow all rules, polices, and procedures set out by the Aspire program.

Parents signing this understand that they are giving permission for their son / daughter to attend and participate in the Aspire Program.

Parents signing this understand they are giving permission for their son / daughter to be routinely transported by Shelby Public Schools; per the routine transportation policy stated in this handbook.

Parents signing this verify that they are aware that in compliance with Michigan DHS Licensing:

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the **Bureau of Children and Adult Licensing** website at www.michigan.gov/childcare.

Student Signature

Date

Parent / Guardian Signature

Date

Photography Waiver

By signing this waiver, parents permit the Aspire program to photograph and use photographs of their child for program purposes only.

Student's Name

School Name / Grade

Parent / Guardian Signature

Date