



Parent Handbook

Cache County School District
REACH-OST Programs
Providing quality extended day programs for
students in Cache County School District School
(Grades K - 6)

Cache County School District
84 East 2400 North
North Logan, UT 84341
435-753-3925

Before and After



Program

Topics	Page
Welcome	3
REACH-OST Program	4 -6
Monthly Calendars	6
Snacks	6
Student's Records	6
Pick-Up Policies	6-7
Discipline Policies	7-10
Accidents and Illness	10
Emergency Procedures	10



WELCOME

Dear Parents,

The staff of Cache County School District's REACH-OST Programs would like to take this opportunity to welcome you and your student to REACH. Our goal is to provide an extended day to your student's regular school day, providing academic help, chances to grow in confidence and friendships, and enriching activities and opportunities to develop independence and respect for themselves and others.

This handbook is designed to outline what you may expect from the REACH-OST Programs and what we will expect from you in return. We hope this will be helpful, and we welcome your input. Please be aware that the REACH-OST Programs reserves the right to amend policies at any time, and it is recommended that you check the monthly calendar/newsletter for any changes.

We hope your experience with our REACH-OST Programs will be an enriching positive experience. Welcome to the CCSD REACH- OST Program!

Michael Torrey
REACH-OST District Coordinator
Cache County School District

REACH PROGRAMS

Cache REACH-OST Program Engage* Support * Inspire

Our Cache REACH-OST Program is a program that supports the academic, social-emotional wellbeing and career opportunities for both our students and their families.

What does REACH-OST stand for?

Relationships - A safe place for students to belong, connect and be supported.

Education - Create positive learning opportunities through academic support and individual assignment modification.

Accountability - A support network with staff committed to help students succeed that nurtures student accountability with parent support.

Character - Skill building activities that encourage positive academic and personal growth.

Hard Work - Students that rise to the level of expectations.

OST – Out of School Time: our programs are offered outside the regular school hours both before and after school.

Our Cache REACH-OST program is offered to all of our K-6 Elementary students. There are five main supporting resources in our REACH Program.

Learning Labs - Before School Academic Intervention & Support (We focus on filling skill deficits in students' curricular understanding in order to help bring them up to grade level.)

Homework Support - After School Homework Support (We focus on providing grade level support, pre-teaching lessons and homework completion.)

What are REACH Learning Labs?

Learning Labs are our early morning 8:15 - 8:40 and afternoon 3:35 - 4:25 academic intervention groups. As students progress through their education, they often develop skill deficits in their curricular understanding. During regular school hours, we do not always have the time to help students one on one or in a small group setting to adequately help these students fill these skill deficits.

Our Learning Labs help us do just that. Oftentimes teachers will reteach lessons from earlier in the day or pre-teach difficult lessons for the following day. These Labs are run by our classroom teachers or specialists and are by **invitation only**. Each school's Student Assistant Team (TAG) along with their classroom teacher help to identify, select and invite these students. In these small group settings, we focus on specific skills that each student needs that may include skills in math, language arts, handwriting, ESL, etc.

MONTHLY CALENDARS

Each month a calendar will be sent home indicating the days that the REACH-OST programs are available. Please post this calendar in your home to remind you of the days that there are no after-school programs.

SNACKS

Nutritious snacks are served each day after the regular school day and before the programs begin. Typical snacks include fruit juice or milk, fruit, crackers, cheese, cereal, granola bars, etc. (Please keep us informed of allergies on student records.) Snacks are free for all students.

STUDENT RECORDS

We must have registration forms for each student on file. It is *very* important that all information on file (especially your home, cell, work numbers and back-up emergency numbers) be kept current. Any change in medical information must also be kept up to date. Please inform staff at your student's school *immediately* of any changes.

PICK-UP POLICIES

When registering students for the REACH program, parents must select how their child will be getting home. There are 2 choices:

- Walk/Walk to the school's Student Drop Off - Pick UP to meet parents in a car. If parents select this option students will be allowed to leave the school without being signed out by a parent at 4:25.
- Parent Sign-out Option. If you select that your student **MUST** be signed out by a parent or person listed on your Registration form then we will release your student only to those persons listed on your registration form. Please *do not* send a sibling who is also a student at our school to check out your student. Once you have signed out your student, they will need to leave with you at that time.

Late Pick-up

The REACH Homework Support Program ends at **4:25 P.M.** Students need to be picked up promptly. Staff will notify parents and document late pick-ups.

The REACH program has a three strikes (warnings) and you're out policy. If you are late three times you will forfeit your child's opportunity to participate in the REACH-OST program.

If parents are more than 15 minutes late and we are not able to contact parents, local authorities may be contacted.

We appreciate your help in making sure your child is picked up from the REACH program in a timely manner.

DISCIPLINE POLICIES

The behavior in our REACH program is expected to be "safe, kind and responsible". We expect mutual respect between students/students as well as students/staff.

We will use the Cache County School District discipline policy for students as our basis for behavioral expectations. (See policy on next pages.)

Failure to follow these guidelines may result in a student's dismissal from the REACH programs. Parents will be made aware of discipline problems verbally, for minor offenses and in writing for duplicate and more serious offenses. Parents will be required to sign written notices as evidence that they are aware of the problem. Copies of signed, written notices will be kept on file. After three written warnings, a student will be dismissed for one week. Dismissal after the fourth written warning will be for one month. After the fifth written warning, the student will be dismissed for the remainder of the school year. We retain the right to permanently refuse services to students after 5 written notices.

**CACHE SCHOOL DISTRICT
STUDENT DISCIPLINE POLICY
(INCLUDING SAFE SCHOOL POLICY)**

I. Purpose

The purpose of the policy is to foster a safe, positive environment for learning.

II. Prohibited Conduct & Related Discipline

Prohibited conduct is forbidden at school, on school property, including school vehicles and at any school activity. A serious violation that threatens or harms a school, school property, a person connected with school or property associated with a person connected with school is forbidden regardless of where it occurs.

- A. You WILL be removed from school for at least 1 year for a serious violation involving:
1. a real, look alike, or pretend firearm, or
 2. explosive or flammable material.
 3. Actual or threatened use of a look-alike weapon with intent to intimidate or cause disruption

Exceptions may be made on a case by case basis through the Superintendent's office.

- B. You WILL be removed from school for:
1. possession, control, actual or threatened use of a real, look alike or pretend weapon, explosive or noxious or flammable material;
 2. the sale or distribution of a drug, controlled substance, imitation controlled substance, or drug paraphernalia;
 3. using or threatening to use serious force; or
 4. a serious violation of Section II.C affecting a student or staff member.

- C. You MAY be removed from school for:
1. willful disobedience or violating a school or district rule;
 2. defying authority;
 3. disruptive behavior;
 4. foul, profane, vulgar or abusive language;
 5. defacing or destroying school property;
 6. truancy;
 7. theft;
 8. posing a significant threat to the welfare, safety or morals of a student, school personnel or the operation of the school;
 9. possessing, using, controlling or being under the influence of alcohol, a drug, an imitation drug or drug paraphernalia or misusing any substance;
 10. possessing or using tobacco;
 11. hazing, demeaning or assaulting someone or forcing someone to ingest a substance;
 12. inappropriate exposure of body parts;
 13. sexual or other harassment; or
 14. gang-related attire or activity.

The decision to remove or to discipline in some other way is made by your site administrator based on all the circumstances.

- D. The type and length of discipline is based on factors such as previous violations, severity of conduct and other relevant educational concerns.

- E. When appropriate, students will be placed on remedial discipline plans.
- F. School personnel will use reasonable physical restraint if necessary to protect a person or property from physical injury or to remove a violent or disruptive student.
- G. If you damage or lose school property, then your official report cards, diploma and transcripts may be withheld until payment for the damage is received or the lost property is recovered.

III. Searches

- A. School personnel can search you, your locker, your personal property and your vehicle parked on school property based on reasonable suspicion. Reasonable suspicion may be based on the use of dogs or metal detectors.
- B. School personnel can also conduct random searches that might include all lockers and other school property.

IV. Expulsion and Suspension Defined

- A. Expulsion is a disciplinary removal from school by the School Board for more than 10 school days without an offer of alternative educational service.
- B. Suspension is any other disciplinary removal from school.

V. Readmission and Admission

- A. If you are removed from school under II.A, readmission depends upon satisfactory evidence that you will not be a danger to yourself, others, or school property.
- B. If you are removed from school under II.B or II.C, you can be readmitted after your parent/guardian meets with school officials to make a plan to correct your behavior and after you complete your days of suspension.
- C. The district may deny admission to a student who has been expelled from any school in the last twelve months.

VI. Due Process

- A. If you are removed from school or otherwise disciplined under this policy, you can meet with your site administrator to tell your side of the story.
- B. If your site administrator recommends removal for more than 10 school days, a Cache County School District Student Services Coordinator will hear your case at your school with you, your parent or guardian, the site administrator and others as necessary. This hearing will be held with 10 days of your removal from school.
- C. If you are removed from school for more than 10 school days, you can appeal the decision by writing to Cache County School District Student Services within 10 days of the decision. Your parent or guardian is responsible to plan for your education during suspension and to pay for any services not provided by the district.

VII. Students with Disabilities

If you are a student with a qualified disability, your site administrator will explain the separate procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

ACCIDENTS AND ILLNESS

Sick children will be taken to the “sick bed” in the main office. We will use the on file information to contact parents or persons listed on the student's registration form. Please make us aware of any changes in allergies and/or medications. If you are aware that your child is sick, please keep them at home.

EMERGENCY PROCEDURES

Students staying for our program have monthly drills for fire, earthquake and/or lock downs during the regular school day. REACH students, along with our staff, are accustomed to the drills and expectations. We also have a separate emergency drill during the REACH Programs each year. In case of lock down, Cache County Sheriff's Department will be notified and we will follow their instructions.

Should there be an emergency (fire or earthquake) during extended day hours, students and staff will evacuate the building as soon as possible, meeting at the flagpole in front of the building. Should it be necessary to seek cover and leave the premises, the REACH program will follow the regular school day's evacuation procedures. Staff members will have cell phones to make contact with families.

In case of major snow storms occurring during the school day, it may be necessary to cancel the program due to roads closing or dangerous driving conditions. We will contact a parent or emergency person by 2:30 P.M. making arrangements for students to leave at 3:35 on the regular bus or for pick up. We will not send children home without discussion with parents or your emergency person.

Parent Signature Page

After reading the parent handbook, please sign this page, remove it from the handbook and return it to your school's front office.

Late Pick-up_____

REACH-OST Homework Support Program ends at **4:25 P.M.** Students need to be picked up promptly. Staff will notify parents and document late pick-ups.

The REACH program has a three strikes (warnings) and you're out policy. If you are late three times you will forfeit your child's opportunity to participate in the REACH-OST program.

If parents are more than 15 minutes late and we are not able to contact parents, local authorities may be contacted.

DISCIPLINE POLICIES_____

The behavior in our REACH program is expected to be "safe, kind and responsible". We expect mutual respect between students/students as well as students/staff.

We will use the Cache County School District discipline policy for students as our basis for behavioral expectations. Failure to follow these guidelines may result in a student's dismissal from the REACH programs. Parents will be made aware of discipline problems verbally, for minor offenses and in writing for duplicate and more serious offenses. Parents will be required to sign written notices as evidence that they are aware of the problem. Copies of signed, written notices will be kept on file. After three written warnings, a student will be dismissed for one week. Dismissal after the fourth written warning will be for one month. After the fifth written warning, the student will be dismissed for the remainder of the school year. We retain the right to permanently refuse services to students after 5 written notices.

Student name:_____ **Grade Level:**_____

Parent Signature:_____ **Date:**_____