**Student / Parent Handbook (Outline)**

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Please note that the items below are a suggested list.

You should design student and parent handbooks to meet the unique needs of your program.

**A. Welcome**

1. Purpose, goals, and outcomes of the afterschool program
2. Registration and enrollment
3. How the afterschool program is different from student’s school day (enrichment, unique opportunities, class size, parent involvement, etc.)
4. How the afterschool program supports and communicates with student’s school day program
5. Program duration
6. Daily, weekly, and monthly schedules
7. School holidays, early release days, and inclement weather
8. Fieldtrip information and requirements
9. Eligible students
10. Fee structure (if applicable)

**B. Student Health and Safety**

1. Code of Conduct

i. Expectations for student behavior

ii. Student leadership development and opportunities

iii. Social skills

iv. Consequences for poor choices

v. Appropriate Internet and computer usage

vi. Dress code (appropriate footwear, clothing, etc.)

2. Wellness

i. Nutritional snacks and availability of drinking water

ii. Proper nutrition

iii. Recreation and physical activity

iv. Dental health

v. Tobacco, drug, and alcohol prevention

vi. Resistance behaviors (with regards to poor choices, peer pressures, risky behaviors, and bullying, etc.)

vii. Medicine, student illness, and injuries, etc.

3. Transportation

i. Check-out procedures

ii. Parent drop-off and pick-up procedures

iii. To whom students are release and parent visitation

iv. Bus transportation procedures

v. Bus safety actions procedures

4. Emergency Procedures

i. Practice drills

ii. Maintaining emergency contact information

iii. Inclement weather procedures

**C. Student Progress**

1. Goals and objectives of the program
2. Homework and tutoring
3. Enrichment opportunities
4. Communication on student progress with regular school day teachers
5. Communication with parents and student on student progress
6. Parent permission to obtain grades and standardized test results from student’s school (should also be included in registration form)
7. Evaluation data collected to determine program’s effectiveness (grades, attendance, surveys, standardized test results, etc.)
8. Goals students set for themselves
9. How the program will be evaluated
10. Accommodations for students with IEPs and culturally diverse needs
11. Student discipline records and progress

**D. Attendance**

1. Transition from regular school day to program
2. Maintaining enrollment or inactive status
3. Incentives and benefits of regular attendance

**E. Parent Engagement**

* 1. Programming specifically for families
  2. Opportunities for parents
  3. Communication in various languages
  4. Opportunities for parent feedback and input
  5. Resources for parents
     1. Outside agencies
     2. Community resources
  6. Communication on sustainability plan
  7. Community linkage and work with partners