

## CMCSS Afterschool Programs 2020 -2021 Program Handbook

Welcome to CMCSS afterschool programs! This handbook is your tool guide for all things in relation to afterschool programming for the Clarksville Montgomery County School System. Please feel free to also check out student support programs website for access to important documents and information at <https://sites.google.com/cmcss.net/ssp-cmcss/home>. If you have any questions, feel free to contact one of the following people below:

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## Overview of AYPYN

CMCSS afterschool programs are proudly funded by the AYPYN grant. As such, all CMCSS programs will operate in accordance to the direction provided by the AYPYN grant in order to remain in compliance at all times. The AYPYN grant is currently utilized for middle and high school programs. The requirement is that programs will run 4 days a week, 2 hours a day. Under AYPYN guidelines for the 2020-2021 school year, all programs should be fully operating by October 19, 2020 and should operate to at least May 1, 2021.

### ABOUT AYPYN: ARMY YOUTH PROGRAMS IN YOUR NEIGHBORHOOD

The Army provides funding for afterschool programming in which all CMCSS sites in middle and high schools participate in. The project is to help assist students in their academic performance and college career readiness, as well as social, emotional, and behavior outcomes. AYPYN provides technical assistance, resources, and training to build program capacity in eight major areas:

1. Offer students the opportunity to participate in wellness/fitness activities.
2. Assess students and provide data to guide program improvement, including the administration of student and staff surveys. Site-specific reports provide survey results for both Army-connected and other students.
3. Identify and understand the needs of Army and other program participants, particularly in regard to academic performance, college and career readiness, and positive development.
4. Identify and successfully implement best practices that meet the identified needs.
5. Incorporate youth voice and engagement in the needs assessment and action-planning process.
6. Support academic success of students and assist in their college readiness.
7. Enrich the school's academic curricula.
8. Identify funding opportunities to enhance program success, and sustainability.

## Program Guidelines

Program ratios should run at rate of 1 staff member per 10-12 students. Certain programs may run at a higher ratio if the program does not require a small group setting. Academic programs should have at least 5 students in attendance per teacher whenever possible. If fewer than the minimum students have enrolled in a class offering, either cancel the class, or try to combine it with something else that has more interest. If two teachers pair their programs together due to low attendance for the day, both teachers who served the students will be paid for their time. Classes that have many students on the roster, but consistently have less than the minimum in attendance should be paired with an equivalent program if possible. If no other measures are available to serve the students in the rostered program are identified, the class should be

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cancelled. Teachers will not be paid for dates that no students attended their program. Teachers may assist with larger groups when their class has no students if they choose.

## Student Participation

Students who have met the criteria for participation in public school may participate in afterschool programs. Accommodations that are provided during regular school hours should also be provided during afterschool programs when possible. All school system policies, including but not limited to those related to discipline, dress code, and transportation apply during afterschool activities.

## Supporting Students with Disabilities

Afterschool programs are for all students enrolled with CMCSS. It is the expectation that students with special needs be able to participate, except in extreme cases where a student's medical needs exceed the staff qualifications. 504 staff training provided to all CMCSS employees identifies some ways to assist students who have a disability. When a student in an afterschool program has an active 504 plan or IEP, it is appropriate to learn about what accommodations a student needs to best support the students in the program. Teachers who already have the student in class during the regular school day know what accommodations to make and would be a great resource for afterschool program teachers. Teachers of students who need accommodations and have not seen the plan should contact the school's 504 coordinator to get that information.

Since afterschool programming is an optional program for students and does not impact their access to free and appropriate public education, students who ride a special education bus will not be permitted to ride a general education afterschool program bus. Parents or guardians of students will have the responsibility of transportation for students in those instances. Afterschool program coordinators should check accommodations of all students with 504 or IEPs in their program to ensure there is not a transportation accommodation active.

## Student Behavior

The CMCSS student code of conduct applies to all students who attend afterschool programs. Students who are suspended from the bus may not ride home during afterschool programs. Additionally, students who are suspended or expelled from school may not participate in afterschool activities. Afterschool programs are a privilege, not a requirement. As such, participation in afterschool programs is voluntary for students. Afterschool program teachers should follow the CMCSS code of conduct and school's expectations of handling disciplinary actions as normal when the situation arises. In the event of serious misconduct, please contact your afterschool coordinator and/or school administration for support.

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## School System Polices & Procedures

Emergency flip books should be visible and easy to access by all afterschool staff. In the event of an emergency, it is expected that all staff will follow the guidelines provided in the flip book. During the opening weeks of afterschool programs, afterschool coordinators and administration should ensure that teachers and students in their school know what steps to take in the event of any emergency in their assigned location.

## Snack and Food

Each program will provide students with a healthy snack option each day the program operates. Schools should keep snacks that contain common allergens, such as peanuts, to a minimum. Each school should maintain a student allergens list and ensure each teacher in the program is aware of the students on their roster who have allergies. In the event the snack for the day contains an allergen for a student, an alternate snack should be provided. Under extreme circumstances, students may need to eat their snack in an alternate location, depending on the severity of the allergy. It is best practice that schools encourage students to practice good hygiene by washing hands before and after snack. If a common allergen or known allergen snack is served, schools should clean and sanitize the area to ensure no student is accidentally in contact with their allergen. A list of healthy snack options is available on the student support programs site.

<https://sites.google.com/cmcss.net/cmcssafterschoolprograms/home>

## Expenses and Non- Allowable Expenditures

Under AYPYN guidelines, schools may purchase snacks and certain materials that directly correlate with their afterschool program. For snack purchases, it is recommended that schools utilize staples so snacks can be delivered directly to their school site. Certain items are off limits for purchase. Current non allowable expenditures are as follows:

- Promotional or marketing flags/banner
- Decorative items
- Bonuses or incentives for personnel
- Incentives for students i.e.: banners, plaques, t-shirts, prizes,
- Entertainment such as amusement, diversion, & social activities
- Non-academic field trips
- Gift Cards
- Activities taking place during regular school day
- Textbook/workbooks to be used during regular school day
- Materials used primarily in regular school day (paper, pencils, pens, etc...)
- Unhealthy food
- Furniture
- Technology -LCD projectors, Cameras, Computers, printers, etc.

Any afterschool coordinator who is unsure of a purchase should consult with Dahnte Smith and Dr. Kimi Sucharski prior to placing an order.

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## Attendance

All students are expected to check in daily using the online attendance application through your CMCSS classlink. Prior to staying afterschool, all students staying should prearrange how they are getting home. Afterschool coordinators should keep a detailed and up-to-date list of each student's expected way home. Under no circumstance should students ride the bus prior to parent approval of the stop location and time. Each day of programming teachers should have a list of students who are expected to their attend program and the expected way home. Teachers should confirm with students at the start of each day how they plan to get home. If a student has verbalized they intend to go home a different way than listed, teachers should communicate to afterschool program coordinators for verification of such. Students are not permitted to ride an alternate afterschool program bus without the written approval of the parent or guardian and afterschool program coordinator.

## Transportation

All students must be picked up by parents, ride the bus, or walk/drive home depending on pre-arranged plans. Afterschool staff may not transport students at any time. School staff are expected to supervise loading areas during dismissal time. Schools that use buses are expected to have a person in the office to receive the all clear call in the afternoon on the school phone. Typically calls come in about 5:15-5:30 each day. Bus transportation should be arranged by the site based afterschool program coordinator. Each teacher should have a list detailing how each child in their program is going home while the coordinator should have a list of how all students are getting home.

All clear calls will come to designated contact once all buses from your site report that all students were safely dropped off at home. If you are needing to make contact with transportation after hours you will need to call **Dispatch at (931) 358-4224**. This is the **ONLY** phone transportation will answer after hours. This phone will be manned by the transportation department until the last bus has returned to operations. Due to transportation shortages, there may be only one employee in office managing phones and the dispatch system for drivers. Please patient as you try to make contact with them. If you cannot reach dispatch and have yet to receive an all clear call at 5:30 pm, contact Dahnte Smith at (931) 272-1353.

## Important Transportation Dates

Afterschool program buses will begin running October 19, 2020. Transportation requests for fall 2020 should be submitted by September 18, 2020 using the transportation request form for your school found on the student support programs link.

<https://sites.google.com/cmcss.net/ssp-cmcss/home>

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Routers will begin creating bus routes based on information submitted on September 21, 2020. Transportation will only route the responses sent prior to the September 18 deadline. Routes, stops, and info will be communicated to schools no later than October 5, 2020. Once schools have received their route information, schools should send written notes home to each parent or guardian with the bus number, bus stop, and estimated drop off time. Parents or guardians are required to sign and return these notes to confirm the information given. Students are not permitted to ride the afterschool buses without this form being returned.

On days where schools do not operate afterschool programs and will not need transportation, the afterschool coordinator should send communication to Dahnte Smith so transportation can be made aware. Transportation will automatically not be available during the following times:

- November 23 – November 27 (Thanksgiving Break Week)
- December 14 – January 5 (Transportation will resume January 6)
- Last day of transportation is April 30, 2021.

## Transportation Reroutes

During the school year, there will be 5 opportunities for reroutes. Schools will be given a deadline for each scheduled reroute to submit any responses necessary. At each reroute period, transportation will review the current riders and stops and make any necessary adjustments. Once complete, transportation will send updated routes to each school. Any student who signs up and begins afterschool programs in between each reroute date will be assigned to the closest stop available. When a new student has been added or in the event of any emergency or same day addition, afterschool coordinators should complete and sign a transportation add slip and hand it directly to the driver.

*RURAL STUDENTS ONLY: If the closest stop is more than a .10 mile of a mile away, a new stop will be added outside of the regular reroute date. THIS IS THE ONLY EXCEPTION*

## Staff Expectations

During afterschool programs, CMCSS staff are held to the same standards and expectations that they are held to during a school day. Staff are expected to be engaging with students at all times and refraining from cell phone usage at all cost. Staff should only be doing work aligned to their assigned duties. Staff should be mindful of the resources and supplies their using. If there is any change to a programs location, afterschool teachers should communicate these changes to their afterschool coordinator in case there is an emergency. Under no circumstance will staff be able to log more hours than approved by their site coordinator and administration. Afterschool coordinators have the responsibility of approving all timesheets related to their school's program.

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## Other Staff Requirements

All staff working in the afterschool program, with the exception of student tutors, must have a cleared fingerprint record on file at central office. If you were hired before 2004 and have yet to be re-fingerprinted, please be sure to contact Ingrid Schulz.

All staff working in the afterschool program must have a physical statement from a physician that they are healthy enough to work with students. This requirement can be met several ways. All current and active CMCSS employees have met this requirement and no documentation will be needed.

## Tutor Requirements

When sites hire high school and college tutors for programs, they must select individuals with academic strengths aligned to the needs of the programs provided. Each tutor should be high performing high school or college students with no attendance or discipline concerns. The students must have demonstrated the ability to work with peers, are punctual, understand professionalism, and have demonstrated the ability to take the initiative. Letters of recommendation are required and on the tutor application specifics are listed. Afterschool coordinators should have all interested students complete the tutor application found on the student support programs site.

<https://sites.google.com/cmcss.net/cmcssafterschoolprograms/home>

## Timesheets and Payroll

All staff working in afterschool programs are required to keep a daily timesheet. Staff are not allowed to work more than the hours determined by the afterschool coordinator. Timesheets by all staff must be verified and signed by the afterschool coordinator. Afterschool coordinators must have their timesheet signed and verified by the appointed administrator for afterschool programs. Timesheets must be filled out in their entirety, including students served per day and employee MUNIS id. Incomplete timesheets will not be processed and returned to the school. Classified staff are paid \$16 per hour for working in afterschool programs. Certified staff are paid \$30 per hour for working in afterschool programs. Below is a timeline of when timesheets are due and processed for the 2020-2021 school year:

### Classified Staff

Due every 2 weeks in accordance with normal classified pay schedule. Classified staff are required to provide their weekly kronos report with their timesheet.

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## Certified Staff

December Pay- Timesheets are due no later than November 16, 2020. Staff may foreshadow their expected time work through the end of December. Afterschool coordinators will need to ensure staff work the hours they have foreshadowed and notify Dahnte Smith and Dr. Kimi Sucharski of any days where a staff member has not worked a day promised.

May Pay- Timesheets are due no later than April 16, 2021. Staff may foreshadow their expected time work through the end of the school year. Afterschool coordinators will need to ensure staff work the hours they have foreshadowed and notify Dahnte Smith and Dr. Kimi Sucharski of any days where a staff member has not worked a day promised.

June Pay- Timesheets are due no later than May 14, 2021.

Any timesheets submitted after the 3 scheduled deadlines will be paid at a later date.

Timesheets should be sent via email or fax to Dr. Kimi Sucharski.

[kimmie.sucharski@cmcss.net](mailto:kimmie.sucharski@cmcss.net) or Fax: (931) 920 – 9813.

## **Training Requirements**

Prior to working with afterschool programs, all CMCSS staff are required to complete the below list of trainings. CMCSS staff who have not completed these training requirements should not work with afterschool programs.

**Annual CMCSS Required Trainings:** Annual Employee Training, Suicide Prevention

**ASP Training:** Afterschool coordinators should attend the in person training at Central Services South. All other afterschool employees should complete the online training in PLAN. Anyone working with afterschool programs who are not CMCSS employees should watch the alternate training video and sign the completion document to be returned to their site coordinator.

**CPR and First Aid:** A minimum of one person per site must be available who is CPR/First Aid certified. Site coordinators are responsible for making sure this requirement is met. CPR opportunities can be found in PLAN.

**504 Building Training:** 504 staff training provided identifies some ways to assist students who have a disability.

## **Health and Safety**

To prevent the spread of infectious disease, only students who have met the immunization guidelines for admission into CMCSS may participate in afterschool programs. Students with a high fever should not be allowed to remain in the general population and should have a parent or guardian come to pick them up. Additionally, any student who was sent home from

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school that day due to illness cannot return specifically for afterschool programming. First aid kits, biohazard clean up, and appropriate disinfectant should be accessible and used as needed by designated staff. In the event of a biohazard or other spill event, school staff should remove students from the affected area as quickly as possible and contact their custodial team for cleanup. School staff should always follow the school system's policies regarding pathogens and cleanup. In the event of an emergency, contact 911 first prior to contact the parent or guardian.

### **Administering Medication**

Students who require medical treatment during afterschool program hours may not be able to stay for their own safety, if a qualified person is not able to work during the program. Each building is equipped with a 'Go-Pack' that includes an epi pen. In the event of a need to use the epipen, call 911 immediately then the parent. Coordinators should know the location of the 'Go-Pack.' (Check with school nurse)

School nurses may be employed as Certified Staff to serve during afterschool hours if they wish to do so and the afterschool budget allows.

### **CPR/ First Aid Requirements**

A minimum of one person per site must be available who is CPR/First Aid certified. Site coordinators are responsible for making sure this requirement is met. If you are not CPR certified, and want to be, contact your administrator to be approved for school system CPR training. CPR training dates will be posted on PLAN

### **Access to Emergency Information**

One person at each site is expected to stay in the office at all times to monitor the phones, buzz people into the building, and coordinate emergency efforts if the need arises. Emergency cards for students in the building should be readily accessible to the person designated at all times.

### **Hazardous Materials**

Chemicals and other hazardous materials should be labeled and stored according to CMCSS policy at all times. Students should not come into contact or have access to hazardous materials while on school property. Alert the custodian or building supervisor if you see any hazardous materials in an area where students are present.

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## Afterschool Program Resources

Staff working with CMCSS afterschool programs will need access to several documents such as timesheets, training guides, purchase order requests, etc... Staff can access these resources on the student support programs site under the afterschool programs section. If there is a resource that you need access to that is unavailable or you are unable to locate, please contact Dahnte Smith for assistance.

<https://sites.google.com/cmcss.net/cmcssafterschoolprograms/home>

## Frequently Asked Questions

**Q: Can educational assistants work in afterschool programs?**

A: All classified staff with CMCSS are eligible to work afterschool programs as long as they have completed all required trainings; however, classified staff are unable to work more than 40 hours per week, to include their time spent during the school day. Meaning, if a classified staff works a scheduled 35 hours per week, then they may only work 5 hours for afterschool programs.

**Q: Can a student on a 504 plan who rides the special education bus, utilize afterschool transportation?**

A: No. Since afterschool programming is not a requirement of the student's education, special transportation busses are not available. Because the student has been given the accommodation as needing a special transportation bus, schools may not alter this accommodation solely for the purposes of afterschool programming. This applies to students with an IEP.

**Q: We would like to offer a program for our academy students. How do they access transportation?**

A: If the student is zoned for the school, then they may ride the bus as normal. However, if the student is not zoned for the school, the responsibility of transportation belongs to the parent or guardian. This would also apply to students who are at your school due to special transfer.

**Q: If my program only has 2 students and I pair with another teacher for the day and together we have serviced 10 students, do we both receive compensation?**

A: Yes. Any time served with students, regardless of how many, are to be documented on the timesheet. Afterschool coordinators should continuously monitor program numbers to look for areas where programs can be combined or eliminated from the offerings.

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**Q: Our program goes through a ton of computer paper and we are running of paper for our classes. Can we purchase some using our AYPYN funding?**

A: AYPYN guidelines prohibit programs from using money for materials used during the day such as paper, pencils, and pens. This would be deemed as a non-allowable expenditure.

**Q: We have an educational assistant who is a retired teacher. What would their pay be?**

A: Although the employee is working in the capacity of a classified staff, if he or she has an active teaching license in the state of TN, he or she is expected to be paid the certified teaching rate. The employee still is not to exceed their 40 hours per week.

**Q: Our school listed our school's front office number as the all clear number but no calls have been received this week. What do we do?**

A: First, double check the phones in the office. All phones have an automatic time where they switch to voicemail only. This may be likely causing the issue. If that is not the case, please contact Dahnte Smith to ensure transportation has been given the correct phone number.

**Q: My department is having a meeting on a day where I am scheduled for afterschool program. Can my tutor watch my students while I am away?**

A: Tutors should not be left unsupervised with students. It is the responsibility of the assigned teacher to monitor the class. If you are unable to work your program, you should inform your afterschool coordinator. The class can be paired with another teacher or will be cancelled for the day.

**Q: One of my teachers forgot to have students sign in on the attendance portal. What do I do?**

A: Send an email to Dahnte Smith and Dr. Kimi Sucharski with the day, program name, and amount of students present. No other steps will be required.

If you have any further questions regarding afterschool programs, please reach out to Dahnte Smith at [dahnte.smtih@cmcss.net](mailto:dahnte.smtih@cmcss.net).