
BOCES

After School Classes

Parent/ Student Handbook
2015-16

Mission Statement

To promote lifelong learning in our community.

Vision Statement

BOCES is committed to expanding the educational opportunities in Distance Learning, K-12 Instruction and community needs.

Goals

The following goals were adopted to assist Sublette BOCES in accomplishing their mission.

Goal I. Sublette BOCES will support distance learning initiatives to enhance educational opportunities in Dual and Concurrent enrollment for SCSD#1 students.

Goal II. Sublette BOCES will place an emphasis on maintaining and expanding programs that will enrich educational opportunities for SCSD#1 students.

Goal III. Sublette BOCES will support continuing education and enrichment for adult learners in the community.

Goal IV. Sublette BOCES will support early childhood and afterschool education and enrichment opportunities for SCSD#1 students.

Registration

To register for Sublette BOCES After School classes please go to www.subletteboces.com and click on "Class Offerings". Under "Youth" click on "Register Now" to see the available classes.

Registration is based on a first come first served basis. All registration needs to take place online and be paid with the use of a credit or debit card to ensure liability waivers are signed. Checks and cash will not be accepted. Students will not be allowed to register without all required waivers completed.

Scholarships are available to those in the Free and Reduced Lunch Program (at the SCSD #1). If you are interested in a scholarship please provide a copy of that document. Contact Gail Wilkerson for more information. gwilkerson@sub1.org

Program Hours and Activities

Sublette BOCES is committed to provide an enrichment based educational experience. The program will be available from 3:50-5:15 p.m. Monday through Thursday following the school calendar. There will be no classes on the days of early release. The Pinedale Aquatic Center will be offering activities for Early Release Fridays (please see their website for more information regarding this program: www.pinedaleaquatic.com).

Students who ride the activity bus will be brought to the Wrangler Gym where a BOCES instructor will meet students to walk them into the building. Please make sure your child is dressed appropriately for the weather.

Release of Students

Parents will pick students up by 5:15 p.m. from the BOCES Center unless otherwise announced. If no one comes to pick up the child from the program by 5:15 p.m. they will be charge \$10 for every 5 minutes late, with the first fee starting at 5:20 p.m. After 3 late pick ups, per family, (5:20 p.m. or later) a warning letter will be sent home and late pickup fee will increase to \$20.00 for every 5 minutes late. After five late pickups the family will be suspended for 1 month. At 5:15 p.m. attempts will be made to contact parents, if parents cannot be reached, other authorized persons listed on the registration form may be called. If no one can be reached to pick up the child by 5:45 p.m., staff may call the Department of Family Services. If they cannot be reached we may call Sublette County Sheriff's Office.

Health and Safety

Your child's health is a matter of importance to us. Sublette BOCES is not equipped to look after sick children. If a child is not well please follow the Pinedale Elementary policy (available in the handbook <http://www.sub1.org/schools/pinedale-elementary/information/handbooks>).

WHEN CHILDREN BECOME ILL

In the case of mild illness, the child's parent or guardian will be contacted. The child will be made comfortable, isolated as much as possible from the other children, and closely watched until a parent or guardian arrives to pick him or her up from the program.

If the child becomes seriously ill, a parent or guardian will be asked to pick up the child immediately. If a parent or guardian is not directly reachable, attempts will be made to contact them through the local emergency contacts listed on the Sublette BOCES registration form. In extreme circumstances, your child may be transported by staff or an ambulance may be called for the child to be taken to the hospital or dentist listed on the registration form.

In all cases of accident, an incident/injury report will be completed and a copy given to the parent or guardian. A copy will be kept on file at Sublette BOCES.

Non-prescription topical creams, ointments, and sprays, such as sunscreen and insect repellent can be administered by Sublette BOCES staff or staff can assist the child with self administration. We encourage such items to be brought by students during hot weather and field trips. Each item must be clearly labeled with the child's name.

The Sublette BOCES is not equipped to administer medications to your child except in the case of an emergency. Please plan to have the school nurse administer any medications prior to the end of the school day.

Behavior

STUDENT RELEASE

Students must be signed out daily. If a student attempts to leave the program on his or her own, the sheriff's office will be notified, followed by a call to the parent. Staff will make all reasonable efforts to keep the child safe and within eyesight. The Sublette BOCES Staff has been trained in Crisis Prevention Intervention. Certified staff may restrain a child if safety is of concern.

APPROPRIATE CONDUCT

The staff of Sublette BOCES promotes and conducts actions conducive to a positive and encouraging learning environment; including appropriate language, caring and sharing interactions with other students, staff and community members. Reasonable and non-violent resolutions of conflicts are the expectation of all participants.

DISCIPLINE

Sublette BOCES staff encourages students to develop self-discipline through high expectations of good citizenship and conduct. Students are asked to make choices about their behavior that will not result in harm to anyone, to school property, and cause a problem for anyone else. Students struggling with self-control may be asked to take a timeout or have a conference with staff. Sublette BOCES wants to encourage positive attitudes and behaviors.

While we strive for a positive environment disruptive behavior cannot be tolerated. Students and parents will be notified with a letter or in person and the creation of a behavior contract may be implemented for a first offense warning. A second offense warning will require a meeting with the Sublette BOCES After School Coordinator. A third offense may result in a minimum one week suspension of the Sublette BOCES After School classes. If it is determined the child has serious behavior problems the student may be asked to leave the program. Staff cannot and will not consistently spend one on one time with a single student at the disadvantage of other program participants. Serious safety matters or criminal activity will be referred to the sheriff's office. The Sublette BOCES After School classes are a partnership with Sublette County School District #1; therefore the school policy handbook applies.

BULLYING

Our program does not tolerate bullying in any form. All members of the school and program community are committed to ensuring a safe and caring environment that promotes personal growth and positive self-esteem for all.

UNACCEPTABLE BEHAVIORS

- **Weapons** - possession of weapon or other dangerous or harmful items.
- **Intimidation/threats** - use of threatening language and/or bullying tactics directed at BOCES personnel or students.
- **Harassment** - inappropriate words or actions towards others, and/or gender put-downs.
- **Assault** - unprovoked physical attack directed at school personnel or other students.
- **Drug/Substance Abuse** - possession or use of any illegal drug or substances including tobacco products.
- **Vandalism** - causing damage to or destroying school and/or private property. The student(s) involvement may be required to reimburse Sublette BOCES or other venue for the repair or replacement of the property and may be subject to legal action.
- **Truancy** - being absent from the afterschool program or leaving school grounds/BOCES Center without permission and/or parental supervision.

Disabilities Accommodations

Sublette BOCES staff understand the federal and state requirements to not discriminate against individuals with qualifying disabilities. Once a student is identified by the director as an individual with a qualifying disability, Sublette BOCES will work with the parent, student, and if appropriate School District to find accommodation(s) in accordance with the law which will allow the student to fully participate in the program.

Non-Discrimination

Sublette BOCES does not discriminate in employment, program opportunities, or program access on the basis of race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, political belief or other status protected by state and federal statutes.

Interaction With School Policies

Parents, whose children are working with the School District on an individual educational plan, may seek a waiver from the School District administration for information to be provided to the Sublette BOCES which might assist our instructors in meeting the goals of the class for the

child involved. These waivers may be requested from the Sublette BOCES After School Coordinator or BOCES main office.

Records and Confidentiality

A legible, current, and confidential record is maintained on each child enrolled in the program. The record is available to the child's parent(s)/guardian upon written request. Sublette BOCES will not release information from the record to any unauthorized person without the prior written authorization of the parent(s)/guardian. All information contained in a child's records is available only to those individuals directly involved in the implementation of the Sublette BOCES After School classes, to other individuals as otherwise required by state law, or to person(s) authorized in writing by the child's parent(s)/guardian.

What You Need To Know

Any further questions can be answered by email at sboces@sub1.org or by calling her at (307) 367-6873.

Sublette BOCES will provide each student a snack during each session.

Pick up time is 5:15 p.m. daily from the BOCES Center unless otherwise announced.

Most instructors are professionals or paraprofessionals who have expertise in their discipline, subject matter or enrichment activity. They may be citizens from the community, Sublette BOCES personnel, or the director. Sublette BOCES welcomes and encourages folks to volunteer for programs with the proper forms and background checks.

The safety of your child is of the utmost importance to us. If your child will not be attending an after school class we ask that you please inform us as soon as possible.