



FAMILY HANDBOOK

The Grizzly Discovery Center

A 21st Century Community Learning Center
Newport School District
1380 W. 5th Street
PO Box 70
Newport, WA 99156
509.447.2481 ext. 6501

Welcome to the Grizzly Discovery Center!

The Grizzly Discovery Center is Newport School District's afterschool program. It is a 21st Century Community Learning Center (CCLC) program made possible through the partnership between Newport School District and Pend Oreille County - Washington State University Extension.

The Grizzly Discovery Center is funded by a federal grant administered by the State of Washington Office of Superintendent of Public Instruction. The Center provides students in the Newport School District from kindergarten through 12th grade with opportunities for academic enrichment, youth development and family support during non-school hours or during periods when school is not in session.

Our primary goal is to provide students with academic and enrichment opportunities to help them meet state and local standards in the core academic areas. The following information will help you understand the operations of our sites, the responsibilities of our site staff, and your role in helping provide a quality experience for your child. Should you have any concerns regarding the program at any time, please feel free to contact us.

Mission Statement

The Grizzly Discovery Center will provide a positive, safe, and stimulating educational environment that nurtures a passion for learning, enhances self-esteem, and brings together family and community.

Hours and Days of Operation

The program follows Newport School District's schedule, Monday through Friday and operates from when each school day program ends until 5:15 p.m. for a minimum of 2.5 hours each day. A four week summer session is offered in July from 8:00 a.m. to Noon, Monday through Friday.

Half Days/Holidays/Emergency Closings

There will be no afterschool program on half days and school holidays. On days with weather advisories in which school does not dismiss early, the director and school administration will make the decision on the day's programming schedule.

Emergencies

In the event of an emergency, Grizzly Discovery Center program staff will do everything in their power to protect the safety and well-being of participants. The Grizzly Discovery Center staff will adhere to Newport School District's safety and security plans, which include fire drills, lockdowns, and severe weather drills.

Admission

The grant requires that the program serves students in the Newport School District in grades K-12 who are at risk of not meeting academic standards. With a limited number of seats available, students who are not academically at risk may be admitted to the program on a space available basis.

Parents/Guardians must complete all registration forms and provide these documents to either the Program Director or one of the Site Coordinators. Regular attendance in the program will assist in greater participant success. Parents and students understand that space is limited and by choosing to enroll in the program, they are agreeing that the student will participate on a consistent and regular basis for a minimum of 30 days, unless the student is ill or another unavoidable conflict arrives. If for some reason the student is unable to continue participating, the parent/guardian will notify the Program Director or Site Coordinator immediately. Should a student not consistently and regularly attend, the student will be unenrolled from the program.

Student's admission and continued enrollment in the program is based upon the student's willingness to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations.

Transportation

Modified bus routes are provided by Newport School District for those students who currently qualify for school district transportation and stay for the Grizzly Discovery Center afterschool program. Drop off locations will be designated by Newport School District. Drop off times will vary depending on number of stops required for the day. Students who miss the bus are responsible for making arrangements for transportation home. Parents/designated individuals picking up their students must do so NO LATER THAN 5:15 p.m. at the Stratton Site and at 5:30 p.m. at the Newport High School Site.

Snacks

A nutritional snack will be provided by Newport School District each day in the afterschool program free of charge. During the summer program students will receive both breakfast and lunch. Please include any food allergies in your child's enrollment form.

Withdrawal from Program

If a parent/guardian needs to withdraw a child from the Grizzly Discovery Center program for any reason, please notify the Program Director or Site Coordinator.

Illness

If your child becomes ill, you will be contacted to pick him/her up. If you cannot be reached, we will contact someone on your authorized emergency contact list.

Accidents/Injuries

In case of a minor accident/injury, staff will provide a band aid or ice pack. If the injury is more serious, first aid will be administered and parents will be contacted immediately to assist in deciding an appropriate course of action. In the event of a life threatening injury, emergency medical services will be contacted, parents will be notified, and a staff member will accompany the child to the hospital. Staff will not transport children to a medical center.

Personal Belongings

Newport School District and the Grizzly Discovery Center assume no liability for lost items. Students must keep personal belongings, including cell phones, in their backpacks. Students are not permitted to return to their classrooms once the regular school day is over.

Sign Out Procedure

Parents need to personally speak with program staff, preferably the Site Coordinator, when checking a student out early from the program. Parents who pick up their students at the end of the program must sign out their student on the attendance sheet. Parents must be at Stratton by 5:15 PM and 5:30 PM at the GDC Office in the Portable by 5:30 PM to pick up their student(s).

Parent Involvement

Parents are invited and encouraged to participate in a variety of ways. Please consider serving on one of the Parent Advisory Committees to offer your voice and opinion in developing the best possible program. We also welcome parents who would like to volunteer in the program.

Monthly parent or family events are scheduled, including quarterly showcase events during which students will present their projects. Parents are required to attend one event per trimester in order to maintain their student's continued enrollment in the program. Families who are unable to attend an event must meet with program staff at least once per trimester to discuss goals and progress as well as obtain an overview of what their students has been learning in the program. Trimesters run September-December, January-March, and April-June.

Student Dress Policy

Grizzly Discovery Center students are expected to follow the Newport School District's Dress policy, which is:

Students are expected to dress in a manner that is not educationally disruptive, distracting, or immodest. Clothing should be appropriate for the learning environment and in good condition and/or repair. Tops must have adequate covering over the shoulder. Inappropriate tops include, but are not limited to, garments with enlarged armholes, plunging necklines or spaghetti straps, and halter, tube and swimsuit tops. Tops must also extend below the beltline. Shorts must begin at the waist and reach mid-thigh or pass the fingertip rule, whichever is longer. [Dresses and skirts must begin at the waist and reach mid-thigh or pass the fingertip rule, whichever is longer.] Pants must be worn around the waist. Undergarments must not be visible or extend beyond the outer clothing. Clothing that suggests or portrays illegal or immoral acts and/or drug or alcohol references are unacceptable at school and school-sponsored events. Footwear is necessary—no bare feet. Sunglasses may not be worn in the building unless approved by the administration. Hats may be worn in the building—teachers have the option to require hats not be worn in their classroom.

Any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student must make appropriate corrections.

A student found to be in violation of these guidelines may be required to make contact with a parent and have appropriate clothing brought to school before being allowed to return to class. If non-adherence to these guidelines becomes a chronic issue, the individual student may have other sanctions imposed and may be moved to the range of sanctions for chronic infractions, a Category III violation.

Behavior Expectations

The Grizzly Discovery Center follows Newport School District's student behavior expectations and works to reinforce positive behaviors in the learning environment.

Positive behaviors that may be recognized include (but are not limited to):

- Helping others (Homework, activities, etc.)
- Acts of kindness/respect
- Voluntary cleaning
- Manners
- Leadership
- Showing integrity

Behavior reinforcements:

- Store/Grizzly Cash
- Movie Day
- Game Day
- Parent Event Recognition
- Individual Quarterly Recognition (Citizenship Award?, Citizen of the Quarter?)
- Group Recognition

Disciplinary action will be taken when students engage in irresponsible, disrespectful, disruptive, or dangerous behavior. Students will be given verbal warnings and lose privileges if discipline problems occur. This policy is in place to assure the safety and quality learning environment of all of the students involved in the afterschool and summer program.

For students participating, corrective behavior steps will include the following:

- Students who choose not to follow the rules will receive a behavior notification that will go home with the student and must be signed by the parent/guardian and returned to the Site Coordinator the next school day.
- If a student receives three behavior notifications a discipline action notice will be sent home, the principal may be consulted, and a call will be made to parents. This will serve as a warning that continued discipline problems may result in the student being removed from the program.
- Any student that behaves in such a way that places another person in danger of being physically harmed will result in the student's removal from the program.

**Grizzly Discovery Center
Contact Information**

OFFICE LOCATION

Grizzly Discovery Center Portable
1302 W. 5th Street
(Portable by the Fire Science Building)

MAILING ADDRESS

Grizzly Discovery Center
Newport School District
1380 W. 5th Street – Box 70
Newport, WA 99156

Program Director/Site Coordinator for 7th-12th

Vickie Blanchet
509.447.2481 ext. 6501
BlanchetVickie@NewportGriz.com

Site Coordinator for K – 6th

Carlie Arreola
509.447.0656 ext. 6502
ArreolaCarlie@NewportGriz.com

Assistant Site Coordinator

Tina Spring
509.447.2481 ext. 6503
SpringTina@NewportGriz.com

**Newport School District
Non-Discrimination Statement**

Newport School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Dave Smith
PO Box 70
Newport, WA 99156
509.447.3167 x 4500 / SmithDave@NewportGriz.com

PLEASE DETACH THIS PAGE, SIGN IT AND RETURN TO THE GRIZZLY DISCOVERY CENTER SITE YOUR STUDENT ATTENDS.

GRIZZLY DISCOVERY CENTER
Parent Handbook Signature Page

I, _____, have read the Grizzly Discovery Center Parent Handbook and agree to the terms and conditions outlined therein.

Signature

Date