

USD 261
Haysville
S.P.A.R.K.
Program Guide

2017-2018



S.P.A.R.K. is a positive environment that accepts all persons. We are here to promote a fun and exciting experience for every participant. Please help us in accomplishing this goal by following the expectations set. Thank you again for choosing to participate in the S.P.A.R.K. Program.

Linda Long	Program Director	llong@usd261.com	554-2251 ext. 1409
Chevella Portley	Certified Teacher Liaison	cportley@usd261.com	
Jill Ward	Site Coordinator- Academics/ Morning Program	jward@usd261.com	737-5610
Jenn Call	Site Coordinator- Enrichment	jcall@usd261.com	680-5196

Find us on Facebook at **Haysville SPARK**

Follow us on Twitter **@HaysvilleSPARK**

Follow us on Instagram **Spark Haysville**

Program Hours

Before School Program

Monday, Tuesday, Wednesday, Thursday, and Friday from 6:30am-7:35am

S.P.A.R.K. is in session when school is in session. In the event of school cancellation, S.P.A.R.K. will be cancelled.

*Option for breakfast at 7:20am

After School Program

Monday, Tuesday, Wednesday, and Thursday from 2:55pm-6:00pm

S.P.A.R.K. is in session when school is in session. In the event of school cancellation, S.P.A.R.K. will be cancelled.

WHAT DOES S.P.A.R.K. MEAN?

S.P.A.R.K. stands for Supporting Participation in Academics and Recreation for Kids. It is our desire to help your child, learn, grow, and thrive as a participant within our program.

STAFF PROMISES TO: Care And Respect Everyone

- ❖ To listen and hear what you have to say.
- ❖ To truly care about you
- ❖ To be a positive role model
- ❖ To be honest
- ❖ To be consistent in expectations for all participants

CELL PHONES/PORTABLE MUSIC DEVICES

The S.P.A.R.K. program follows the district BYOD policy, which can be found at www.usd261.com/byod/. A copy will be provided upon request. Use of personal devices during program hours is at the discretion of the staff. Students are asked to use their devices as directed by staff. The primary use of personal devices is educational. Use for personal reasons is secondary. The use of personal devices is not to be a distraction in any way to staff or students. Devices should not disrupt activities in any way. The use of personal devices falls under Haysville Public Schools' Acceptable Use Policy, found in the student handbook. Students **MUST** follow district policy when using devices. Should a participant need to reach a parent or guardian, we will ask them use the program cell phone. We ask that parents also use the program phone when needing to reach their child. (316-680-5196)

The use of portable music devices is also allowed during non-instruction times. Participants must provide their own headphones, music should not be audible to others near them, the device must be out of plain sight, and music may not be shared between participants.

Students are responsible for their property. S.P.A.R.K. and S.P.A.R.K. staff will not be liable for any damages to student's property.

EXPECTATIONS

P.R.I.D.E.

Preparation, Respect, Integrity, Discipline, Excellence

- ❖ Appropriate behavior.
- ❖ Respect for participants, parents, staff and program
- ❖ Responsible for your own actions.
- ❖ Participation in all programs
- ❖ Cooperation and follow staff instructions.
- ❖ Proper dress.

INAPPROPRIATE BEHAVIOR

- ❖ Teasing, bullying, name calling, and disrespecting fellow program participants.
- ❖ Defiance, backtalk, rudeness, disrespect
- ❖ Profanity and lying.
- ❖ Horse playing, hitting, kicking, etc.
- ❖ Littering and defacing property.

CONSEQUENCES

- ❖ Verbal or written warnings to the student
- ❖ Removal of privileges
- ❖ Removal from the classroom/activities
- ❖ Short-term suspension from program (less than five days)
- ❖ Long-term suspension from program (five to ten days)
- ❖ Expulsion from program

After School Program

Academics

- ❖ The first few minutes of each day are dedicated to homework check-ins. Students will report to Homework Room if required. Staff will check agendas and discuss with students work needing to be completed.
- ❖ Students will have available to them extended homework time when needed. The success of our students in school is a high priority to us and we are here to do what we can to ensure this success. We ask that you work with us to promote the importance of schoolwork. Students completing, doing their personal best, asking for assistance when needed, and turning in their assignments are goals we would like them all to achieve.
- ❖ Students will be required to remain in extended homework time if they have missing assignments, grades below a "C", homework to complete, or this had been requested by parents or guardians.
- ❖ Students will be required to participate in extended homework time if they are on our "D and F" list.
- ❖ Students will be able to begin rotations early if they are passing all classes with a "C" or better, all work is in, they have no homework, and the Homework Agreement states they may.
- ❖ Homework Agreements must be on file for each S.P.A.R.K. student.

AFTERSCHOOL DAILY SCHEDULE:

2:55PM – 3:25PM CHECK IN, HOMEWORK CHECKS AND SNACK (HOMEWORK STUDENTS GO TO MS. PORTLEY C-9) VENDING IS AVAILABLE FOR PURCHASE

3:25PM – 3:55PM SPARK STATIONS OR WHOLE GROUP ACTIVITY (HOMEWORK STUDENTS WITH JILL OR MS. PORTLEY)

4:00PM – 4:45PM 1ST ACTIVITY ROTATION (EXTENDED HOMEWORK 1)

4:50PM- 5:35PM 2ND ACTIVITY ROTATION (EXTENDED HOMEWORK 2) BUS STUDENTS LOAD AT 5:20PM, BUS LEAVES 5:30PM

5:35PM- 6:00PM WHOLE GROUP ACTIVITY, CLOSING

ARRIVAL/DISMISSAL

ARRIVAL

S.P.A.R.K. participants are expected to check-in after school in the HMS cafeteria, no later than 3pm for HMS Students and by 3:15pm for HWMS students. Once students have checked in, they are now the responsibility of the SPARK staff. Leaving the program for any reason must be cleared by a SPARK staff before doing so. Students will be required to have a pass for returning to a locker, seeing a teacher, etc.

HWMS students should enter the building orderly with minimal disruption. It is likely HMS students will have begun their study time.

Participants will have the option to take the offered snack for the day, if they choose.

DISMISSAL

Participants being picked up, **MUST** be signed out by an authorized adult per the application or contact S.P.A.R.K. staff to have your student signed out. Please call the S.P.A.R.K. phone at 680-5196 to let staff know that you are here to pick up your student(s). The sign out sheet will be available for you to sign out your student(s).

If it has been indicated on the enrollment form, a student who is authorized to walk home may sign out on their own at the time that "walkers" are dismissed. Fall to Daylight Savings Time (dismissal is 5:30pm). During winter months until Daylight Savings Time (dismissal is 5:15pm). This is to prevent students from walking home when it is dark.

If a student needs to walk home sooner than the time afore mentioned, we must be notified in advance. Please call the SPARK cell phone at 316-680-5196.

All students **MUST** sign out or be signed out regardless of the time they are leaving.

BUSSING

BUS GUIDELINES

- ❖ Transportation is provided to the program from HWMS to HMS. Bus #13, the last bus in the line, is the bus that students will ride from HWMS to HMS after school. If this changes, Transportation will notify us and we will pass that information on to you.
- ❖ Transportation home is provided to ANY S.P.A.R.K. participant who receives transportation to school by USD 261.
- ❖ The bus will depart from HMS by 5:30pm daily. This is to ensure students arrive home at an acceptable time. Please note there may be times the bus leaves late for various reason or may take longer than normal due to the high volume of students riding the bus. Should your student not arrive home to you within 45mins to 1 hour of their normal arrival time, please contact us and we will try our best to track down their location to give an estimated arrival time.
- ❖ Students are expected to follow the expectations set forth by the district and their bus driver.
- ❖ It is important for you to know that the drivers are mandated to not answer or utilize their cell phones while on routes. Please be patient with us as we take time to contact the driver through the dispatcher.
- ❖ Bussing is not provided for the before school program.

EXPECTATIONS FOR BUS

- ❖ It is imperative that all participants adhere to the expectations of riding the bus. This includes riding from HWMS to HMS, transportation home, and/or any field trips that are SPARK related.
- ❖ All students **MUST** stay seated at **ALL** times while the bus is in route to a location. All limbs must stay inside the bus at all times. Students should face forward with their legs and feet on the floor under the seat in front of them. Voice tones should be kept low.
- ❖ The goal of the driver is to deliver students to their destinations safely. Should there be negative behavior, horseplay, or other inappropriate acts committed, it is left to the discretion of the driver to write up a student. Please encourage your student to be safe and follow the guidelines while riding the bus.

Before School Program

Academics

- ❖ Students attending the before school program are expected to bring homework, a book to read (AR), or any school assignments they need tutoring assistance with. Students that do not bring work with them will be given an academic enrichment activity.

Arrival

- ❖ Students attending the before school program will enter through Door #10, on the northwest side of HMS. (this is in the corner of the HMS cafeteria).
- ❖ Students are expected to sign in with staff. Staff will be on the southwest wall of the cafeteria. Students will be directed by staff as to where they will sit.
- ❖ Bussing is not available for the before school program.

Dismissal

- ❖ Students will have the option to eat breakfast at 7:20 if they choose to utilize their school breakfast/lunch account.
- ❖ Students will be dismissed by the bell at 7:30. School day starts at 7:35am

Health Information

The S.P.A.R.K. program is not staffed with a nurse. If any medical condition arises, S.P.A.R.K. staff will contact parents or guardians and/or 911 as the situation warrants. If medication is needed during S.P.A.R.K. program hours, a Permission to possess and self-administer medication must be on file in the S.P.A.R.K. office.