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INTRODUCTION

The purpose of this manual is to provide Program Managers, the Program Coordinator and all Gateway After-school Employees with guidelines to the personnel policies, practices and work rules of GAP (Gateway After-school programs). This document does not create a contract of employment. GAP may change, modify or eliminate the policies and/or procedures listed in these guidelines at any time.

These guidelines apply to all employees of GAP--salaried, hourly or otherwise--as specifically indicated within the manual.

Program Vision

The GAP program through alliances with schools and community organizations will enhance student, family and community development and opportunities by providing life-enriching activities in a safe and nurturing environment.

Overall Program Goal

To improve student performance through the district's 21st Century (CCLC) Gateway After-school Programs (GAP) by providing academic and life enriching learning activities for students and their families in an environment that is safe, healthy, and fosters positive relationships.

Objectives that support the overall program goal are as follows:

Regular 21st CCLC GAP attendees will:

- **Improve their proficiency level of SBA scores in the areas of reading and writing, and**
- **Students who scored above proficiency in reading will at least maintain their level of achievement;**

Students who are regular 21st CCLC GAP attendees will:

- **Improve their proficiency level of SBA scores in the area of math, and**
- **Students who scored above proficiency in math will at least maintain their level of achievement;**

Students who are regular 21st CCLC GAP attendees will:

- **Report less incidents of fear, bullying, harassment on the School Climate and Connectedness Survey than the previous year, and**
- **Demonstrate an improvement in social competence, problem-solving skills, autonomy, and sense of purpose and future after participation in 21st CCLC GAP;**

Students who are regular participants in 21st CCLC GAP will:

- **Have higher attendance rates in school than non-GAP attendees.**

GAP

People will ask you.....What is GAP?

GAP is a service that allows schools to go beyond their mission of academic instruction to provide services and activities for children, their families, and other adults during non-school hours, summers and weekends-and sometimes during school hours as well.

GAP is partnerships, created and operated collaboratively, bringing school sites and school staff together with youth-serving organizations and other groups to provide services for children, youth and families.

GAP

Gateway After-school Programs

Pam Gingue, Program Coordinator
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Gateway After-school Programs

Expectations of GAP Staff:

What you're getting into...

- Be punctual and prepared for the day. Daily attendance is expected. We count on you to be present each day of GAP ready to work.
- Prepare.** You are responsible for having the materials you need for your session ready at the start of class. We rely on you to have your own materials ready for class. Please advise your site manager of materials you may need for your session before hand. Preparation time is included in your pay. If you need something that we don't have please ask in a reasonable time and we will do our best to get it for you.
- Put the child first. They should feel safe physically and emotionally.
- Stay focused on learning but enjoy yourself. If you're bored, your students are probably too. Maintain a **positive** attitude in your work and interaction with staff and students.
If you had a bad day, don't bring it to work with you.
- Maintain confidential information about children, families or staff and do not discuss personal information in front of others.
- Make sure accurate attendance is taken. Attendance sheets are to be put in the designated location for your center (see Site Manager/Coordinator).
- A staff member must be present at all times with students who are signed into the Program. Students are not allowed to go back to their classroom and/or locker without first asking permission of a GAP staff member. In most cases, students should not go back to their classrooms or lockers, they are responsible for bringing needed materials with them.
- Remember that patience and a cheerful attitude are essential tutoring tools.
- Report back to staff and teachers when appropriate.
- Praise the child's successes.
- Leave space clean and include students in picking up.

What You can expect from your GAP Site Manager/Coordinator:

- A commitment to a quality experience for both students and GAP Staff;
- Support and encouragement;
- Resources and materials;
- Willingness to have extra training or meetings to share ideas;
- Individual appointments, in person or by phone, if you would like to talk.

Thank you for your commitment to kids in the Alaska Gateway School District!!

JOB DESCRIPTION: GAP Site Manager/Site Activities Coordinator

TITLE:

GAP Site Manager/Site Activities Coordinator

SUPERVISOR:

GAP Program Coordinator

SUMMARY:

Directs the GAP Program at their site including student activities, adult education, adult and student enrichment, and recreation activities. Develops and supervises programs, manages volunteers and staff schedules and assesses community needs. Time commitment must be flexible to include morning, afternoon and evening hours on a varied schedule.

DUTIES AND RESPONSIBILITIES:

- Provide positive leadership and supervision to GAP personnel including instructors, tutors, and volunteers.
- Participate in project staff meetings.
- Identify and coordinate programs and services provided by community organizations.
- Identify and coordinate programs and services that can be offered to the community.
- Communicate with parents and staff about student progress in the GAP program.
- Implement marketing strategies that communicate effectively to students, their parents, and the community the objectives and spirit of the program.
- Meet with project evaluator on a quarterly basis, or as requested, to assess progress toward meeting program objectives.
- Develop reports and or provide information required by the Project Coordinator or Project Evaluator.
- Establish and serve as chairperson in monthly GAP steering committee meetings.
- Act as a liaison between after-school program, school-day staff, and community organizations.
- Participate in meetings with school staff to plan integrated activities.
- Supervise the site during hours of operation, including summer activities, school in-service days/vacation.
- Recruit students, staff, community members and volunteers for tutoring, homework help, and program activities.
- Monitor materials and purchase items required to implement activities.
- Other duties as assigned.

REPORTS TO:

Project Coordinator/Project Director
School Site Administrator

GAP**Gateway After-school Programs**

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Email: pgingue@agsd.us



Dear Tutors and Instructors:

Thank you for your interest in working for our After-school Programs. We at GAP recognize the importance of programs that support students and families in our community. Our goal is to strengthen the academic skills and attitudes needed by children to succeed in school. We want to help students bring into balance their potential and their level of achievement. We reinforce and support what is being taught in the classroom, doing our best to make learning fun and develop kids' confidence in their ability to do well in school.

See the Site Manager at your local school for details about your specific assignment.

Tok

Karla Champagne 883-4GAP (4427)

Northway

Wanita Cook 778-2287

Eagle

Jeanne Tatangelo 547-2210

Dot Lake

Gordon Kron 882-2663

Joyce Dunning

Tetlin

Jacki Horton 324-2104

Mentasta

Renee David 291-2327

Emmanuel David

Tanacross

Vacant 883-4391

JOB DESCRIPTIONS: GAP Program Instructor

TITLE:

GAP (Gateway After-school Program) Program Instructor

SUPERVISOR:

Site Manager/Site Activities Coordinator
GAP Program Coordinator

SUMMARY:

Under general supervision, instruct students and adults in a wide variety of activities. Successfully incorporate the GAP vision and mission into the activities of the site. Direct students and adults in activities that lead to positive outcomes.

DUTIES AND RESPONSIBILITIES:

- Support the Site Manager/Site Activities Coordinator/Site Activities Coordinator in supervision of students.
- Develop and maintain a safe, supportive learning environment in which children thrive.
- Assist with the development and implementation of activities
- Assist in assuring that positive academic and social outcomes are being achieved.
- Provide ongoing opportunities for children to experience success.
- Assist in maintaining the safety of students.
- Keep track of student attendance
- Ask for help or assistance when needed.
- Make the program fun for students and staff.
- Maintain professionalism with parents, staff and community.
- Communicate needs for materials required to implement activities with Site Manager/Site Activities Coordinator/Site Activities Coordinator
- Organize and keep track of materials
- Ensure that students are well behaved.
- Other duties as assigned.

REPORTS TO:

Program Coordinator/Program Director
Site Manager/Site Activities Coordinator/Site Activities Coordinator
Building Principal

JOB DESCRIPTIONS: GAP Homework Monitor/Tutor

TITLE:

GAP (Gateway After-school Program) Homework Monitor/Tutor

SUPERVISOR:

Site Manager/Site Activities Coordinator/Site Activities Coordinator
GAP Program Coordinator

SUMMARY:

Under general supervision, provides academic tutoring services to a wide variety of individuals and groups. Creates and implements tutorial programs that guide and assist students with homework.

DUTIES AND RESPONSIBILITIES:

- Provide academic assistance to assigned tutees, either in a group or individually.
- Establish liaison with the teacher and work under the teacher's direction, if necessary to assist the student.
- Provide evaluations and other reports as requested by the GAP staff.
- Help students develop a high level of motivation in academic areas.
- Help students develop positive attitudes toward learning and studying.
- Help students develop self-confidence, raise self-concept, and reduce anxiety or fear of failure in academic work.
- Assist students in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas.
- Help students develop the study skills necessary for academic success.
- Establish and maintain rapport with the assigned student(s).
- Serve as a role model for students being served.
- Assist in designing and implementing class cooperative projects.
- Maintain the safety of students.
- Ensure that students are well behaved.
- Make the program fun for students and volunteers.
- Performs miscellaneous job-related duties as assigned.

REPORTS TO:

Program Coordinator/Program Director
Site Manager/Site Activities Coordinator/Site Activities Coordinator
Building Principal

POLICIES & PROCEDURES

Staff Responsibilities

The GAP program is committed to developing strong teams that deliver effective programs that build the capacity of children to succeed. Each site team includes the program coordinator, Site Manager/Site Activities Coordinator, instructors and tutors, the school principal, classroom teachers, clerical and custodial staff, parents, community volunteers, and collaboration partners.

The primary responsibility of the team is to provide a safe, structured and positive after school learning environment for participating students and adults. In each GAP program, the Site Manager/Site Activities Coordinator in cooperation with the principal, is the *leader* of the on-site team.

1. Program and Staff Development

The degree and extent to which the vision of GAP is fulfilled depends largely on the skills of the GAP on-site staff in delivering programs and working together closely as a team. Therefore, GAP places a high priority on staff development and training. Workshops and other staff development activities that apply to all Site Managers/Site Activities Coordinators and/or program instructors and tutors are held regularly at central locations. This is a primary component of continual quality improvement. All staff members are expected to attend.

Site Managers/Site Activities Coordinators are responsible for facilitating on-site meetings in ways that identify specific strengths and areas in need of improvement. When assistance is needed, Site Manager/Site Activities Coordinator should include school staff that are expected to provide appropriate support either individually or through additional outside training sources. All site staff are expected to attend on-site meetings.

2. Program Status Reports

To maintain the quality of GAP programs and operations, Site Managers/Site Activities Coordinators are responsible for maintaining a current, accurate record of program activities.

Each Site Manager/Site Activities Coordinator is responsible for keeping an accurate record of student attendance. This means establishing and maintaining a daily attendance and activity attendance. In all instances, accuracy is essential.

All new registration forms, proposals and applications (Employee and Volunteer) should be copied and properly stored in a locked file cabinet. Program enrollment information is put in to the program data system, youthservices.net, upon completion of the enrollment form by the family.

As indicated on the following table, reports must be provided monthly to the GAP Program Coordinator by the due dates.

<i>DUE DATE</i>	<i>ITEM</i>	<i>LOCATION</i>
5 th	Monthly Overall Attendance Report Monthly Activity Attendance Report	Input to youthservices.net (hard copies stored in office)
At beginning of program & as changes occur	List of volunteers/Employees approved by site principal	GAP Office
At least quarterly or as changes occur	Schedule of activities reviewed by site administrator	GAP Office Posted in schools
Monthly	Parent Committee/ASB minutes	GAP Office
15 th	Classified Time Sheets (yourself and any GAP staff on site)	School

All reports requiring signatures please fax with cover sheet, (907) 883-5154, attention Pam Gingue.

3. Supplies

Site Managers/Activities Coordinators are responsible for ordering from catalogues and tracking expenditures, all purchase orders must be sent through the GAP administration office to be approved. Once an order is received, it should be checked to make sure the order is complete and accurate. The Site Manager/Site Activities Coordinator must then bring or send the original receipt to the GAP office where it will be processed and placed on file.

4. Three Bears

The Three Bears Credit Card may also be used to make purchases in the same way as stated above. The following Office Staff Personnel are authorized to use the card: Program Coordinator, Site Manager/Site Activities Coordinator and Instructors (with approval from Site Manager/Site Activities Coordinator).

5. Care & Cleaning of Utilized Space

It is imperative that we maintain a positive relationship between GAP and the entities that allow us to provide our program. Proper care & cleaning of the facilities we use is the best way to do that. In short, **leave the facility better than when you came in.**

6. Transportation Policy

Whenever the children are taken off the established site, (i.e. the school grounds) a signed parental release **must** be obtained **before** the planned trip. This is true for both walking as well as vehicle trips. The GAP Coordinator must first approve any trip involving transportation of the child in a vehicle. Forms for parental or guardian release can be obtained from the administrative office.

7. Communication

The Site Manager/Site Activities Coordinator needs to be in constant contact with the site principal. All plans, schedules and staff should be approved by the site principal. Monthly and/or Quarterly schedules need to be reviewed by the site principal and forwarded to Central Office.

General Site Procedures

1. Accountability of Students

Only children who are signed up for the program are allowed to attend. A parent or guardian signed Registration Form is required for each child.

2. Parent notification - missing/late children

If a child who is signed up to attend for the day has not arrived by the end of roll call/snack, the Site Manager/Site Activities Coordinator will check with the school office to determine if the child was at school that day and if they may have left early. If it is determined that the child should be at GAP that day the Site Manager/Site Activities Coordinator or designee will utilize the information provided on the Registration Form to contact the parent/guardian to locate the child.

3. Students who are Picked Up After Programs

Students are expected to be picked up by a parent/guardian or designee depending upon the information on the registration form and/or arrangements with parents. Under no circumstances will a child be allowed to walk home unless this has been predetermined by the parent and approved by the Site Manager/Site Activities Coordinator.

4. Late Pick-Up

If the appropriate person does not pick up a child, the following procedures apply:

- 1) call the person(s) listed on the Registration Form emergency information
- 2) if you cannot reach this person, call the alternate on the emergency card
- 3) if no one can be reached and thirty (30) minutes has passed, follow your school policies and guidelines for children left after school is closed.

5. Emergency Plan

EMERGENCY EVACUATION PLAN - The GAP Program emergency evacuation procedures follow those detailed by the school.

Each Site Manager/Site Activities Coordinator should read the site handbook pertaining to the emergency evacuation plan and have knowledge of the proper procedures in the event of an emergency.

6. Discipline Policy and Procedures

The GAP program will follow those guidelines outlined in the school handbook, the individual school rules, and the rules of the Alaska Gateway School District.

Staff /Hiring/Attendance / Payroll

1. Hiring Instructors, Tutors and Activity Monitors

All employees must undergo a State of Alaska Sex offender check and must be approved by the site-administrator and program coordinator prior to their first day of employment. The following paperwork must be submitted to the GAP office before paychecks can be issued.

- Employee Application
- MOA This will be done by the GAP office and faxed to your site.
(you can get principal signature and return to me)
- I-9 form
- W-4 form
- Computer Use Policy (if they plan on using computer)
- Drivers Release form (if they plan on driving students)
- Student Work Permit for students under the age of 16

2. Daily Work Schedule

Each employee is expected to arrive on time for her/his respective shifts. Substitutes may be used only after the employee clears it with the site principal. Usually this will require at least 24 hours prior notice. If the site principal is not available, contact the GAP administrative office directly. In cases of sickness or emergency, make every effort to follow the above procedure.

3. In-service Meetings

From time to time there will be in-service meetings to improve the quality of the program we are delivering. As designated, these meetings are part of your job requirements, are mandatory, and every employee needs to attend. Site Managers/Site Activities Coordinators can only be excused by the Program Coordinator.

4. Time Cards/Payroll Procedures

The payroll for the GAP Program is administered monthly. Consequently, employees will be paid on the last day of each calendar month. Time sheets are required to be completed each payroll period. The employee will complete an Employee Time Sheet with the amount of time that each employee spends on activities at and away from the Site. The Site Manager/Site Activities Coordinator will verify the totals from the Employee Timesheet. The site principal and Program Coordinator should verify the totals and times and dates worked for each site employee. The Employee Time Sheet will be turned in to the site principal on the 15th of every month *by 3 p.m.* **Failure to complete all forms properly may result in delays that could create a situation where an employee would have to wait another pay period to be paid.**

Volunteer Procedures

1. Volunteer Usage for Staff/Children Ratio

All regular volunteers over the age of eighteen (18) must undergo a State of Alaska Sex offender check and must be approved by the site-administrator and program coordinator prior to their first day. The following paperwork must be submitted to the GAP office

- Computer Use Policy (if they plan on using computer)
- Drivers Release form (if they plan on driving students)

A one-time “guest” volunteer need not submit to the aforementioned requirements. Any volunteer under age eighteen (18) must have Parent’s Permission.

GAP is committed to recruiting and retaining community volunteers who can contribute in meaningful ways by helping children. A primary goal is to improve the ratio of adults to children in order to provide more individualized assistance and attention. Volunteers are recruited from neighborhoods in which sites are located and from the broader community. They include parents and relatives, high school and middle school students, college interns, business and corporate representatives and partners involved with other community-based organizations. GAP values and strives to include volunteers who are diverse in terms of age, ethnicity, gender, income levels, race, and other characteristics. There is no minimum time commitments required other than consistency.

2. Volunteer/Program Leader Relationships

Volunteers are critical partners at GAP sites. GAP staff is required to inform volunteers about emergency procedures, school and program rules, and site policies and goals. All volunteers are to be informed in advance about program activities and events that may impact their schedules (special events, minimum days, holidays, etc.)

3. Performance Expectations

Site Managers/Site Activities Coordinators and Program Leaders are expected to work closely with volunteers to ensure that they become an integral part of the on-site team. In turn, volunteers are expected to work under the direction of the Site Manager/Site Activities Coordinator in specific clusters and the Program Coordinator in the program as a whole. GAP staff is responsible for ensuring that the performance of volunteers meets the standards and expectations of the program. Site Managers/Site Activities Coordinators have the authority to remove a volunteer from the program if it is warranted to ensure the quality of the program and/or the safety and well being of the students. This should be done in cooperation with the Program Coordinator and Site Administrator.

4. Information for Volunteers, Tutors and Instructors:

Each new volunteer or staff member should be provided a schedule of activities (Daily and Monthly), given a tour of the building and rooms they will be using and go over expectations with them, what to do if they are absent, student discipline, etc.. Make sure all staff know that there is a GAP Handbook and its location in the school.

Child Accidents / Emergencies

1. MINOR INCIDENTS: Such as a bloody nose, scrapes, etc. will not need to be documented on an incident report. However, parents should be notified.

2. MAJOR INCIDENTS:

Take appropriate action. Call 911 (if necessary) and parent/guardian. Call the Program Coordinator to inform him/her of the incident. Complete the *AGSD Accident Report* and turn in a copy to both the school office and the GAP office as soon as possible.

Discipline Policy and Procedures

Discipline at the GAP Program will follow those guidelines established by the individual school rules, student handbooks, and the rules of the School District.

GAP is committed to building the capacity of students to succeed. This requires the establishment and maintenance of a positive, structured environment in which students can learn. Effective site and classroom management is essential. To promote and sustain a positive atmosphere, Site Managers/Site Activities Coordinators are responsible for ensuring that 1) program leaders, volunteers and students are familiar with the school rules, and 2) students the school and specific program rules.

Positive Discipline Approaches

Specific procedures and approaches in using positive discipline techniques are provided in staff development workshops and materials from those workshops. Site Managers/Site Activities Coordinators and program leaders are expected to be knowledgeable and to use these approaches with students. Additional materials are available from the Program Coordinator on request.

Management Fact: Structured activities and active adult/child positive interactions prevent most behavior problems from occurring!

DRUG AND ALCOHOL-FREE WORKPLACE NOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of Regional School Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Our Schools are Safe	Thanks for Not Smoking!
In the Alaska Gateway School District, safety is always our first priority. One of the ways we ensure the safety of children is by maintaining strict standards of behavior in our Code of Conduct.	The Alaska Gateway School District is <i>tobacco free</i> . All tobacco, including smoking, is prohibited at all times on district property. This includes outdoor areas. Thank you for your cooperation!

Information about district policies and procedures including citizen complaint procedure and form can be found on the district web site, <http://www.agsd.us/>

Alaska Gateway School District Public Notice

Racial, Sexual, Religious, Ethnic Harassment and Violence

It is the policy of the Alaska Gateway School District that racial, sexual, religious, and ethnic harassment and violence will not be tolerated under any circumstances. The District firmly believes that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that seeks to deter future incidents.

Racial, sexual, religious, and ethnic harassment and violence refers to unwelcome and unwanted behavior related to race, sex, religion, or ethnic group that makes the recipient embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence are prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school-sponsored events. Some examples of harassment and violence may include, but not limited to, unwelcome physical contact; obscene gesturing or name calling; ethnic or racial slurs; or threats, insults, or assaults against someone due to their race, gender, religion, or ethnic group.

If a student or staff member feels that his/her sense of safety and security or sense of self-worth is being affected by such conduct on the part of any student or staff member, he/she should file a complaint with his/her principal or principal-teacher. If nothing is done to stop the harassment or violence, the student and his/her parent are urged to call Scott MacManus, Coordinator of Safe and Drug-Free Schools for the Alaska Gateway School District, at (907) 883-5151.