



Community School Program

Providing after school opportunities for the youth of La Pine

Parent Handbook and Policy Guide

Dear Parents and Guardians,

Welcome to the La Pine Park & Recreation Community School Program parent handbook. The La Pine Park & Recreation District Community School Program provides middle school and high school students with a safe and nurturing environment where they can develop healthy relationships and participate in life enriching activities. Through our program we strive to:

Provide a Safe Environment for Your Student with Caring Adults

The Community School Program is staffed with caring and qualified adults, who truly enjoy spending time with youth. Staff members love nothing more than to connect with each student personally and model positive encouraging behavior at all times.

Enhance Academic Performance/Commitment to Learning

The program provides students with designated homework sessions and ongoing academic assistance including tutoring. Enrichment courses are designed to help students find new talents and passions which can give a better overall feeling about school involvement and thus encourage better classroom performance.

Meet Social Development and Emotional Well Being of enrolled youth

The program will meet teens' social and emotional needs by helping them build healthy relationships and friendships through a variety of activities requiring a varying numbers of participants. Community service projects offered through the program give our youth a sense of purpose while engaging teens in activities to benefit the community at large.

Encourage and Develop Personal Discipline

The program helps teens learn responsible behavior and self-control through an environment in which activities are presented, but not dictated. Guidance is offered to promote teens' self-confidence. Rules are determined by staff, accepted by the teens, and consistently applied.

Promote Healthy Lifestyles

The Community School Program is designed to promote healthy lifestyles by providing space and scheduled times for a variety of physical activities both individually and in a team sport atmosphere. Classes for healthy nutrition and cooking are also offered as part of our healthy

We are looking forward to getting to know your student and watching them grow through our program. If you have any questions or concerns please call the program coordinator at 541-536-2223.

Sincerely

Lynn Buck
Community School Coordinator

Registration

The La Pine Park & Recreation Community School Program is open to students in 6th through 12th grade. Registration packets are available at the Parks & Recreation District office, online at www.lapineparks.org and at the School office. The proper registration forms must be completed and the fee must be paid prior to the first day your teen plans to attend.

To complete enrollment of your student, you will need to fill out and return the following information:

Registration Form

Health & Permission Form

Parent Handbook Acknowledgement

Sign In / Out Consent Form

Fees and Collection Policy

Middle School Registration

Fees will be due on a pre-pay basis, due on the 25th of the month for the following month's programming. For example, a payment for October 2011 will be due on September 25, 2011. Payments are considered late on the 5th of the month. Payments not received by the 6th of the month may result in the termination of services.

LATE FEES

Late Payments – Payments are considered late on the 5th of the month. Payments not received by the 6th may result in the termination of services.

High School Registration

High School programs are offered on a pre-registration only. Registration form and payment in full must be submitted by stated registration deadline posted for each class offered. Classes not meeting minimum enrollment requirement will be cancelled and pre-registered funds will be refunded. Students wishing to enroll on the first day of class must have all forms signed, and payment in full when they arrive for the first class. Classes are not pro-rated for late entry participants

Payment Method

La Pine Park & Recreation accepts cash and check for all programs. There is a \$25 fee for returned checks. Recurrent returned checks may result in dismissal from program. Scholarships are available. All fee collection policies apply to scholarship recipients and volunteer hours must be completed within the session student receives scholarship. See scholarship policy for full details.

Program Hours

Middle School

Program runs Monday - Thursday from school bell to 5:30. Late Pick Up – Parents may be charged a late fee of \$5 at 5:45 for students not picked up. After that, an additional \$1 per minute may be charged until student is picked up by a parent or guardian. If a parent has not arrived by 6:00 PM, and has not contacted the Community School Coordinator, staff will call the adults listed as emergency contacts. If no one can be reached we will contact the Deschutes County Sheriff's office.

High School

Classes run on a pre-registration basis only. Please see class schedule for dates and times.

Tutoring is available by appointment only

Monday 3:00-4:00

Tuesday 3:00 - 4:00

Wednesday 1:30-3:30

Thursday 3:00-4:00

Tutor will not be on site unless appointment is scheduled

Attendance

Parents will be asked to submit a schedule for their teen before the beginning of the program (see registration sheet). Any changes to that schedule should be approved by the Program Lead at least one week in advance. Absences should be reported by 10:00 a.m. on the morning of the absence. You may call the district office 541-536-2223 and leave a voice message.

Daily Release of Participant

Staff will release teens to parents or guardians. The parent may designate another responsible adult to pick up or drop off the student if previous written authorization has been supplied to the program or has been previously stated in the individual records. Valid photo identification may be requested before releasing the student to anyone. No student will be released to anyone without prior written authorization.

You may sign a Parental Consent Form giving your teen permission to sign him or herself out of the program. Please read the Parental Consent Form carefully and be prepared to follow all guidelines outlined within it if you choose to sign it. The Parental Consent Form is located in this packet.

Clothing

We ask that your teen come to the Community School Program dressed comfortably and appropriately. Shirts with tobacco, alcohol, bad language or sexually explicit logos or wording will not be permitted. Also, we expect clothing to cover one's body appropriately. Extremely short shorts and half shirts are not appropriate. We encourage your teen to wear or bring tennis shoes and a change of clothing appropriate for use in some of our after school classes such as Zumba.

Cell Phone Use

Use of phones (or other internet capable devices) for games, taking pictures, accessing social media sites, accessing the internet, listening to music, texting with friends or other "recreational" purposes is allowed. However, bullying and put-downs come in many forms, the use of phones as a tool for both can become a real problem for any youth program. Use of cell phones in this manner can disrupt activities, damage group dynamics and create a means of communication between participants that becomes difficult to monitor. Should this kind of behavior come to our attention, students will be asked to turn in their phones upon arrival in the program each day or to leave them at home. Checked in phones will be returned upon departure.

Personal Belongings

Unfortunately the Community School Program is not immune to theft. We do not suggest bringing valuables to the community school program. The Community School Program and LPRD will not be held responsible for lost or stolen items.

Internet Access

Internet access is granted at each school location for completion of school assignments. Students can log in using their standard school id internet access codes.

Snow Days

On days when school is canceled due to snow or inclement weather, the Community School program will also be closed.

Snacks

Healthy snacks are provided in the program through the Oregon After School Supper program. Please note any food allergies on the health form and advise the staff.

Teens with Special Needs

It is the intent of LPRD to include persons in current programs and activities to the greatest extent possible. Recognizing limitations due to an individual's special need is important and, with this in mind, the Community School Program will make every attempt to adapt program activities, staffing, and facilities through reasonable accommodation, unless the accommodation imposes hardship on LPRD. If your child requires an accommodation, please discuss it with the Community School Coordinator and or the Director of Parks & Recreation.

It is recommended that a family member (or caregiver) tour the facilities with the appropriate Community School staff along with the student with the special need before the first day of service. This provides the family with an opportunity to observe the program, facility, and staff. This also allows the staff to learn what can be done to enhance the person's involvement in the program.

Medical Issues

We will do our best to make your student's experience accident and illness free. However, in the event something does happen, we are prepared. Our staff members are trained in CPR and first aid. We treat minor cuts and scrapes, but guardians will be notified in cases where a teen may need more medical attention than our staff can provide. In all cases of injury, an accident form will be completed and made available to the guardian/s. If the medical needs are extreme and guardian/s cannot be reached, your signature on the health form authorizes us to secure medical attention, i.e. 911.

If your teen has severe asthma or a potentially life-threatening allergy please speak with the Community School Coordinator prior to attending.

A teen who is sick should be kept home for his/her own sake and that of others. Many communicable diseases begin with cold-like symptoms. For the health and safety of all teens, participants with any form of contagious or infectious conditions (lice, fever, pink eye, vomiting, etc.) will be immediately sent home. These teens are welcome to return to the program when they are feeling better and are no longer contagious.

BEHAVIOR MANAGEMENT POLICY

The Community School Program believes in a positive approach towards discipline. This means that the staff of the program work to prevent behavioral issues through positive and cooperative expectation setting, and role modeling. Boundaries and rules shall be determined by both the staff and participants. When this is done all individuals involved feel a sense of ownership over the program and what happens in it. In general, all appropriate rules are covered by the participants but the staff will fill in any that are left out. We provide safe environment for teens to grow, build relationships and have fun learning. The overriding principle of the Community School Program's discipline policy is to help teens become individuals who make their own choices and who take responsibility for their actions. The primary basis of this policy is that discipline is a function of engaging teens in meaningful and stimulating activities, focusing on positive role models, and promoting the core values such as Honesty, Respect, Caring and Responsibility. Though the participants will be involved in the process of setting boundaries for the program, there are certain rules that are non-negotiable. These specific policies follow

- The teen will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities. Aggressive behaviors such as fighting, verbal "put-downs", swearing, and other similar inappropriate behaviors will not be tolerated.
- The teen will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
- The program strictly prohibits the use and/or possession of alcohol, tobacco, and drugs.
- It is the policy of the Community School Program that behavior that would be classified as any kind of harassment or abuse will not be tolerated by staff or participants. Such behavior results in dismissal or termination and, if applicable, contacting of authorities.
- Participants/Staff will respect the private property of others and will understand that stealing or vandalism will not be tolerated.

BEHAVIOR MANAGEMENT PRACTICES

When a teen engages in inappropriate behavior or threatens their health and safety or others, the Community School staff will do the following:

- Take immediate action to stop the behavior.
- Separate the individual from the situation and calm down all involved.
- Discuss with each individual involved to understand all sides of the situation.
- At this time the staff will initiate a conversation as to why the choices made were not acceptable. Redirection from the activity or situation may be needed. If necessary, a discussion of consequences will also take place. Many small issues will not need to go beyond this point.

- If necessary, call the parents/guardians of the individual to inform them of the incident and/or the consequences being instituted. In these cases an incident form will be completed for the parents and Community School record.
- If the severity of the inappropriate behavior warrants or the participant refuses to stop the behavior when asked, parents/guardians will be asked to pick up the teen for the rest of the day. In some cases the inability or unwillingness to conform to the standards of the program can result in temporary suspension or permanent expulsion.
- Additionally, staff will attempt to learn the causes of the behavior and will do everything in their power to help the teen understand the problem and learn from their decision.

Finally, the Community School Program reserves the right to dismiss any participant if he/she fails to uphold the standards of the program.

Supervision/ Safety Policies

- No teen is to be left alone or unsupervised while under the care of Program staff.
- It is on rare occasion that a student would be left alone with an adult staff member of the opposite gender. In the rare case that a situation arises staff members are instructed to keep doors open and be fully visible for any person walking by.
- If teens leave the program to participate in outside activities, parents will notify the staff of the day, beginning time, end time, and destination prior to the start of that week.
- High school students enrolled in special classes will be picked up by parent and or otherwise leave campus immediately following release from class.
- Middle school students will not be allowed to leave the program for any reason other than that which has previously been communicated by parent to staff. Students may check themselves out at 5 p.m. only if indicated on registration form. Otherwise students must wait for a parent or pre authorized person to pick them up from the program.
- An Incident or Accident Report Form will be completed when an injury or accident occurs. A copy of the completed form will be given to the parent/guardian.

Staffing

To provide your students with the highest quality program available we seek to hire only well qualified individuals for our program. Potential staff and volunteer members must demonstrate a passion for working with youth, history of experience working with teens of all social and economic backgrounds and the desire to encourage and nurture all enrolled students. All staff and volunteers must undergo and pass background checks through the La Pine Park & Recreation District as well as the Bend -La Pine School District. Training is provided for CPR / First Aid if not already certified as well as conflict resolution, child abuse and a variety of other situations that may arise in the Community School Program.

Child Abuse Reporting

The Community School Coordinator and each employee are required to immediately notify the local public children services agency when they suspect that a teen has been abused or neglected. The district policies are created to prevent and protect students from abuse or neglect while the teen is in our care.

Donations to the Program

Our program is dependent on grants, donations and community support. Gifts of new and used equipment and supplies are always welcome. The Community School Program often accepts board games, books, movies, arts and crafts supplies, and any other useful equipment. In return, you will receive a letter of acknowledgement for donations. Scholarship donations may be made to the La Pine Park & Recreation Foundation and are tax-deductible.

Termination of Services

We reserve the right to discontinue services under any of the following conditions:

1. Failure to abide by any of the registration agreement conditions as itemized in the Parent Statement of Understanding, or failure to fulfill any of the responsibilities or conditions included in the Parent Handbook.
2. Behavior by the teen which disrupts the group and/ or program. This includes but is not limited to repeated instances of failing to listen to staff, refusal or repeated failure to follow program rules, or physical/verbal abuse towards other participants or staff.
3. Failure of parents/guardians to treat staff, other parents or teens respectfully. Disrespect includes inappropriate or abusive language, behavior or threats.
4. The Community School Program follows a zero-tolerance policy in regards to weapons. Any participant, parent/ guardian or family-authorized adult that uses or possesses or threatens to use or possess a weapon at any time may be permanently expelled from the Community School Program.

Tutoring & Homework Assistance

Tutoring and homework assistance is available Monday through Thursday at both the high school and middle school campuses. Tutoring is provided at no cost as part of a grant through the Deschutes County Children and Families Commission. Tutoring staff must have at least 2 years post-secondary education with a strong emphasis in mathematics and language arts. Full registration is required but no fee is charged if tutoring is the only service being used. All students wishing to receive tutoring must have the district communication waiver signed by their parent or guardian to allow for communication between the school district and program officials for the purpose of progress reporting to the board and grant committees.

Tutoring - Homework Assistance Schedules / Guidelines Per Campus

La Pine Middle School Campus

Monday	4:15-5:30
Tuesday	4:15-5:30
Wednesday	3:30-5:30
Thursday	4:15-5:30

Tutoring assistance available in Portable

La Pine High School Campus

Available by appointment only

Monday	3:00-4:00
Tuesday	3:00-4:00
Wednesday	1:30-3:45
Thursday	3:00-4:00

Tutoring Assistance available in RM D-190

Must call 541-536-2223 or 541-604-0553 to schedule



DESCHUTES COUNTY

CHILDREN & FAMILIES
COMMISSION

TOGETHER WE FIND SOLUTIONS

Important Numbers

Questions about the program contact:

Lynn Buck 541-536-2223 (office)

541-604-053 (cell)

To report an absence:

LPRD Office 541-536-2223

Thank you and welcome to the Community School Program

Parent Handbook Acknowledgement

I acknowledge that I have read the parent handbook and I am fully aware of the Community School Program's philosophy, policies and procedures.

I have read and understand the tuition and fee arrangements as well as all of the conditions detailed in this handbook.

Parent/Guardian Signature _____ Date _____

CSP Coordinator Signature _____ Date _____

Student Name(s) _____ Grade(s) _____
(Please Print)

.....
Tear Here

This form must be completed, signed and attached with Community School Registration Form.

**Program Fee
\$20.00 mo***
* Small Lab fee applies to some classes



La Pine
PARK & RECREATION

**Tutoring Only
No Charge**

**Community School Program Registration Form
Middle School**

Student Name: _____ Grade: _____ DOB: _____ Gender: M F
(Last) (First)

Mailing Address: _____
(Street # or PO Box) (City) (State) (Zip)

Student Home Phone: _____ Student Cell Phone: _____

Parent / Guardian # 1: _____ Phone: _____

Parent / Guardian # 2: _____ Phone: _____

Alternate Emergency Contact: _____ Phone: _____

Registration Days _____ Monday _____ Tuesday _____ Wednesday _____ Thursday

_____ My student can sign themselves out of the program at 5:00

_____ My student can NOT sign themselves out of the program at 5:00 and must wait to be picked up

Photo Release

La Pine Park & Recreation District representatives, may from time to time take and use photographs and or digital images of your child for use in news releases, social media and or educational materials associated with our program. Your child's name and identity may be revealed in descriptive text or commentary associated with such images. All rights to negatives, prints, digital reproductions and their use are the property of La Pine Park & Recreation District. _____ **Acceptance** of Photo Release _____ **Denial** of Photo Release

Initial

Initial

Bend La Pine School District Waiver

La Pine Park & Recreation District has sought and acquired a grant to provide after school tutoring and enrichment activities to our middle school and high school students. Part of the outcomes used to monitor success of the program is improved individual student attendance and academic performance. In order to comply with program guidelines it is necessary for La Pine Park & Recreation District to access student attendance and performance data for each student enrolled in the program. This includes letter grade and testing data. Student data collected and reported will not individually identify your student but will be used solely for the purpose of reporting program progress.

_____ **Accept** Bend La Pine School District Waiver

_____ **Deny** Bend La Pine School District Waiver

Signature

Signature

Agreement, Waiver & Release

I hereby register my youth for the Community School Program through the La Pine Park & Recreation District. I authorize the staff and volunteers of the program to direct my youth in participation of activities. I know of no mental or physical problems which may affect my child's ability to *safely participate* in activities offered. I authorize the staff and or volunteers to attend to any health problem or injury to my child that may occur while participating. I hereby release and hold harmless the Bend -La Pine School District, volunteers of the La Pine Park & Recreation District program, La Pine Park & Recreation District players, instructors, agents and board of directors, from any liability that may arise from my child's participation. I acknowledge that I am responsible for any medical expenses due to my child's illness or injury. I acknowledge I have read the above waiver and releases and understand that I give up substantial rights by signing below and do hereby sign voluntarily.

Signature:

For Office Use Only	Student # _____
Registration Paid \$ _____	Ck # _____ Cash _____
Photo _____ School _____	Release _____
Tutoring Only _____	



La Pine PARK & RECREATION

Community School Program Registration Form High School

Student Name: _____ Grade: _____ DOB: _____ Gender: M F
(Last) (First)

Mailing Address: _____
(Street # or PO Box) (City) (State) (Zip)

Student Home Phone: _____ Student Cell Phone: _____

Parent / Guardian # 1: _____ Phone: _____

Parent / Guardian # 2: _____ Phone: _____

Alternate Emergency Contact: _____ Phone: _____

1 Class \$25.00

2 Classes \$40.00

3 Classes \$60.00

Tutoring Only- No charge

Classes Registering for:

_____ Language / Culture Tuesday & Thursday 3:30-4:30 _____ Vocal Lessons Thursday 3:00-4:00

(limited to 6 students)

_____ Nature of Words Wednesday 3:00-4:30 _____ Tutoring

___M 3:00-4:15 ___Tue 3:00-4:15

_____ Zumba Wednesday 1:15-2:15

___W 1:30-3:00 ___Thu 3:00-4:15

Photo Release

La Pine Park & Recreation District representatives, may from time to time take and use photographs and or digital images of your child for use in news releases, social media and or educational materials associated with our program. Your child's name and identity may be revealed in descriptive text or commentary associated with such images. All rights to negatives, prints, digital reproductions and their use are the property of La Pine Park & Recreation District. _____ **Acceptance** of Photo Release _____ **Denial** of Photo Release

Initial

Initial

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_____ **Accept** Bend La Pine School District Waiver

_____ **Deny** Bend La Pine School District Waiver

Signature

Signature

Agreement, Waiver & Release

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Signature: _____

For Office Use Only

Registration Paid \$ _____

Photo _____ School _____

Tutoring Only _____

Student # _____

Ck # _____ Cash _____

Release _____

Middle School Schedule - Session 2 November 7-Dec 15

Monday

2:30 Snack
3:00-4:00 Jewelry and Metals Basics*
3:00-4:00 Beginning Survival Skills
4:00-5:00 Girls Circle
4:30-5:30 Tutoring / Homework Assistance

Tuesday

2:30 Snack
3:00-4:30 Crochet for a Cause
4:00-5:00 Gym Games
4:30-5:30 Tutoring / Homework Assistance

Wednesday

1:15-2:15 Zumba
2:30-3:00 Snack
3:00-4:30 Nature of Words
4:30-5:30 Tutoring / Homework Assistance

Thursday

2:30-3:00 Snack
3:00-4:00 Vocal Lessons
4:30-5:30 Tutoring / Homework Assistance

* Due to high cost of Gold and Silver used in the Jewelry and Metals Basics class there is an additional one time lab fee of \$20. Students will be bringing home quality pieces of work from this program.

Beginning Survival Skills

Class will cover basic survival skills such as using a compass, building a shelter and orienteering. Many program days will be spent outdoors so students will need to come dressed for the weather. Students will leave campus with adult instructor and volunteer staff as a group only and travel within a short walking distance from the school for some lessons.

Crochet for a Cause

Students will learn basic to moderate crochet techniques to create baby blankets for Central Oregon crisis nurseries and shelters.

Gym Games

From Dodgeball to basketball this will be a time of play. Students will leave the middle school campus and travel to La Pine Elementary to engage in a variety of team style and group games.

Zumba

Discover a variety of dance styles through this intense aerobic workout. Be sure to wear appropriate shoes and be ready to sweat.

Nature of Words

Develop your creative writing and poetic skills. All students enrolled will be published in a class compilation at the end of the session. Students will also have the opportunity to have their work submitted and considered for the annual publication of Words Without Walls which showcases Central Oregon Youth.

Vocal Lessons

Take your vocal talents to the next level. Using her experience in music theory our instructor will take you through breathing exercises and instruction on rhythm, harmonizing and melodies. Limited to 6 students. Please indicate interest on registration form.



Scholarship Application Process

1. Complete scholarship form and sign
2. Provide all proof of income for each kind of income
 - W-2
 - 1040
 - Recent pay Stub
 - Oregon Health Plan
 - Social Security Benefits
3. Return to La Pine Park and Recreation office at 16405 First St. or mail all required information to:
 - La Pine Park & Recreation
 - PO Box 664
 - La Pine, OR 97739
4. You will be notified within five (5) working days informing you of acceptance or denial of scholarship.
5. Your acceptance will be based on need and availability
6. Once you have been approved you can register for programs. Your portion of the fee must be paid at time of registration.
7. Youth/ Parent / Guardian accepting any scholarship money will be assigned up to 8 hours of volunteer work per activity receiving scholarship. Volunteering may consist of coaching, running a concession stand, volunteering in the office, community school program or to clean up park grounds.
8. Volunteer hours must be completed before you will be eligible for more scholarships.

Termination of Scholarship rights

Being awarded a scholarship is a privilege. All participants are expected to abide by all rules and regulations of the program they are registered for and treat park facilities with proper care. Scholarship recipients who exhibit inappropriate behavior during participation in programs or are found to use district facilities in an inappropriate or unauthorized manner will lose their scholarship privilege and could be asked to leave district property for a specified period of time. Scholarship recipients who provide false or incomplete information to the district will immediately lose their scholarship privilege.



Scholarship Application

Name of all children in household Last, First, MI	School name	Grade	Birth date MM/DD/YY
1			
2			
3			
4			
5			

List members of household and Incomes <small>(do not include children listed above unless they receive regular income)</small>	Gross income	Federal Assistance, child Support, alimony	Social Security, other income	Received- Weekly, bi-weekly, monthly, bi-monthly
1				
2				
3				
4				

Total number of people in household _____

Total Gross Income of household

\$ _____

Staff Use:

Date received: _____

- | | | |
|-------------|--------------------|----------|
| 1. Approved | Program | \$ _____ |
| 2. Denied | Scholarship amount | \$ _____ |

Date of Approval/ Denial: _____

Program Manager

Signature: _____

Comments: _____

Event:	Date:	Hours Completed: