

Irving SPARK

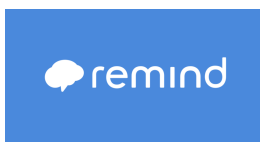
“A partnership between Irving Elementary School
And the Bureau, Henry, & Stark Regional Office of Education”

Student/Parent Handbook 2022-2023

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What is the Irving SPARK Program?

Irving SPARK is a 21st Century Community Learning Center - which is a federal grant funded program that provides academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement the school day academic programs, and offers literacy and other educational services to the families of participating children.

Program Eligibility

Any student attending Irving Elementary School(2nd & 3rd Grade) is eligible to attend the Irving SPARK 21st Century Program. The Site Coordinator will work with School Administration to determine the program is serving the students with the most need.

Cost

The Irving SPARK Program is free to all students.

Snacks

After school snacks are provided to all participants.

Holidays and other Non School Days

There will be NO programming on days that school is not in session except summer programming.

Program Registration

A registration form must be filled out and signed by a parent/guardian for every student that attends programming. Students may NOT attend the program until all registration materials are received. Registration forms are updated each school year. Registration packets are available in the office.

Program Recruitment

Recruitment will predominantly originate from counselor, teacher, and parent referrals. Counselors and teachers will make referrals based on academic need, standardized test results, and classroom observations, with a specific focus on students that are low achieving and in need of academic assistance. The site

coordinator will be responsible for all referrals and the orientation of families new to the program.

The Site Coordinator will compile attendance data monthly via the attendance spreadsheet and monthly program reports to ensure the site is meeting the target attendance goal written in the original grant application. Recruitment and retention efforts will be reviewed by the Site Coordinator monthly during Site Staff Meetings, quarterly during Advisory Board Meetings, and throughout the year during School Staff Meetings to ensure their effectiveness.

Special Accommodations

All students are welcome and encouraged to participate. If a student needs special accommodations, please contact the Site Coordinator to determine if the Irving SPARK Program can meet the needs of the child safely and responsibly.

Chronic Health Conditions

The Irving SPARK 21st Century program is able to accommodate students with chronic health conditions. Students with a medical condition (ie, diabetes, asthma) will work with the Site Coordinator and staff to produce a chronic health plan that ensures the afterschool program will meet their needs. Students with mobility issues will work with the Site Coordinator and staff to ensure all activities are located on the first floor of the school to allow easy access and mobility.

Attendance Policy

The Irving SPARK 21st Century Program is not a drop-in program. Daily attendance is expected. If your child will be absent or must leave the program early, please send a note, call Mr. Peach, or send an email. If your child is absent from programming without notification, a phone call home will be made. If your child is absent from school, Mr. Peach will be notified by school personnel. Student attendance will be reviewed monthly by the Site Coordinator.

General Rules for Participants

All school rules, as defined in the Irving Elementary School Handbook, will be enforced.

- **Respect all staff, other participants, and property.**
- **Follow all directions from staff.**
- **Ask permission when leaving a program area (to restroom, gym, etc.).**

Discipline

School Day rules apply during the Irving SPARK Program. The Program will follow the discipline policies outlined in the Irving Elementary School handbook.

Removal from Class/Program

Participation in the Irving SPARK Program is a PRIVILEGE. Consequently, if a student disrupts the learning process, disciplinary actions will be taken. If multiple disruptions occur, the student will be referred to the Site Coordinator and may lose the privilege of attending. Frequent or serious offenses will result in calls to parents and possible dismissal from the program.

3 Strike Behavior Policy

Here at Irving SPARK, students will be given 3 chances (strikes). Once a student has been given 3 strikes they will be removed from the program. Irving SPARK is a privilege. We want all of our students to succeed, and we expect good behavior to ensure that success. Offenses that will result in a strike include physical violence, bullying, blatant disrespect, or continual disruptive behavior.

1st strike: Removal from Program for 1 program day (Parent/Guardian Phone Conference)

2nd strike: Removal from Program for 5 program days. (Parent/Guardian Meeting)

3rd strike: Removal from Program indefinitely. (Parent/Guardian Meeting)

Safety

The Irving SPARK Program will take place in the school building and the surrounding outside areas. Students will be supervised at all times during the program.

Emergency Readiness

The Irving SPARK 21st Century program will follow Kewanee School District's Crisis Management Plan. This plan is reviewed annually with 21st Century Staff. The afterschool program will hold 2 emergency readiness drills - 1 in the Fall and 1 in the Spring.

In the event of a fire - students will exit their classrooms and head to the nearest stairway (if on upper floors) in an orderly manner (no running, talking, pushing, or skipping on the stairs) and head to the nearest exit. Students on the first floor will exit their classrooms in the same manner and head to the nearest exit.

In the event of a storm or disaster - students will exit their classrooms and head to the hallway where they will sit facing the hallway wall with a book over their head.

Activities and Schedules

The activities and schedules for the programming are designed by the participating Irving Elementary School staff and the Site Coordinator to specifically meet the needs and interests of the students. These activities will change throughout the year and programming will be held for 4 weeks in the summer. The programming of each site will demonstrate regular time spent in the areas of Math, Reading, English, and Science. The programs will complement these core areas with homework help, fine arts, enrichment, and recreation.

Irving SPARK Schedule

Irving SPARK Program hours are 2:40 - 5:00 p.m. M-F on regular school days. Morning Homework Help hours are also offered from 7:15 -7:45 a.m. M - F.

Daily Schedule

- **7:15-7:45 am Morning Tutoring/Mindfulness**
- **2:40 - 3:30 Attendance/Snack/Recess Homework**
- **3:30-5pm Enrichment Activities**
- **5:00 P.M. STUDENTS DISMISSED in the manner described in their registration forms, either by bus, parent/guardian pick-up or walk.**

Transportation

Bus transportation home at the end of programming each day is available if needed.

Field Trips

The Irving SPARK Program will occasionally take the enrolled students on educational field trips. Students will have to meet the following requirements in order to participate: no late/missing assignments, attend the program a minimum number of days set for that particular trip, and he/she cannot be failing any classes.

Communication

The Site Coordinator will have access to the student information system which houses all necessary data needed for program evaluation such as attendance, grades, state assessment information, discipline, and emergency contact information.

Religion

The Irving SPARK Program will not discriminate on the basis of religion. All activities will remain faith neutral.

Policy/procedure for providing equitable services to diverse learners.

The Irving SPARK 21st Century program will provide equitable services to diverse learners. Lessons will be planned in consideration of all students by scaffolding instruction, providing choices, providing accommodations for all students and making lessons more relevant to students.

Contact Information

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