



UES Afterschool Program Parent/Student Handbook

The UES Afterschool Program is for K-5th grade students to be in a safe, supportive, and enriching environment that is *free-of-cost* for ALL! We are fortunate to partner with the University of Tennessee Extension, UT Extension Unicoi County, and Unicoi Elementary School in offering this program for any attending interested student.

Afterschool Address:

404 Massachusetts Avenue
Unicoi, TN 37692

Meeting Location:

Cafeteria

Site Director: Caitlin Holley

Phone Number: 423-588-9661

Email: uesafterschool@utk.edu



Statement of Purpose

The primary purpose of the Afterschool Program is to provide a safe and enriching environment for enhancing reading, writing, STEM skills (science, technology, engineering, math), social/ emotional learning, leadership, and character development. The program operates under an alliance between Unicoi Elementary School, the University of Tennessee, and UT Extension Unicoi County.

The program is free-of-cost for participants. These funds are provided by the Department of Education through two sources: the Lottery for Education (LEAPs; state funds) or the 21st Century Community Learning Centers (federal funds). The overall goal of Lottery for Education: Afterschool Programs (LEAPs) is to provide Tennessee students with out-of-school-time academic enrichment opportunities that reinforce and complement the regular academic program. The overarching goal of the 21st CCLC program is to provide students with afterschool academic enrichment opportunities and support services to help them meet state and local standards in the core content areas.

Philosophy

Research suggests that afterschool programs benefit children and youth in many ways. *Quality* afterschool programs can improve students' academic performance, homework completion, regular school-day attendance and participation in class, and reduce behavioral disruptions. Afterschool programs also encourage healthy eating habits through offering nutritious snacks and physical activity, both of which boost mental and physical health. Therefore, our program philosophy is to provide *quality* programming, based on the latest research and trends in the education field, to meet students' academic, social/emotional, and health needs.

Our philosophy is based on the following assumptions:

- In order to be academically successful, students' academic and non-academic (social, emotional, and behavioral health) needs must be met.
- Content in afterschool should directly align with content taught during regular school day.
- Students need to connect with knowledge by participating in activities that are related to real-life interests, both emotionally and practically.
- Students need varied enrichment experiences to engage diverse learners, including hands-on activities, community service projects, problem-based learning experiences, field trips, and student-led programming.
- Students need to grow socially, emotionally, and intellectually.
- Students learn more easily when they understand the usefulness of information or skills and how they apply to their lives.
- Students build their knowledge and self-esteem when they receive praise and encouragement. Students learn best when they are seen as individuals, apart from their backgrounds, gender, race, ethnic group, family situations, or financial status.

Program Mission Statement

The program strives to provide a safe and encouraging environment that provides comprehensive academic, social, and emotional enrichment to inspire children to learn and succeed in school and life. The program is free-of-cost during the hours after school. Students in the program are provided with the following: nutritious snacks, homework help, specialized tutoring, physical activity, family engagement time, and academic enrichment on diverse subjects (STEM, English, language arts) delivered through diverse means (hands-on activities, experiments, field trips, community service, student-led mentoring, etc.), physical activity.

Objectives

1. ***Safety and Structure*** – offer a safe environment and organized routine that provides a nutritious snack, homework help/tutoring, academic enrichment, physical activity, and safe transport home;
2. ***Academic Growth*** – deliver academic support and hands-on, problem-based enrichment opportunities to students in science, technology, engineering, arts, math (STEAM), English/language arts, health, and other subject areas to enhance regular school-day achievement;
3. ***Empower*** – empower students through the integration of resiliency-building practices, including student-led programming, trauma-informed care, and family-engagement events, and promote the acquisition of social and emotional learning (SEL) skills and healthy living;
4. ***Rigorous Assessment and Evaluation*** – track student growth in academics, attendance, SEL development, and behavioral regulation to evaluate program impact and future direction; and
5. ***Ongoing Professional Development*** – provide supportive resources and evidence-based training to enhance staff competence and confidence in the delivery of afterschool program content.

Grievance Policy Statement

Parent input concerning the program is important. Please share any feedback about the program with Caitlin Holley, site director. All questions concerning policies and procedures of the program should be addressed to Caitlin Holley, Site Director at 423-588-9661 or the program's county agent, Tracy Chandler at 423-220-6423. All complaints and/or concerns will be investigated in a timely manner.

Program Hours of Operation

Afternoon Program: Monday thru Friday 2:45-5:45pm

Daily Schedule (tentative and may change throughout the year)

<u>2:45-3:00</u>	<u>Sign in & hang up belongings</u>
<u>3:00-3:30</u>	<u>Eat snack & clean up snack</u>
<u>3:30-4:15</u>	<u>Homework & tutoring</u>
<u>4:15-5:00</u>	<u>Enrichment activity/lesson</u>
<u>5:00-5:30</u>	<u>Free Time & parent pickup</u>
<u>5:30-5:45</u>	<u>Clean up & prep for next day</u>

Program Closure

The Afterschool Program ***DOES NOT*** operate:

- When regular daytime school is not in session
- During holiday breaks
- Teacher in-service days
- Half-days
- Emergency school closures
- When school is cancelled due to inclement weather

Registration and Enrollment Guidelines

Registration forms must be completed and on file with the program's director for the child to be enrolled and attending. New registration forms must be filled out at the beginning of each new school year. ***State childcare laws require that all students be officially registered in the program in order for service to occur.*** Program staff cannot and will not be responsible for any child who is not officially

registered in our program. The Department of Children's Services or Local Police Department will be contacted for all students dropped off at the program without registration forms.

Eligibility

The program is open to all students with a maximum of 50 students eligible to attend daily. Wait lists will be used in the instance that enrollment is full.

Nondiscrimination Policy

Nondiscrimination Notice: It is the policy of the district's Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Pick-Up of Children

Please check with your Site Director for the specific location for the pick-up of children. All children must be personally checked-out (by an authorized parent/guardian/ or caretaker) from the program in the afternoon by means of a sign-out sheet. Children will not be allowed to wait for parents in the parking lot or sent to a waiting car. They will not be released to commercial transportation personnel (i.e. taxi drivers; Uber). Children will not be released to any person other than the parent or other persons authorized as indicated on the registration form. Identification will be required for pick up.

During pick-up, parents/guardians will be required to enter the facility to sign-out their child. At least three approved names are kept for each child as to whom is permitted to pick them up. *Photo ID's will need to be shown for any adult not listed as their "primary" parent or guardian.* Staff will be present and observe the signing out of children. ***Notify the Site Director in writing if a person other than those authorized will be picking up a child. Identification will be required for pick-up.***

The Afterschool Program staff will not release a child to anyone (parent or other) whose behavior may place the child(ren) in immediate risk or whose judgment appears to be impaired due to use of alcohol or drugs. In such a case, we will call another authorized person or emergency contact to pick up the child. If the adult takes the child before we are able to call another authorized person, the police will be notified.

Late Arriving Parents

Parents, guardians, or other authorized adults must pick-up children before program closure. If attempts to reach the parent/guardian are unsuccessful, emergency contacts will be called. After all emergency numbers are contacted and no communication from the parent/guardian/ emergency contacts has been received after 30 minutes from the program's closure, the local authority and/or Department of Children's Services may be called for assistance with the child(ren). Parents/guardians who are excessively late picking up their child will need to have a meeting with the Site Director immediately to discuss the issue. If violation of the late pickup continues, your child will be dis-enrolled from the program.

Transportation Plan

No bus service is provided as part of this afterschool program. Transportation involved parent pick-up detailed in previous section. Some field trips may require bus transportation to and from the said location but will be addressed on a as needed basis.

Visitors

Parents and friends are welcome to observe the programs. If an unregistered child is “observing” the program, the child’s parent/guardian must be present. Visiting children must be under parental control at all times.

Students that Walk Home

Students that walk home must have SIGNED written permission from parents/guardians. Children will need to sign themselves out at dismissal. Once your child leaves the school, your child is no longer the responsibility of the Afterschool personnel.

Missing Child

If a child who was in attendance at the program is found to be missing:

- Afterschool Program staff will conduct a quick search of the program area for 15 minutes.
- Child will be paged over the school intercom system (if intercom system is available).
- If the child is not found, the school principal will be notified and the search will continue for an additional 15 minutes.
- Parents/guardians will be notified if child cannot be located after 30 minutes.
- Police will be called if parents/guardians cannot be reached.
- If a child is found to be deliberately hiding from the staff, consistently runs away from the group or refuses to stay in the group, the parents will be notified to pick up the child, and the child may be removed from the program.
- Afterschool Staff are required to visibly see all students at all times. A staff person who leaves a child unattended will be held responsible and liable for whatever happens to the child.
- If a child does not show up for afterschool after the dismissal bell has sounded, Afterschool Staff will contact school personnel to confirm absence for the day. However, it’s not the responsibility of the Afterschool Staff or Program to locate a student who does not show up for afterschool. Afterschool Staff cannot be held liable for what happens to a student who does not show up for afterschool.

Attendance Policy

Attendance is crucial for your child to succeed in our program. Research shows that frequency and duration are necessary for students to have improvements in report card grades, behavior, and state assessment scores. As a reminder, the purpose of this grant-funded program is to help students improve academically and non-academically. Improvements in these areas will not occur if your child is picked up very early or misses several days per week.

The attendance policies listed below must be followed to avoid the likelihood of your child being removed from the program.

- Afterschool Program staff are required to take daily attendance.
- **Children must attend, on average, a minimum of two days per week.**
- **Children must attend, on average, 2 hours per day.**
- If your child is absent due to sickness or injury, the attendance policy will be waived. However, if there is excessive absence due to sickness or injury, the Site Director will meet with the parent/guardian to discuss future enrollment.

- Excessive absence or early departure due to involvement in sports, clubs, or other extracurricular activities not associated with the afterschool program will be considered a violation of attendance policy.
- If a child is absent from regular daytime school, they cannot participate in the Afterschool Program that day.
- If the child is suspended from regular daytime school, they will also be suspended from the Afterschool Program until suspension has been served.
- Multiple suspensions from regular daytime school will result in removal from the program.
- If your child(ren) miss more than 10 consecutive days of the program, your child will be removed from the program, unless the Site Director can verify through the school office your child has been absent due to prolonged sickness, injury or family issues.

Parent Involvement and Family Engagement Events Notice

Families are a part of the program. Family nights, newsletters about program activities, bulletin boards with announcements, family enrichment events, and individual feedback to parents on each child's participation in the program will help in creating the best experiences for the children in the program. Parent suggestions on enrichment offerings are always appreciated. The Site Director will keep parents informed about special events in the program through postings and newsletters.

Please keep afterschool staff informed of any changes which may occur in a child's environment such as illness in the family, a change in living location, or any other stressful situation that may be important to the child. The staff will be able to better meet the needs of the child if they are aware of these situations.

Volunteers

Volunteers who assist the program on a continuing, on-going basis will need to complete volunteer paperwork; including reference checks and a criminal record background check. Background check fees will be paid by the program.

Sick Child Policy

The program will not provide assistance for sick children. Please do not send a child to the program if they are ill. Policy requires that a child be picked up as soon as possible in the event of illness while in the program. The Department of Human Services may be contacted if a child continues to be dropped off with an illness or symptoms of an illness without medical attention (including lice).

If a child has been found to have bugs or nits, they will have to be picked up from the program. Students will not be allowed to return to the program until the Site Director has proof the child has been treated and clear of all bugs/nits.

Medication Policy

If a child has to be given daily medication (such as ADHD or seizure medicine), a consent to administer prescription medication form must be on file with the Site Director. This form must have clearly stated instructions such as the name of the medication, dosage, and time of day to be administered. The instructions should include the physician's signature. The medication must be given to the Site Director in an appropriately-labeled (with the student's name) prescription bottle. Any changes in dosage or administration of the medication must be communicated to the Site Director immediately and edited accordingly on the medication authorization form.

Antibiotics and over-the-counter medications such as cough syrup, aspirin, and cold medicines cannot be administered in the program.

Broken/Lost/Stolen Items Policy

The program strongly discourages children from bringing toys/personal items from home. The program will not be responsible for broken, lost, or stolen items (including toys, clothing, backpacks, books, food items, eyewear, money, electronic items, cell phones, jewelry, and any other personal item brought into the building).

In response to allegations of children stealing from one another, please understand the Afterschool Program Staff reserves the right to check the contents of the backpacks of any child suspected of having the belongings of another student.

Injuries or Accidents

- The Afterschool Program staff is trained in First Aid and CPR.
- The Afterschool Program staff have passed criminal background checks.
- The Afterschool Site Director will make all decisions relevant to a child's well-being in case of accidents or emergencies. If the Afterschool Program Director is not available, an assistant will assume this responsibility.

If a child is injured at the Afterschool Program:

- The Afterschool Site Director will assess the severity and will decide on a course of action.
- If an injury is minor, parents/guardian will be informed upon their arrival to pick up the child.
- If a child is in pain or uncomfortable after an injury, parents/guardian will be contacted.
- A severe injury will receive immediate first aid and parents/guardian will be contacted.
- If necessary, Emergency Medical Services will be called if the injury requires an emergency and the child may be transported to the nearest hospital.
- In the event of accidental injury, parents will be expected to be responsible for all expenses incurred for emergency medical care.

Emergencies

If an emergency situation (example: inclement weather) should occur during program time, staff will notify parents of the existing circumstance. In such situations, parents will be required to make arrangements for **immediate pick-up** of their student.

Abuse and Neglect Policy

The staff of the Afterschool program are mandated reporters and as such, are required by Tennessee law to report all suspected instances of abuse or neglect to the Department of Social Services. A copy of the Afterschool Program Abuse and Neglect Policy is on file in the Program Director's office.

Snacks

Nutritious afternoon snacks are provided for all the children. All allergies or specific dietary needs are to be communicated to Afterschool Site Director by parents/guardian to avoid medical emergencies. Afterschool Program staff will accommodate specific dietary needs of your child within reason.

Videos and Photos

Photos and videos of the children and family members taken during Afterschool Program activities may be used in marketing, advertising, and educational material by the afterschool program, The University of Tennessee, or UT Extension Offices. Signing this Parent Handbook gives us permission to use your child's photo for such purposes. However, staff will communicate with individual parents/guardians when such actions may occur.

Celebrations

Afterschool Program activities will include seasonal crafts and celebrations. Parents/guardians who do not want their child participating in such activities need to speak with the Afterschool Site Director, who will note this on the child's paperwork.

Confidentiality Policy & Records

Lists of participants, confidential materials, and restricted information will not be removed from the facility or discussed with or shown to anyone under any circumstances without authorization.

Curriculum and Assessments

Several research-based curricula will be utilized to educate children in a hands-on learning approach. From time to time, afterschool staff will assess how children are developing in many developmental areas (academic, social/emotional, and behavioral). Parents will be asked to fill out a short questionnaire about their child's participation in the program, development, academics, and so on.. By signing this document, you give the Afterschool staff the authority to conduct such assessments.

Phone Communication

Any phone messages must be texted or called to the site director at each school. For some sites, smartphone applications, such as ONE Call and Remind will be used to communicate program information and updates and enable parents/guardians to access reports of student behavior, grades, and more. These apps are designed to anonymize phone numbers and personal identifiers to maintain confidentiality. To contact the Site Director, please call 423-588-9661.

Field Trips

Students may have the opportunity to participate in field trips. When these opportunities arise, students will not participate unless the parents have provided authorization in writing prior to the event. Authorization must be detailed to include activity, dates and time, and be on file with the program staff.

Use of Cell Phones and Electronics

Use of cell phones, iPods/tablets, and other personal electronic equipment by students during afterschool hours will not be permitted unless approved by program staff. Use of these items can be disruptive to the program activities.

The following rules are to be followed as they relate to the use of technology in the afterschool program:

- Cell phones are to be used at the very beginning or at the very end of the daily program as communicated by the teachers for the purpose of contacting parents or others to organize transportation home. Otherwise cell phone use is prohibited so as to not disrupt the planned activities for the afternoon. If communication is truly required, the student must first ask for permission from a teacher. Students should be encouraging parents or guardians to call the Site Director's phone number in order to get in contact with their child.

- Electronics, such as iPods/MP3 players, iPads/Tablets, or similar items are prohibited from the program and should not be used unless they are deemed part of a planned educational activity.
- The Afterschool program will not be responsible for misplaced, broken, or stolen technology or other prohibited items.

Discipline Policy

Children enrolled in the program are expected to exhibit behavior which does not disrupt or interfere with the school climate or the learning process and social interaction of other children. Program staff will enforce school rules throughout the program hours. Parents will be notified in writing when a major discipline problem occurs.

Parents are asked to cooperate with afterschool staff in stressing the importance of good behavior patterns for all children. It is imperative that parents work with the Site Director to correct any behavior that is interfering with the child's success in the program. This helps to keep the program fun as well as instructionally sound.

Parents who demonstrate abusive language and/or inappropriate scenes or disturbances to children, staff, or other adults during the program hours will be asked to withdraw their children from the program. Harassment or bullying will not be tolerated.

Positive Discipline

Children need instruction more than they need criticism.

- Positive guidance enables the child to develop self-control and orderly conduct in relationships with peers and adults.
- Discipline shall be clear and understandable to the child, consistent, and explained to the child before and at the time of any disciplinary action.
- Discipline shall include positive guidance, re-direction, and the setting of clear-cut limits, which foster the child's own ability to become self-disciplined.
- Our guidance practices are designed to encourage the child to be fair, honest, and caring; to respect property, and to assume personal accountability and responsibility for others.

Withdrawal Policy

The program reserves the right to withdraw a child for any of the following reasons:

- Repeated failure of parents to pick the child up from the program on time.
- Failure to provide the Site Director with current emergency/medical information as stipulated by state licensing.
- Failure to provide registration/enrollment paperwork to be kept on file.
- Continuous disciplinary problems.
- Inappropriate conduct of parent or guardian.

If a child is dismissed from the program; he/she is not eligible for re-enrollment for the duration of the school year.

Behavior Management Policy:

The children and staff of the Afterschool program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the Afterschool program will be explained to the children clearly and reinforced in a consistent manner. Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. Any activities where participants purposely exclude another child will not be allowed. When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. After a time out, the teacher and child will discuss behavior options before the child returns to the group. Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities.

Inappropriate Conduct for Students

The following behaviors are considered inappropriate and unacceptable in the program. These behaviors may result in immediate suspension. Repeated violations may result in permanent withdrawal for the duration of the school year.

- | | |
|---|--|
| 1. Possession of weapons, contraband, and other dangerous objects (Zero Tolerance Policy Applies) | 11. Playing in the bathrooms (crawling under stalls, climbing on sinks, splashing water, turning on/off lights etc.) |
| 2. Fighting, wrestling, spitting (with or on peers or staff) | 12. Throwing balls, or other outside equipment while inside the building |
| 3. Destruction of center/school property | 13. Stealing |
| 4. Destruction of personal property of another person | 14. Physical attacks on staff or other students (Zero Tolerance Policy Applies) |
| 5. Stealing of school property or personal property of others. | 15. Tackle football |
| 6. Vulgar Language, Cursing | 16. Improper use of program and school equipment |
| 7. Improper display of private body parts | 17. Throwing objects (rocks, sticks, desks, tables, etc.) |
| 8. Disrespectful behavior to other children or staff | 18. Leaving group without permission (i.e. running away, hiding, etc.) |
| 9. Climbing on desks, tables, cabinets, etc. | 19. Behavior deemed inappropriate and unacceptable by the Site Director or Program Supervisor). |
| 10. Excessive violation of the program's technology use policy (e.g., refusing to refrain from use of electronics at the program, etc.) | |

Notifying Parents: Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the well-being of the child or others in the Afterschool Program. It is imperative that parents work with the Afterschool staff to correct any behavior that is interfering with the child's success in the program.

Parent and Child Rights and Responsibilities

Parents' Rights

Parents have the right to:

1. Know their children are in a safe environment where they are free to select from a variety of activities.
2. Know what types of programs and activities are being planned and to be offered feedback on the kinds of activities children enjoy.
3. Share concerns with staff, at any time, about anything they do not feel is in the best interest of the children.
4. Know if their child is misbehaving and to spend time talking with the staff concerning a solution.
5. Know if their child does not report to the program as intended.
6. Voice special concerns and considerations not covered in this manual, and to discuss special cases where occasional expectations may be made from the rules set forth in this manual.

Parents' Responsibilities

Parents have the responsibility to:

1. Observe the rules of the Afterschool Program as set forth in this handbook and in any additional policy statements.
2. Listen to concerns that staff members have about their child's behavior and to work towards an agreeable solution.
3. Know about any changes in policy procedures.
4. Inform staff if a child has been exposed to a contagious illness.
5. Keep the child's record up to date with changes in phone numbers and address.
6. Pick up children on time.

Children's Rights

Children have the right to:

1. A safe, warm, encouraging environment.
2. Use of safe and reliable equipment and space on an equal basis, to find equipment where it is intended, and in functioning condition.
3. Have their ideas and feelings respected.
4. Discipline that is fair, equal, & respectful.
5. Express their anger, frustration, joy, disappointment, etc., in an appropriate manner.
6. Express their creative ability.

Children's Responsibilities

Children have the responsibility to:

1. Take the consequences for their own actions.
2. Respect the rules that guide them during their afterschool day; control their feelings so that their actions do not harm anyone.
3. Not willfully destroy or harm any equipment or property in the building or anyone else's projects or materials.
4. Share equipment and facilities with all children in the program.
5. Check in when they arrive each day and notify a staff member if they need to be somewhere else.
6. Come to their assigned area immediately after school dismissal, unless they have permission and notify a staff member when they need to be somewhere else.
7. Respect the rules of the Unicoi Elementary Afterschool Program.
8. Dress appropriately for indoor and outdoor play; Have tennis shoes available to wear in the gym.
9. Returning materials and equipment to the place they found them before taking out a new activity.
10. Carry out an activity to which they have committed themselves.

Detailed Behavior Guidelines and Plan

The following guidelines are to be respected by both students and teachers alike at all times. The purpose of these “rules” is to promote an environment that is safe and an environment that promotes mutual respect between students and teachers, and students with their peers. By following these guidelines, students will be able to benefit from fun, entertaining, and educational hands-on learning experiences.

Mutual Respect – the following behaviors should be used as much as possible:

- Be on time
- Listen attentively
- Use positive or “constructive” criticism
- Use “nice” words; not “bad” words
- Use respectful and quiet voices
- Be co-operative
- Use “yes please” and “thank you”
- Ask permission to leave the room
- Raise your hand to be recognized
- Resolve conflict peacefully
- Keep jokes and humor G-rated
- Respect the authority of all adults
- Be kind to visitors
- Play fair; not cheating
- Engage in all planned activities
- Respect personal space

Inappropriate Behavior – the following behaviors should never be used. Consequences for these behaviors are grouped in categories of severity.

- Failing to cleanup when asked
- Showing disrespect toward an adult or fellow student

- Talking when instructions are being provided
- Wearing of hats inside
- Disobeying an adult’s request
- Misbehaving on the bus
- Using personal items in the program such as toys, gadgets, balls, etc.
- Use of cell phones, iPods/tablets, or other electronic devices during the program
- Drinking of soft drinks such as cokes, Gatorade, etc.
- Use of inappropriate language
- Showing up late
- Shouting/yelling
- Being uncooperative
- Pushing or shoving others
- Telling of inappropriate stories or jokes
- Cheating
- Choosing not to be involved in planned activities when safety is an issue
- Not respecting the space of others
- Throwing any item, food or trash on the floor
- Not following safety rules
- Minor disrespect of materials and property

Minor Offense Accrual Path and Consequences:

Minor offenses will be evaluated on a case-by-case basis depending upon the severity of the offense and frequency with which it has occurred. Generally, it will follow this path:

1st Offense = Warning to student and parent notification.

2nd Offense = One day suspension; Parent notification (verbal) and letter home.

3rd Offense = Week-long suspension; Parent notification (verbal) and letter home.

4th Offense = Permanent suspension; Parent notification (verbal) and letter home.

Every effort will be made to communicate with the student and parent/guardian before any suspensions are issued to help resolve the misconduct.

Minor Offenses – although these behaviors may be considered “minor,” repeated use of unwanted behaviors will result in a possible day, week, or permanent suspension from the program. Teachers will chart “offenses” overtime. Once a student receives three offenses the student will be suspended for one day; five offenses will equal a one-week suspension and six offenses will result in a permanent suspension.

Week-long Suspension Offenses – The following behaviors will be deemed extremely inappropriate and will result in an immediate week-long suspension from the program:

- Leaving the room or premises without permission
- Using behavior that is deemed threatening to students or adults; threats considered extremely severe can result in immediate and permanent suspension from the program at the discretion of the teachers, principal and/or afterschool project director.

Permanent Suspension Offenses – the following behaviors will result in permanent suspensions from the afterschool program:

- Theft
- Destruction of materials or property
- Fighting
- Use of items that cause abuse toward another (e.g., spitballs; “hornets,” or other handmade item used to inflict pain)
- Repeated bullying
- Any substances being used or brought into the afterschool program such as drugs, alcohol, cigarettes, vape pens, etc.)
- Being suspended from regular day school two times for any length.

In and Out of School Suspensions – the following policies as it relates to regular school days suspensions will be adhered to:

- If a student is issued in or out of school suspension, then the student may not attend the afterschool during the length of the suspension.
- If a student is issued in or out of school suspension a second time they will be removed from the program permanently.

It is our desire to have a peaceful, respectful atmosphere in which all can relax, develop friendships and enrich their lives through hands-on, experiential learning. Our desire for this program is not to impose rules upon rules, but to have students who behave positively and appropriately so they can experience learning like they never have before.

Thank you for the honor of teaching your child(ren).

Caitlin Holley

Caitlin Holley a.k.a. “Ms. Caitlin”
Unicoi Elementary Afterschool Enrichment
Program Director
(423) 588 9661
uesafterschool@utk.edu

Unicoi Elementary Afterschool Enrichment Program

Parent Handbook – Agreement Form

Student's Name: _____ Grade: _____

Parent Initials	Student Initials	Policy
_____	_____	I have read and understand the Unicoi Elementary Afterschool Enrichment Program's "Discipline Policy and Procedures" and have discussed it with my child. Any disruptive behaviors (requiring a "write up") and resulting discipline will be discussed with parent/guardian.
_____	_____	I give permission for pictures of my child to be taken and used on Facebook/social media, in the newspaper, photo collection and/or other publicity/public relations media regarding the Unicoi Elementary Tennessee DOE, and Yale University.
_____	_____	I understand that students are not allowed to bring stuffed animals, trading cards, toys, electronics, etc., from home. Afterschool staff will confiscate said items and return them to the guardian at pickup.

I have read the Parent Handbook and agree to support all policies of the Unicoi County Afterschool Enrichment Program.

Parent/guardian signature:

_____ **Date:** _____

Print name: _____

Relationship to child: _____

*Leave blank Ms. Caitlin will fill this out. *

Interview Date: _____

I have reviewed all the information contained in this handbook with the child's parent/guardian.

Program Director Signature:

_____ **Date:** _____

