###### Minto Public School

**E**xtended **S**chool **P**roject

Staff Handbook



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**Minto Public School**

**EXTENDED SCHOOL PROJECT**

NOTE: The following are principles of ESP that you should be aware of to be an effective Staff Member. It is important that you read and understand these procedures before you begin working for the program.

**VISION:**

The children of working families in Drayton, Grafton, Midway, Minto, North-Border-Walhalla, Northwood and St. Thomas, North Dakota are kept safe, engaged in learning, and on the path to success in life at time when they would otherwise be unsupervised. Local schools keep them from risk by opening their doors earlier and keeping them open later. The North Valley Extended School Project provides daily activities that improve skills, student behavior, health and esteem. Adults are provided opportunities to learn. Many organizations take leadership roles in the development and implementation of all activities.

**ELIGIBILITY:**

The Extended School Project is open to all K- 12th grade students of the Minto School system. Priority is given to children whose parents work during the after school hours, those children referred by teachers, and students targeted in the grant.

# REGISTRATION:

Registration forms are available in the school’s office. Enrollment may be restricted due to availability of staff and space. A waiting list will be maintained after the classes have been filled.

**CLASS ENROLLMENT:**

Whenever possible, an adult to student ratio of 1 to 15 will be maintained.

# DROP OFF AND PICK UP:

‘Before School’ begins at 7:30 A.M. for students in grades K-8. Enrolled students may check in anytime before 8:00 A.M. when the school begins serving breakfast.

After school, children in grades K-6 are to be picked up by a parent or other adult authorized by the parent(s). Students are to be picked up by 5:30 P.M.

All staff members should greet parents as they arrive to pick-up children. This is a great time to talk about what ‘went right’ that day. It is easier for parents to hear about a ‘bad day’ if they have heard about the ‘good days,’ as well.

Homework Assistance for students in grades 7-12 will begin at 3:30 P.M. Enrolled students will check-in each day with the homework instructor or aide. Following check-in, students will receive a snack before starting his/her homework for the day. If a student does not have homework, they will be allowed to leave following check-in. Otherwise, when a student has finished his/her homework for the day, they will be checked out and allowed to leave. Students with homework will be dismissed at 4:30 p.m. each day.

Adult staff or the ESP site coordinator has the responsibility of talking with parents concerning problems.

**MATERIALS:**

ESP is a grant/school district funded program with a limited budget. The ESP site coordinator will provide all materials necessary for the program to run effectively. If you see a need for any materials, talk with your ESP site coordinator. Your ESP site coordinator will purchase the materials for you.

# PARENT ROLE and VISITATION:

The parent’s role cannot be overemphasized in a child’s education. Parents are required to participate actively and many will volunteer in classrooms. Communication among staff and the parent is essential. Any participant issues that arise, however, must be brought to the attention of the ESP site coordinator. At this point, the ESP site coordinator will determine the appropriate plan of action.

**EMERGENCIES:**

In the case of a medical emergency, registration forms will be in a binder with contact phone numbers and other information concerning each student. Staff members will have CPR Training. In a serious emergency situation, \*911 should be called.

**INCIDENTS AND ACCIDENTS:**

Incidents involving staff/students should be discussed with the ESP site coordinator and recorded in the INCIDENT/ACCIDENT binder that is found in the ESP room. Conflict between students should also be recorded in the binder.

**PROJECT PROGRESS:**

Your advice and opinions are important to us. There will be Staff meetings throughout the school year. At this time, you will be expected to share any concerns or suggestions that you may have about the project. You may also share your concerns and suggestions sooner in a private meeting with your ESP site coordinator if you feel there is an issue that must be dealt with immediately.

**EVALUATION:**

ESP staff will be evaluated on performance by the ESP site coordinator. The building superintendent will evaluate the Site coordinator on performance. Further evaluations may take place if necessary.

**PROFESSIONALISM:**

**While working in ESP, you are expected to maintain a high level of professionalism.** Use of unacceptable language or inappropriate discussions will not be tolerated. Discussion of students and/or their families outside of ESP is not acceptable. Concerns or comments about the project or our students and their families should be brought to project supervisors or to staff meetings. **Confidentiality is VITAL to good relationships between student, parent and staff**.

If a staff member is unable to work due to illness, you need to let the ESP site coordinator know as soon as possible. Before school staff should phone the ESP site coordinator, either the evening before or call the school in the early morning to let an ESP staff member know you will not able to work. After school staff should contact the ESP site coordinator, and if he/she is unavailable, leave a message with the school office to be given to the ESP site coordinator. If you need a day off when you are scheduled to work, you are expected to inform the site coordinator of the change as soon as possible. **COMMUNICATION IS KEY!**

**SUPERVISION OF PARTICIPANTS:**

You are NEVER to leave an ESP student unattended. If you need a restroom break, make sure that another staff member is actively supervising the students.

**EVENING CHECK-OUT:**

Parents are required to come into the building to check out children. If a student is to walk home the parent must have stated that on the application or send a signed note to that effect. The high school student assigned to each class is responsible for the clipboard. Parents must sign out their child and fill in the time of pick up. Staff should greet each parent. If the child had a good day, be sure to tell the parent. If the child had problems, talk with the ESP site coordinator and he/she or an adult staff person will talk with the parent. It is not the high school staff’s responsibility to talk with parents regarding problems with their child.

**Time of pick-up must be recorded on the class clipboard.**

# DRESS CODE:

Staff may wear clothing appropriate to their duties/activities.

# ABUSE:

It is THE LAW to report any suspicion of child abuse to the proper authorities. You will be expected to advise your site coordinator of any suspicions you may have. You will be expected to treat this matter with confidentiality.

**STUDENT DISCIPLINE:**

You are encouraged to utilize the following child management techniques with ESP participants: verbal warning, private reprimands, time outs (temporary) and removal from activity (temporary). Keep your ESP site coordinator informed of any problems that you have with a student. The suspension or permanent removal of a student from an activity is the responsibility of the ESP site coordinator. Remember that the adult staff is responsible for the discipline in the classroom. High school students work under the supervision of the adult in the classroom.

A Discipline Form has been created for students in grades K-6 not behaving, not using respect, using profanity or violence. These forms are to be filled out be **Adult Staff Only**. The site coordinator must be informed of each incident and contacted when it is the student’s 3rd offense.

Students in grades 7-12 in the Homework Assistance Program will be removed from the program for bad behavior.

**DISPUTE RESOLUTION**

We will follow the procedure as found in the Minto Public School Handbook under the section: Handling of Complaints Policy.

# SIGN-IN POLICY:

You must keep a record of your hours by clocking in and out of the time clock. If you should forget to punch in or out there is a binder that you can write your correct time into.

**HIGH SCHOOL / ADULT STAFF:**

High school aides work under the direction of adult staff. Adult staff should handle discipline concerns/behavior problems. The ESP site coordinator must be informed of any problems.

High School aides need to be in “Good Standing” with the school as an ESP employee. Your academic success is the first priority. ESP students look up to you – you are a role model. Your actions make a great impression.

All staff members should greet all parents as they arrive to pick-up children. This is a great time to talk about what ‘went right’ that day.

Adult staff and/or ESP site coordinator have the responsibility of talking with parents concerning problems.

**DRUGS AND ALCOHOL:**

ESP prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, drug paraphernalia, tobacco, or alcohol by any member of its staff while on school property or while supervising ESP activities. This includes being under the influence. Anyone violating this policy shall be subject to disciplinary action up to and including termination of employment.

**WARNINGS AND DISMISSAL POLICIES:**

Failure to abide by ESP Policies and Procedures may result in a formal warning. The policy is as follows:

Step 1. First a verbal warning will be given to the student, if he/she continues with the inappropriate behavior the teacher will fill out an incident report. IF behavior is fighting/hitting/kicking student will be sent home immediately and asked not to return the next day.

Step 2. Parents look over the incident report and send it back to the school. Feel free to call with any questions about the incident.

Step 3. If students receive 3 incident reports, the child will be asked to leave the ESP program.

Depending on the seriousness and frequency of the infraction, termination may take place at any time. All ESP employees are at-will employees.