**Important Information**

RISE After-School Program

Office of Extended Services

Charles R. Drew Charter School

301 E. Lake Blvd.

Atlanta, GA 30317

[www.drewcharterschool.org](http://www.drewcharterschool.org)

Ronitia Hodges, RISE ASP Coordinator

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Office: (404) 687-0001 Ext. 2294

Program Cell: (404) 780-4878

Head of School – Don Doran

Elementary Academy Principal – Barbara Preuss

Human Resources – Felicia Johnson

*This handbook contains information that you will need to be successful as RISE instructor. If there are additional questions you have, please feel free to contact the Office of Extended Services at any time.*

**Welcome!**

I am so excited that you are going to be working with RISE ASP at Drew Charter School for the 2015 – 2016 school year. We are expecting to have around 400 students enrolled in RISE this year. Each day these students will participate in various enrichment and academic classes. Without dynamic, reliable staff like you, we would not be able to offer this educational, fun program to our families. You are truly appreciated!

It is a new year and there some exciting new changes that have taken place in the After School Program. One of those changes is a new spin on our new name. Last year, the program unveiled its new name RISE. This stood for Recreation, Innovation, Socialization and Education. The “S” in RISE has now changed to STEAMulation. This is to emphasize the new focus on more STEAM related activities. The mission of our program is to provide a fun, enriching environment for students in grades Pre-K through 5 that will encourage learning, inspire creativity, enhance social skills and reinforce academic standards through the use of science, technology, engineering, arts and math (STEAM).

Also, in an effort to increase the feel of community within our program, this year will bring more focus on team building and professional development. We feel that it is important that we invest in creating a staff that is knowledgeable, cohesive and well-equipped to manage the hundreds of students we will serve.

C:\Users\lindsey.james\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\QW98LS3B\MC900013243[1].wmfThough several changes are taking place this year, the one thing that will remain is our commitment to excellence. Our mission is to continue to provide a program that our students, parents and you, the staff, love to return to everyday!

In the spirit of the Eagle, we will rise to new heights. So, to our new staff, welcome aboard and to our returning staff, glad to have you back. This is a team effort and with your support we are sure to have an amazing year.

Ronitia Hodges

RISE After-School Program Coordinator

*RISE*

**Recreation. Innovation. Socialization. Education.**

**GENERAL INFORMATION**

**Days/Hours of Operation:** Any regular school day during the 2015-2016 school year when the school is open for a full day, the ASP will operate from 4-6pm. **We will not operate on half-days, days when students are out of school or on special curriculum event nights (STEAM/PBL).** The dates that we are NOT scheduled to have the ASP are listed below. Please mark your calendars now.

**FIRST SEMESTER**

**September 7** - Labor Day

**September 11**- Full Day for conferences

**October TDB** – STEAM Night

**October 8 & 9** – Fall Break

**October 12** – Teacher Planning Day

**November 6** – Half day for conferences

**November 23-27** – Thanksgiving Break

**December TBD** – STEAM Night

**December 21-31** – Winter Holidays

**SECOND SEMESTER**

**January 1-5** – Winter Holidays

**January 18** – Martin Luther King, Jr. Day

**February 5** – Half day for conferences

**February 12-15** – Winter Break

**February 16** – Teacher Planning Day

**March TBD** – STEAM Night

**April 4-8** – Spring Break

**May 6** – Half day for conferences

*“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.”*

* Paul J. Meyer

**First Day of School – July 29, 2015**

**Last Day of School – May 25, 2016**

**About RISE After School Program**

RISE After School Program (ASP) at Charles R. Drew Charter School offers academic and enrichment classes to 350+ students in grades Pre K to 5th grade. The students are divided into three groups based on grade level:

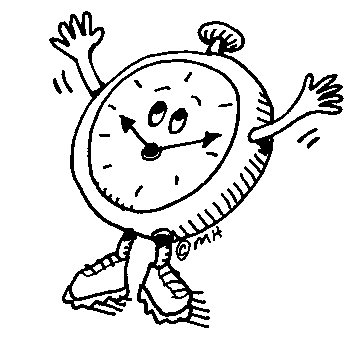
Pre-Kindergarten

Primary Academy – Kindergarten – 2nd

Elementary Academy – 3rd – 5th

Each week, the students will receive two days of academic assistance, two days of enrichment, and one day of tutoring and special projects. The program starts at 4:15pm and ends at 5:45pm, with parent pick-up taking place between 5:45 and 6:00pm.

**General Employee Policies**

**Clocking In and Out**: Upon arrival, each staff member **MUST** clock in at the time clock located in the lobby located across from the front desk. If you are full-time Drew staff, you will need to clock out and back in so that your time is recorded. IF YOU DO NOT CLOCK IN, YOU WILL NOT BE PAID FOR THE TIME. If you are unable to clock in, please let a staff member know immediately.

You should clock in everyday by 3:45pm. This will give you time to gather any supplies from the office (Room 216) as well as pick up students from their respective classrooms.

MC900187561[1]**Attendance**: Consistent attendance and punctuality are vital for the smooth operation of the program and are required by every staff member. Employees are expected to be in their place of work and ready to work at assigned times and to attend work regularly. Excessive absences or tardiness may result in disciplinary action up to and including termination.

If you are going to be absent, please notify us by noon at the latest, if possible. This will allow us to arrange a substitute to provide coverage for your class. If you are ill or otherwise unable to work without advance planning, you are expected to inform the Coordinator of the absence as soon as possible, who will arrange for a substitute and inform your team members. Do not arrange your own class substitute without speaking to the Coordinator.

We have to ensure that the kids are safely supervised and with last-minute absences, we are not able to easily secure supervision for the class. Again, we depend on our wonderful staff to deliver a high-quality program and if you aren’t here, the students miss out on the value you bring to the program.

**Appropriate Attire**: All staff members are expected to dress neatly and professionally. Each staff member will be provided with RISE ASP shirts. These shirts are to be worn daily with your choice of business casual bottom. Please do not wear clothing that is tight/ revealing or anything that contains inappropriate messaging. Short shorts or skirts, legging/jeggings, and sagging pants/shorts will not be allowed.

**Use of Cell Phones, MP3 Players and other electronic devices:**

Use of cell phones (calls or texts) or other electronic devices during program hours is strictly prohibited. All electronics should be silenced and put away throughout the program hours.

**Photography and Social Media Use:**

You are strictly prohibited from taking any pictures and/or videos of students during the program without expressed consent. All students have photo releases on file and may or may not be permitted to take photos. Under no circumstances should images of any students be posted to social media sites, including but not limited to Instagram, Facebook, and Pinterest.

**Visitors in the Workplace:**

Except when authorized by the Program Coordinator, all visitors including relatives of employees, who do not have official business with the program may be restricted from prolonged visits during program hours. Time spent attending to a personal visitor, especially a child, detracts from time spent engaging students.

**Verifying Time**: You will need to access your Ceridian account online every other Friday by noon. These will be during alternating weeks from pay weeks. (You will be notified by email on the Monday of the week that time needs to be approved.) If there are any issues regarding your hours or pay, contact the Program Coordinator who will address those issues with the on-site Human Resources Representative, Felicia Johnson.

**Paychecks/Direct Deposit**: As an employee of Edison Learning, you will receive a paycheck bi-weekly. The first payday of the school year is August 7, 2015 and will be every other Friday following. Each employee will have access to an online portal where you can set up direct deposit, view paystubs, adjust deductions and update addresses. If you notice discrepancies with any aspect of your paycheck, please notify us as soon as possible so that we can help resolve the issue.

## Meeting Attendance

Staff will be required to attend monthly meetings that will be held on the last Wednesday or Thursday of the month, depending on the academy in which you teach. These will be brief meetings to discuss upcoming projects or events that we may be working on during the year.

## Performance Evaluation

RISE instructors will meet regularly with the Coordinator to obtain feedback about their performance and set goals. Two formal reviews will take place per year. If performance or conduct is found to be unsatisfactory and fails to meet program standards, the Coordinator may take steps to help the employee improve performance. Coaching, written commentary regarding areas for improvement and timeframes for recommended improvements, and formal written warnings are all steps that the Coordinator may take. These measures are not mandatory and will be used at the discretion of the Coordinator. Failure to improve performance in a timely manner will lead to discipline up to and including termination.

**Ongoing Employment**

Charles Drew Charter School operates on a two semester schedule. At the end of the first semester, all staff members will be given intent to return forms. These forms will be used to gauge which teachers plan to return in the spring to finish out the year with the program. Though all staff members will be given intent to return forms, they do not guarantee that you will be asked to return. Performance and attendance will factor into our decision to retain employees.

## Reporting Child Abuse

As stated in Georgia Code Section 19-7-5, any personnel associated with Drew Charter School's After School Program who suspects that a child may have been abused is MANDATED BY LAW to report this. Once you report suspected abuse, you are immune from liability. If you don’t report, however, you are subject to arrest.

For ASP, please report suspicions immediately to the ASP Coordinator. If you are, for some reason, uncomfortable with this, you can contact Mr. Rashid, the School Social Worker at 404-687-0001 or [akil.rashid@drewcharterschool.org](mailto:akil.rashid@drewcharterschool.org).

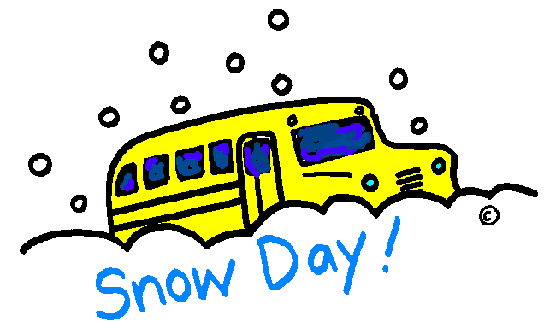
Please see the attachment for more information on what constitutes abuse. In general, however, the law requires we report when we have "reasonable cause to believe that a child under the age of eighteen has had physical injuries inflicted upon him other than by accidental means by parents or caretaker, or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted or sexually exploited. "

**Sexual Harassment**

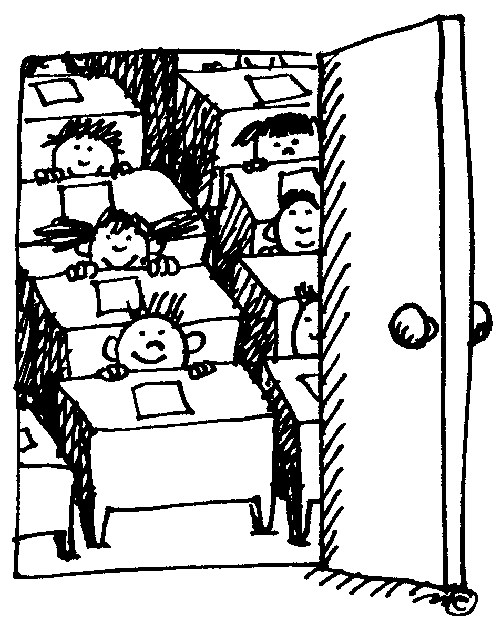
Both state and federal law strictly prohibit sexual harassment. Sexual harassment of instructors, vendors, support staff or any other parties involved with RISE After School Program will not be tolerated under any circumstances.

The EEOC defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

We want everyone to feel they are in a safe, productive environment that is free from harassment of any kind. Please remember to speak and treat others in a way that is respectful. If you believe that you have been harassed by any employee, vendor, or other program contact, report the incident immediately to the Coordinator. If the Coordinator is involved in the conduct, or, for you feel uncomfortable about making a report to the Coordinator, make the report to someone in the Office of Extended Services.

**Inclement Weather/Sudden Cancellations**: You will be contacted by phone or email when we find out that there will be an unscheduled cancellation. For this reason, please make sure that we always have a current, working phone number on file.

**Program Procedures**

**Class Pick-up**: Each grade level will have designated ASP pick-up rooms. After you have secured any materials you need for the day, report to the room where your students are being held. ONLY TAKE THE STUDENTS WHOSE NAMES ARE ON YOUR ROSTER (no matter how cute and convincing they are). If you take additional students without the RISE staff knowing, it could create confusion, frustration, and potential safety issues.

**Class Attendance**: Instructors are required to take attendance daily. Attendance records should be submitted in the cafeteria during the snack period. After snack is completed, attendance rosters will be counted. If your roster is not submitted, you will be notified to submit your attendance roster immediately. If students arrive after attendance has been submitted, please send them to the front desk.

**Snack:** Students receive snack every day at no cost. In order for students to receive snack, a snack roster must be completed and submitted in the cafeteria during the designated period. Instructors must ask students if they would like a snack for that day. You are only to place a **√** next to the students that want a snack. **These snacks are for RISE ASP students only and should not be eaten by any staff members or students that do not attend the program. Under no circumstance should staff members be consuming snacks. Furthermore, any staff caught consuming snacks will face disciplinary action.** This is not an arbitrary rule, but the policy for Atlanta Public Schools (APS) Meal Program. Audits and random checks are done by APS. If adults are found to be eating snacks, we can lose our snack program.

We are aware that many of our students have food allergies and dietary restrictions. Students may bring their own snack to consume during that period. Also, because students are sometimes unaware of the ingredients in certain snacks, students should not share their personal snacks.

Snacks will only be eaten in the cafeteria. There should be no eating in the classrooms without prior consent from the Coordinator.

**Classroom Management:** Once you arrive in your room, you are responsible for how the time is spent. We will provide you with resources to help facilitate your class. There will also be quarterly projects that we will provide guidelines for throughout the year. Though there will be deadlines, how manage your time and resources is ultimately up to you. It is important that you monitor your class closely to ensure the safety of each and every student.

*\*Note: If you have students in grades PreK – 2 you will need to take them, as a class, for restroom breaks (except during enrichment). If you have older grades, you can let them go to the restroom at your discretion. NEVER LEAVE YOUR CLASS UNATTENDED!!!*

**Academic Days:** On these days you are responsible for leading activities that help reinforce the academic standards of your student’s grade level. You are not responsible for teaching the material that they are working on during the normal school day, but you can choose to work on activities that are complementary to those standards.

**PreK & Primary Academy** – Tuesdays and Thursdays

**Elementary Academy**– Mondays and Wednesdays

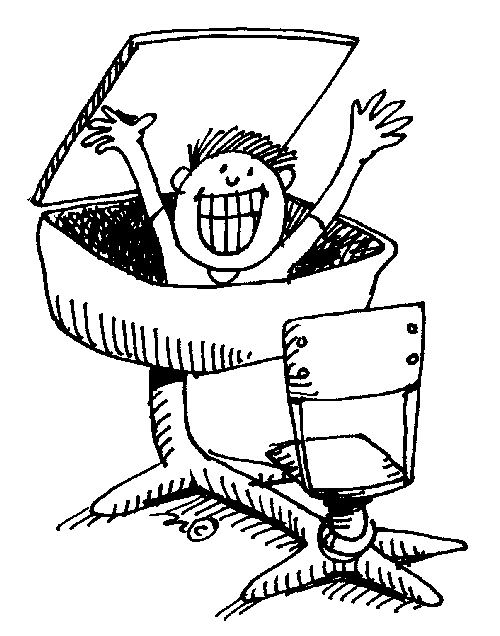
**Enrichment Days**: On these days enrichment instructors will drop into ASP classes for one hour (4:45pm – 5:45pm) and lead the students in their field or specialty. Each regular RISE ASP Instructor will be responsible for getting their students to the appropriate enrichment class. You will also be assigned an enrichment class that you will assist. You are to remain in your assigned enrichment class for the entire period. You should be actively engaged and handling any student-related issues that arise during that period. If you are found to not be in your assigned enrichment class, disciplinary action will be taken.

**Primary Academy** – Mondays and Wednesdays

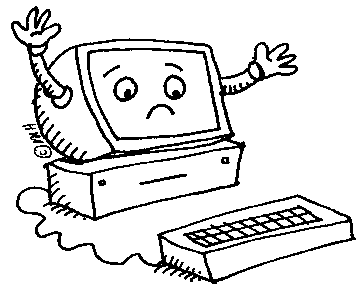
**Elementary & Junior Academy** – Tuesdays and Thursdays

**Special Projects:** Each quarter we will provide guidelines for special projects we will be completing during RISE. These projects will touch on different subjects and have varying themes. The idea is to use the PBL approach to help students create and explore. Friday will be the dedicated work day for special projects.

**Classroom/Space/Material Usage**: Employees are expected to only use materials and equipment provided by RISE ASP for their classes and after school activities. **Please DO NOT use materials that belong to the regular classroom teacher.**

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Our relationship with the students, faculty and staff at Drew makes it possible for us to have access to regular classrooms and multipurpose spaces on the campus. It is our responsibility to ensure that we treat the campus with respect. You are expected to make sure program spaces are, at all times, clean, orderly and sanitary. Please be aware of what your students are doing while they are in these various rooms. Make sure students are not rearranging the room (unless you plan to put everything back as you found it), taking books or other things from shelves, and are not under any circumstances near the teacher’s desk or SMART Board. If we are asked to leave a classroom, we begin to limit the space we have available and eventually will not have anywhere to go. We cannot have RISE ASP in the parking lot, so please make sure we are well-received by the daytime staff.

**Use of Common Areas**: During the class time, if you would like to go to the playground, courtyard, computer lab, or another space in the building aside from your assigned classroom, ask the Coordinator if the space is available. We call into the classrooms for dismissals and it sends a bad message to the parents if we have a “we can’t find your child” moment. ☺ If you would like to go to the computer lab, let the ASP staff know in advance so that we can reserve the lab and you must have a planned activity (don’t just let them play games or search aimlessly online).

MC900088596[1]Please note: While we want the RISE to be a fun, enjoyable time for all, we do not want for your default activity to become the playground or board games. If you would like to incorporate outdoor educational activities, you may do so. However, most problems occur (behavior-wise and accident-wise) when the kids are spending endless time with free play, either in the classroom or on the playground. The best way to avoid problems is to have a plan in place for your students each day.

Please note that it is not necessary to take students outside every day. We prefer that you use outside free play sparingly and spend the majority of RISE involved in engaging activities.

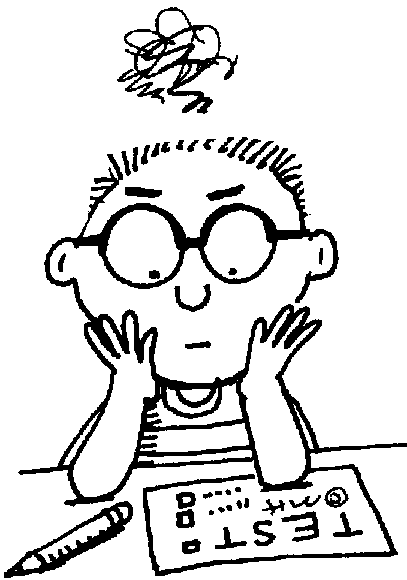
**Early Pick-ups**: If a student is from your class is picked up between 4:15-5:45, we will call over the intercom in your classroom so that you can dismiss the student. Please listen out for your student’s names. Your classroom should never be so loud that you cannot hear announcements. Parents will be waiting at the front desk for their students so make sure the kids quickly make their way to the front.

**Regular Dismissal**: At 6:00pm, you will ESCORT any remaining students from your class to the lobby and you are free to go. At this time if you have taken any supplies from the RISE ASP office, you will return them neatly to the designated area. Please be sure to clock out when you are finished (no later than 6:15pm).

**Behavior Issues/Incidents/Reporting**: If you have a student who is disrupting the class or misbehaving, we expect that you will try to handle the situation yourself to your best ability. If you have already set classroom expectations, rules, and consequences, it will be a smoother process to getting the students settled again. However, if you have exhausted your efforts and need support from the ASP staff, please contact the front desk and someone will come and assist. The ASP staff will determine the ultimate action taken, whether it’s removal from class for the rest of the day, suspension from the program for the next day, removal from the program altogether, etc. We will ask you to fill out a discipline report so that we can document issues with students. Please do not just send students out/to the front desk without explanation or warning.

If a student has an accident (injury, bathroom accident, etc.), you will need to fill out an incident report and submit it to the Coordinator. This is necessary for general knowledge AND for Drew’s reporting requirements in case of a serious incident. Copies of both the discipline report and the incident report are available at the front desk during RISE ASP.

**Fire Drill/Alarm Procedure**: In case of an emergency, we will follow the procedure as outline in the attached document. At least one (1) test drill will be conducted per semester.

**Common Core Standards**: There is a binder in room 216 that contains curriculum for each grade level. Please feel free to look through the binder, take notes for yourself, or even make a copy if you think you will read through it. This binder contains lots of good information in terms of what the students in each grade are expected to master by the end of the year. We want the ASP to support academics as much as possible and, as a bonus, lots of our grant funding is tied to our addressing academics through activities and enrichment. Be creative and focused!

**ASP Volunteers**: Throughout the year, we have community members, parents, and college students that volunteer during the ASP. If you would like to have a volunteer in your classroom, please let us know. Once we start getting interested volunteers, we will place them based on availability and interests. If you request a volunteer and we are able to find someone to help you, make sure you are able to utilize them in a meaningful way. As many of you know, the most frustrating thing about being a volunteer is feeling like you are in the way or creating more hassle than help. Be mindful of this for your sake and for the volunteers’ sake.

**Defining Child Abuse in Georgia-OCGA 49-5-180**

* **Abuse** includes **physical injury or death** inflicted upon a child by a parent or caretaker thereof, by other than accidental means; provided however, physical forms of discipline may be used as long as there is not physical injury to the child.
* **Neglect** or exploitation of a child by a parent or caretaker consists of a lack of supervision, abandonment or intentional or unintentional disregard by a parent or caretaker of a child's basic needs for food, shelter, medical care or education as evidenced by repeated incidents or a single incident which places the child at substantial risk of harm.
* No child who in good faith is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall, for that reason alone, be considered to be an "abused" child.
* **Sexual abuse** means a person's employing, using, persuading, inducing, enticing or coercing any minor who is not that person’s spouse to engage in any act which involves:
  + Sexual intercourse, including genital-genital, oral-genital, anal-genital or oral-anal, whether between persons of the same or opposite sex
  + Bestiality
  + Masturbation
  + Lewd exhibition of the genitals or pubic area of any person
  + Flagellation or torture by or upon a person who is nude
  + Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude
  + Physical contact in an act of apparent sexual stimulation or gratification with any person’s clothed or unclothed genitals, pubic area or buttocks or with a female’s clothed or unclothed breasts.
  + Defecation or urination for the purpose of sexual stimulation
  + Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure
  + Sexual exploitation\*

Sexual abuse shall not include consensual sex acts involving persons of the opposite sex when the sex acts are between minors or between a minor and an adult who is not more than five years older than that minor. Sexual abuse may also be committed by a person under the age of eighteen when the person is either significantly older than the victim Pr or when the abuser is in a position of power or control over another child.

\***Sexual exploitation** is conducted by a person who allows, permits, encourages, or requires a child to engage in

* Prostitution, as defined in Code Section 16-6-9, or
* Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct as defined in Code Section 16-12-10

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IN CASE OF A FIRE DRILL/ALARM

DURING RISE ASP:

**HERE IS WHAT TO DO**:

1. Have all of your student’s line up in an orderly fashion, leaving their belongings in the classroom.
2. GET YOUR ATTENDANCE ROSTER and make sure you have the students on your list.
3. Proceed calmly and quickly IN A LINE to the closest exit, walking towards the parking lot. DO NOT WALK DIRECTLY ALONGSIDE THE BUILDING.
4. Line up in the parking lot and check your attendance sheet again to make sure you have everyone.
5. If you are missing any students or have any questions, please alert the ASP front office staff IMMEDIATELY.
6. Remain with your kids in the parking lot. DO NOT LET YOUR STUDENTS JOIN OTHER GROUPS AND DO NOT RELEASE ANY STUDENTS FOR DISMISSAL, EVEN TO THEIR PARENTS.
7. Once the alarm stops and someone comes around and tells you we are clear, you can proceed back into the building. Any parents who have arrived in the meantime can come and sign their child out at the front desk and we will dismiss the child, following the regular procedure.

MC900339298[1]\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

IN CASE OF A LOCK-DOWN DURING ASP:

**HERE IS WHAT TO DO**:

1. Someone will come on the intercom and announce **“Attention staff, we are in a hard/soft lockdown” (repeated twice).** This is your signal to immediately go into lock-down mode.
2. If we are in a Hard Lockdown you will:
   1. Close and lock classroom doors. Close window blinds.
   2. Direct your students to the closest classroom if your class is outside.
   3. Move children away from the windows (if possible) and have everyone sit on the floor.
3. If we are under a Soft Lockdown you will:
   1. Direct students back to your classroom if you were outside.
   2. Close and lock the classroom doors until further instructions are given
4. ALWAYS GET YOUR ATTENDANCE SHEET and make sure you have the students on your list. If anyone is out of the room or missing, please call the front desk (button on the wall) immediately.
5. No child should be released into the hallway for any reason until the LOCK-DOWN is complete. DO NOT RELEASE ANY STUDENTS FOR DISMISSAL, EVEN TO THEIR PARENTS.
6. Once the LOCK-DOWN is complete, there will be an announcement over the intercom to let you know.