

# CAS Policies and Procedures, Fall 2012

## **ATTENDANCE & INCENTIVES**

### Attendance:

- All students are required to report to their program/club room *NO LATER than 2:30pm*.
- If students arrive after 2:30 p.m. without a note from a teacher/tutor, they are marked tardy. Two tardies = 1 unexcused absence. If a student is absent (unexcused), or tardy more than once, our Parent Coordinator will call home.
- Attendance will be taken on attendance forms by the instructor at the start of each session. Instructors must return forms at the end of each session. This data will be entered into a database for the state and is used to determine qualifications for incentives (trips, etc) so it is *crucially* important that the correct information is recorded.

### Staying After School for Extra Help:

- If a student arrives late to your program because they stayed after with a teacher or Yale tutor, they **MUST** give you a note from the teacher/tutor. Please update your roster and include the note in your attendance folder.
- We do highly encourage students in need of extra academic support to seek help. As long as they provide a note, students will not be penalized for either being tardy or absent from your program.
- Information on after school tutoring:
  - Yale Tutors are available in the Library from 2:30-4:30 p.m., Tuesday-Friday, during CAS programming. Tutoring is offered in a drop-in format and students do *not* need to sign up or apply to take advantage of tutors!

### Incentives:

- Students with a cumulative 90% or higher attendance rate will be eligible throughout the fall to enter their names in raffles at the end of each month (raffle prizes will include gift certificates to Dunkin' Donuts, Amazon, iTunes, etc.).
- Students with a cumulative 90% or higher attendance rate this semester will be eligible for the NYC Trip in June. If students have any further questions about attendance, please direct them to the CAS Office.

## **CHECK-OUT**

Students **MUST** check out with one of the CAS Staff members who will be in the lobby starting at 4:30pm.

Students must leave through the front doors or Co-Op Lane doors. No other doors should be used for exiting the building unless there is an emergency.

## **SNACK**

Snack will be served *in the Cafeteria* ONLY. No food or beverages should be brought back to classrooms.

Snack will be provided in three installments to effectively manage the number of students enrolled. Do not send students down until Snack has been announced for your specific program/club. Instructors do not need to "staff" snack time, but you do need to be in your room for students. If you need to modify your snack time as the semester progresses, please speak with Kjerstin Pugh.

Session 1: 3:15-3:30

Session 2: 3:30-3:45

Session 3: 4:15-4:30

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## **BEHAVIOR**

Instructors are expected to manage the students in their programs. No students should be left unattended at any time during the programs and clubs.

Students are NOT allowed to leave the building between 2:15 and 2:30 p.m. If this occurs, please notify Kjerstin Pugh or Justin Zamm immediately.

Students and parents signed a contract agreeing to abide by Co-Op school day rules and regulations and agreeing that their involvement with CAS is dependent on their good behavior.

IF severe behavior issues arise, Mr. Migliaro and an administrator are in the building to assist.

## **BATHROOM**

Bathroom passes are located in your attendance folders. Students must use bathroom passes.

## **FIELD TRIPS**

If you wish to take your program or club on a field trip, you MUST clear this with Kjerstin Pugh *at least 2 weeks* in advance of the trip.

## **SUPPLIES & REIMBURSEMENT**

Instructor supply requests are to be made before programming starts. If instructor needs supplies during the semester, please contact Kjerstin Pugh ASAP.

We will NOT reimburse instructors for *any* supplies unless permission has been granted from Kjerstin Pugh prior to the purchase of supplies.

## **STAFF ABSENCE**

If you are sick or absent on a day you are scheduled to instruct a program or club, you MUST text or call Kjerstin Pugh's work cell: 412-600-4364 NO LATER than 10 a.m. the day of. You will NOT be paid for days you are absent.

## **FALL SCHEDULE AND IMPORTANT DATES**

|                     |  |
|---------------------|--|
| Tuesday, October 9  | First Day of CAS!                        |
| Thanksgiving Week   | No CAS Programming                       |
| Friday, November 30 | Production of "The Laramie Project"      |
| Friday, December 14 | Last Day of CAS / CAS Talent Show @ 2:30 |

## **Staff Information & Contact:**

**Kjerstin Pugh**, CAS Program Manager, 412-600-4364

**Justin Zamm**, AmeriCorps VISTA Fellow, 203-500-1263

**Johnny Scafidi**, Deputy Director & Program Manager at Dwight Hall at Yale, 203-432-2429

**Angela Cole**, CAS Staff

**Anna London**, CAS Staff

**Roxy Medina**, CAS Staff

**John Migliaro**, CAS Staff