

SITE SUPERVISOR HANDBOOK

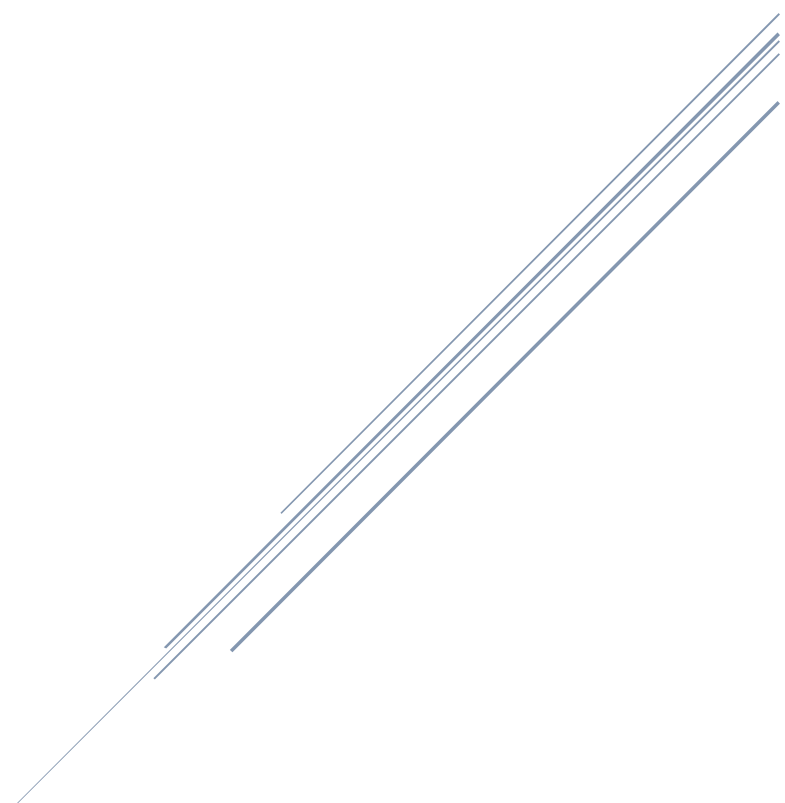
FLIPSIDE AFTERSCHOOL PROGRAM

2023-2024



Nita M. Lowey
21st CENTURY COMMUNITY
LEARNING CENTER PROGRAM

Soaring Beyond Expectations



Flipside Service Year Overview



2023-2024

SEPTEMBER

SU	MO	TU	WE	TH	FR	SA
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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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APRIL

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JUNE

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JULY

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AUGUST

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25	26	27	28	29	30	31

Color Glossary

Training Day

Flipside Event

Day of Service

No Flipside in Marion Co.

No Flipside in Taylor Co.

No Flipside

Calendar Breakdown

September

- 5: Member Orientation | 3-6pm
- 6: First Aid Training | 2:30-6pm
- 7: Program Training | 3-6pm
- 8: Site Set-Up | 3-6pm
- 11: First Day of Afterschool Program
- 13: Back to Flipside Bash @ MMS | 4-6pm
- 15: Back to Flipside Bash @ EFMS | 4-6pm
- 18: Back to Flipside Bash @ WFMS | 4-6pm
- 19: Back to Flipside Bash @ TCMS | 4-6pm
- 21: No Flipside
SafeTalk Training | 3-6:30pm

December

- 15: No Flipside
Flipside Full Staff Holiday Party
- 21-29: No Flipside

February

- 12: No Flipside
Member Training

April

- 1-5 No Flipside
- 19: No Flipside
Member Training
- 22: No Flipside Marion County
- 24: No Flipside Taylor County

June

- 3: First Day of Summer Reading with MCPLS
- 21: Day of Action | 11am-4pm

July

- 26: Member End of Service Year Event | 1pm-3pm

October

- 6: No Flipside Taylor County
- 12: Flipside Family Night Event | 4-6pm
- 20: No Flipside Marion County
- 26-27: No Flipside
WV AmeriCorps Conference

November

- 2: No Flipside
AmeriCorps Member Training
- 10: No Flipside
- 18: Market in the Park | 5-9pm
- 20-24: No Flipside

January

- 1-2: No Flipside
- 11: Flipside Family Night | 4-6pm
- 15: No Flipside
MLK Day of Service
- 30: No Flipside Marion County

March

- 6: No Flipside Taylor County
- 14: Flipside Family Night | 4-6pm
- 29: No Flipside

May

- 9: Flipside Family Night | 4-6pm
- 14: No Flipside
- 24: Last Day of Afterschool Program
- 27-28: Afterschool Program Wrap Up

August

- 5: End of 23-24 Service Year

Flipside Afterschool Program

Site Coordinator Expectations

1. Employee Expectations

- A. Flipside follows the Board of Education School Calendar and operates Monday thru Friday from school dismissal until 6:00PM. I understand that I must report to work at least 30 minutes prior to the program start time unless otherwise specified by the Program Director
- B. Personal Time Off will not be granted unless approved by the Program Director at least 1 week in advance. If a Site Coordinator is calling off sick, they must notify the Program Director by NOON that day.
- C. Notify the School Nutrition office and your Site Cook if there is an unplanned Flipside Closure (not due to early school dismissal).
- D. Clock in and out daily and track my time responsibly.
- E. Report to all Flipside trainings and staff meetings. Failure to do so without prior approval will result in a written warning.
- F. Ensure that at the end of the night all Flipside spaces (classrooms, cafeteria, etc.) are left tidied and reset. Please ensure that you turn off the lights in your room before leaving for the evening.
- G. Communicate professionally with other staff, families, children, and school administrators. You should contact families ONLY via your TV United Way email address or Site Cell Phone.

2. Program Management Expectations

- A. Maintain control of the students during the program and follow the appropriate Behavior Guidelines outlined in this handbook.
- B. Take attendance daily. Attendance is vital to grant reporting and consist of checking students in AND out of the program.
- C. Prepare and submit weekly lesson plans the Friday prior for approval. At this time, you should also communicate the lesson plans to the program assistants.
- D. Prepare and submit the Flipside Site Supervisor Weekly Report Form upon the conclusion of the program week.
- E. Actively engage with students and AmeriCorps Members at all times during the program.

3. AmeriCorps Supervisor Expectations

- A. Provide ongoing and direct supervision to assigned Members.
- B. Attend the AmeriCorps Site Supervisor Training.
- C. Review, electronically sign, and submit Member Timesheets through OnCorps Reports on the 15th and 30th of every month.
- D. Meet individually with your assigned members once monthly to check in and discuss their service term and their individual needs.
- E. Submit AmeriCorps Member Mid-Term Evaluations. These evaluations should be discussed with members during individual meetings so that any necessary modifications can be made.
 - i. This is a federal audit point and is very important that it is completed and submitted on time.
 - ii. Mid-Term Evaluations are due Friday, February 9th, 2024.
- F. Maintain open and ongoing communication with the AmeriCorps staff regarding member's performance and assure that members in violation of the terms of their member contract are disciplined in a manner consistent with the Code of Conduct in their contract. All disciplinary actions (verbal or written) must be documented, with the documentation sent to the AmeriCorps Program Manager.

- G. Report any problems or work-related accidents to AmeriCorps staff immediately and complete an incident report (if applicable).
- H. Help members to not engage in AmeriCorps prohibited activities
- I. Assist the members in administering the pre and post student and family surveys for the participating Flipside students. These surveys are a federal grant requirement and allow us to prove impact.

Lesson Planning

1. Academic Expectations

- A. At LEAST 30 Minutes of Homework Assistance Daily
 - i. Utilize Homework Logs and Planners, have Liaisons connect with school-day teachers
 - ii. Have students pull up their LiveGrades for missing assignments.
 - iii. If a student doesn't have any homework, missing assignments, or iReady/Aleks activities to complete they may have access to reading materials, puzzles, word searches or sudoku puzzles.
 - 1. NO TECHNOLOGY other than what is needed to complete homework. This is not a chance for students to play on their Chromebooks or iPads.
- B. Literacy
 - i. Outside Literacy tutoring once weekly
 - ii. LIT Art NOW Literacy Curriculum
 - iii. Other Literacy Activities
 - 1. Independent Reading
 - 2. Read Aloud
 - 3. Weekly Book Club
- C. Mathematics
 - i. Outside Math tutoring once weekly
 - ii. LITAMATICS Literacy Curriculum
 - 1. Math Games
 - 2. Math Centers
 - 3. Mountaineer Math

2. Wellness Expectations

- A. Healthy Choices
 - i. CATCH Kids Club Nutrition
 - ii. KID Shape/TEEN Shape.
- B. Physical Exercise
 - i. At least 30 minutes of physical activity 3 days a week
 - 1. Time on the playground counts!
- C. SEL
 - i. Changing Perspectives Middle School SEL Curriculum

3. Engagement Expectations

- A. Enrichment time is a huge part of our programming. We want students to WANT to come to Flipside. Enrichment activities are the way we do that! (And by making learning activities fun and engaging as well).
- B. Outside Partnerships- use them!
 - i. WVU Extension, Marion Co. Public Library, Taylor Co. Public Library, Tygart Lake State Park, Taylor County Arts Council, Literacy Volunteers, TVUW Emerging Leaders

Technology

1. Flipside Site Phone

- a. Every site is equipped with a Flipside Cell Phone. The numbers of each phone are given to parents when their students register with the program
 - i. EAST FAIRMONT: 681-404-9265
 - ii. WEST FAIRMONT: 681-404-9271
 - iii. MANNINGTON: 681-404-9290
 - iv. TAYLOR COUNTY: 304-534-2956
- b. These are also listed on our website: tvunitedway.org/flipside

2. TVUW Email and ShareDrive Access

- a. You are also given an email address. [first name].flipside@tvunitedway.org
- b. This gives you access to the Resource Coordinator Folder on SharePoint, as well as Program Staff calendars

3. Slack

- a. All communication between staff members should take place via SLACK
 - i. Slack is a messaging app for organizations that helps connect teammates and aids in collaboration.
 - ii. Slack is available as an app for your desktop/laptop as well as for your phone
 - iii. Each AmeriCorps member should check their slack messages daily for communication from their Site Supervisor

4. EZChildTrack

- a. ezchildtrack.com/flipside
 - i. Student attendance, time clock, student information

5. Website Forms

- a. Tvunitedway.org/amicorps
 - i. Current member resources
 - ii. Weekly Site Supervision Form

Flipside Afterschool Behavior Policy

While Flipside operates during out-of-school time, our program still adheres to the behavior policy of each school site. In addition, the following is expected from students during participation in the Flipside Afterschool Program.

Families, please ensure that you share the following policy and expectations with your students.

We at the Flipside have zero tolerance for:

- Damage to the school property or other students' property
- Threats or harassment
- Throwing inappropriate objects
- Cursing or using inappropriate language
- Leaving school grounds without permission
- Weapons and anything that looks like a weapon
- Fighting or inappropriate physical contact between students

* If a student acts in a manner that goes against our zero-tolerance policy, he or she will be suspended immediately! The length of the suspension will depend on the severity of the offense and be left up to the Site Coordinator and TCMS Administration will be informed of the suspension.

Afterschool Expectations:

- Be respectful to other students, volunteers, and staff.
- Be thoughtful in your actions and kind to others.
- Be safe!
- Keep your hands to yourself. Horseplay is not acceptable.
- Food and drink are not permitted in the classroom. Eating and drinking will only be permitted in the cafeteria.
- Keep your area clean and pick up after yourself.
- Before leaving an activity, be sure to tell the group leader. Do not leave school grounds for any reason.
- Stay out of offices, kitchen, and classroom areas without a staff member.

Behavioral Consequences

The Flipside Afterschool Program follows a strict 3-strike policy.

Policy	Behavioral Consequences and Interventions
First Consequence	<p>After 3 verbal warnings from a staff member for violating the afterschool program expectations, a student will receive their first consequence.</p> <p>The Site Coordinator will write up a report of the incident and will review it with the student. They will then provide a signed copy to the family of the student in both electronic and hard copy format.</p>
Second Consequence	<p>The second consequence will occur if the negative behavior continues after the first consequence.</p> <p>The Site Coordinator will write up a report of the incident and will review it with the student. They will provide a signed copy to the family of the student and the West Fairmont Middle administration. A conference with the child, parent, Site Coordinator, and school administration will be scheduled, and a corrective action plan will be implemented to avoid further negative behavior.</p>
Third Consequence	<p>The third consequence will occur if the negative behavior continues after the second consequence.</p> <p>The student will receive an immediate expulsion from the program. The family and school administration will be notified immediately and provided a written report of the incident in both hard copy and electronic format.</p>

*Behavior Forms can be found at the end of this handbook AND extra copies will be provided as well as uploaded to the sharedrive.

You can use your site cell phone to scan the completed form to your phone so that you can email it to parents or upload to EZChildTrack.

Flipside AmeriCorps Policies and Procedures

Open Door Policy

AmeriCorps encourages members to bring their concerns, questions, and suggestions to AmeriCorps staff members. We value your input, and we want to resolve any problems that may develop. We do that such discussions occur at a time and place which will not interfere with the delivery of our program's services or with other activities in the school.

Non-Discrimination

It is the policy of AmeriCorps that equal opportunity will be provided, promoted, and insured for all qualified persons. AmeriCorps will take affirmative action to ensure that all applicants receive fair consideration for service and that members are treated equitably during their term of service without regard to color, race, religion, sex, age, national origin, sexual orientation or any physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

Harassment and Unprofessional Conduct

Harassment is a violation of policy. It is also prohibited under Title VII of the Civil Rights Act of 1964, as amended, and the Title IX of the Education Amendments of 1972. You have a right to an educational or work environment that is free of bias, intimidation, or hostility. AmeriCorps members are obligated to report an allegation of harassment to his/her supervisor. If you feel you are being subjected to harassment, Flipside AmeriCorps urges you to immediately contact your Site Supervisor, an AmeriCorps Program Coordinator, the AmeriCorps Director, or the Equal Opportunity Officer

AmeriCorps members are expected to act in a professional manner at all times during their service. The use of inappropriate language or behavior at the service site is prohibited. Members are prohibited from engaging in any activity that may physically or emotionally damage other members, staff, or youth in the program or community.

Drug-Free Workplace

Members are prohibited from being under the influence of alcohol or illegal drugs, or possessing or using any illegal drugs or consuming alcoholic beverages during the performance of service activities. Any AmeriCorps member coming to service under the influence of any controlled substance will be automatically terminated. As an AmeriCorps member, you are bound by AmeriCorps' policy on substance abuse. Any member who has been charged or convicted under any criminal drug statute or alcohol related offense must notify the AmeriCorps Director in writing no later than five (5) calendar days after such charge or conviction.

AmeriCorps Prohibited Activities

1. Attempting to influence legislation
2. Organizing or engaging in protests, petitions, boycotts, or strikes
3. Assisting, promoting, or deterring union organizing
4. Impairing existing contracts for services or collective bargaining agreements
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
6. Participating in, or endorsing events or activities that are likely to include advocacy for or against political parties, platforms, candidates, proposed legislation, or elected officials
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization.
8. Providing a direct benefit to the following:
 - a. A business organized for profit
 - b. A labor union
 - c. A partisan political organization

- d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.
- e. An organization engaged in the religious activities described in paragraph (g) of this section
- f. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive
- g. Providing abortion services or referrals for receipt of such services, and
- h. Such other activities as the Corporation may prohibit

Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

Census Activities: AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census related activities i.e. (promotion of the census, or education of the importance of the Census)

Member Standards of Conduct

Program Code of Conduct:

1. AmeriCorps Members **MUST** be wearing AmeriCorps Service Gear while earning service time
2. Comply with the rules, safety, security, and standards of their service site
3. Demonstrate mutual respect toward others
4. Follow directions
5. Direct concerns, problems, and suggestions to site supervisors or Flipside staff
6. Follow established call-off and schedule change procedures of the service site
7. Adhere to the Tygart Valley United Way policies and procedures
8. Complete and submit all documentation on time
9. Participate in at least one service project per year as determined by Flipside AmeriCorps
10. Attend and participate fully in all Flipside and Volunteer West Virginia trainings and events

The member understands that the following acts constitute a violation of the program's rules of conduct:

1. Failure to wear AmeriCorps gear and appropriate clothing to service assignments
2. Tardiness
3. Unauthorized absences
4. Repeated use of inappropriate language at service sites
5. Inappropriate use of technology
6. Engaging in any activity that is illegal under local, state, or federal law
7. Unauthorized possession of firearms, weapons, or dangerous substances while earning service time,
8. Failure to cooperate in any Flipside, Volunteer West Virginia, or service site investigation
9. Failure to adhere to federal and state civil rights laws,
10. Accepting or soliciting monetary compensation above and beyond their living allowance for services rendered as a Flipside AmeriCorps member.
11. Threats of Violence: Flipside has a zero-tolerance policy on violence. All threats of violence, whether against another person or against self will be taken very seriously. Any member who threatens violence against another person will be immediately removed from the site and placed on suspension without compensation or extension of service until the matter can be fully investigated. Flipside staff will thoroughly investigate the matter to determine the appropriate course of action which could include termination from the program.
 - a. The primary responsibility of Flipside AmeriCorps is to protect the safety and welfare of members while in service. Therefore, if any member threatens to harm themselves, or if the site supervisor or Flipside

staff feel that the member is a threat to themselves, emergency personnel will be contacted immediately. The member will be placed on medical suspension until the member obtains a release from a medical provider stating that they are physically and emotionally stable enough to return to service

Service Site Policies

Confidentiality

If you feel that a student is in harm or danger, you must go to your Site Supervisor immediately. Student data and information including student rosters and service logs may not be completed on personal computers. Information regarding students, faculty or school operations is considered confidential and is not to be discussed outside the scope of your service. **Any violation in confidentiality may be grounds for termination.**

Electronic Devices and Communication with Students

AmeriCorps does **NOT** authorize anyone associated with our program to have contact with the students outside of a sanctioned activity (i.e. field trip, service project, etc.) during or after their current service year. This includes telephone calls, texts, social media, and e-mail contact. **DO NOT give your telephone number, address, or e-mail to the students.** This policy protects you, Flipside AmeriCorps, and the students

Each service site is equipped with a dedicated Flipside cell phone. All contact between AmeriCorps members and Flipside parents **MUST** be made through this phone. All outside contact with students and/or a student's family must be pre-authorized by the Site Supervisor.

Members are **NOT** to have their personal devices (cell phones, tablets, laptops) out unless they are working with a student on an assignment or activity that requires use of them.

Staff Communication

Staff communication will be conducted via Slack.

- Slack is a messaging app for organizations that helps connect teammates and aids in collaboration.
- Slack is available as an app for your desktop/laptop as well as for your phone
- Each AmeriCorps member should check their slack messages daily for communication from their Site Supervisor

In case of an emergency, you may contact your supervisor by cell phone.

Mandated Reporting

If you become aware of child abuse or neglect, you are obligated by law to report it. Begin by informing your Site Supervisor immediately upon disclosure. Please remember to respect the student's privacy and feelings by only sharing with the people directly involved. Neither staff nor school personnel can legally delay or discourage you in reporting suspected child abuse or neglect. Remember, we are obligated by law to ensure that evidence of child abuse is reported to the West Virginia Department of Protective and Regulatory Services. If you feel that the school does not take appropriate action, contact an AmeriCorps staff member.

AmeriCorps Member Disciplinary Policy

The member understands that the following chart describes the program’s code of conduct and disciplinary procedures for violating that code.

Level One Violations	Level Two Violations	Level Three Violations	Level Four Violations
-Tardiness -Failure to wear appropriate clothing -Late submissions of reports or timesheets, or student progress data -Offenses as determined by the Site Supervisor and AmeriCorps Program Staff	-No shows and unexcused absences, including training and service projects -Being argumentative with Flipside or school staff -Inappropriate language or actions with students, service team members, Flipside staff, or school staff -Offenses as determined by the AmeriCorps Program Staff	-Fighting or being physically abusive -Unauthorized contact with students (including email, text, and contact outside Flipside activities) -Misrepresenting affiliation with Flipside, the school, or AmeriCorps -Offences as determined by AmeriCorps staff	-Failure to notify Flipside AmeriCorps staff of any criminal arrest or conviction within 5 days -Harassment -Possessing/consuming illegal substances or alcohol during service activities -Offences as determined by AmeriCorps Program Staff

PLEASE NOTE: Some member actions or behaviors may result in immediate termination at the discretion of the AmeriCorps Program staff.

LEVEL ONE VIOLATION GUIDELINES

Step 1	The Site Supervisor will sit down with member to discuss violation, review Code of Conduct, and suggest corrective behavior. This must be documented on Level 1 Warning form, signed by both the Member and Site Supervisor. The original must be given to the AmeriCorps Program Manager and copies given to Member and Site Supervisor within 3 working days. If necessary, appropriate training will be assigned. If violation occurs again, proceed to step two guidelines.
Step 2	Site Supervisor will sit down with AmeriCorps Program Manager and member to discuss violation, review Code of Conduct, and suggest corrective behavior. This must be documented on Level 2 Warning form, signed by the Site Supervisor, Member and AmeriCorps Program Manager. The original must be given to the AmeriCorps Program Manager and copies given to member and Site Supervisor. If appropriate an action plan will be completed. If needed, training will be assigned, and if violation occurs again, proceed to step three guidelines.
Step 3	An immediate meeting at Tygart Valley United Way’s office with the Site Supervisor, AmeriCorps Program Manager, and the AmeriCorps Program Director may be involved if appropriate to review or complete an action plan and possible suspension (without pay and benefits) or termination. Referral to Member Assistance Program (MAP) for counseling or mandatory training. If violation occurs again, proceed to step four guidelines.
Step 4	Immediate suspension without pay or benefits and possible termination. Mandatory counseling and/or training.

LEVEL TWO VIOLATION GUIDELINES

Step 1	Site Supervisor will sit down with AmeriCorps Program Manager and member to discuss violation, review Code of Conduct, and suggest corrective behavior. This must be documented on Level 2 Warning form, signed by the Site Supervisor, Member and AmeriCorps Program Manager. The original must be given to the AmeriCorps Program Manager and copies given to member and Site Supervisor. If appropriate an action plan will be completed. If needed, training will be assigned, and if violation occurs again, proceed to step three guidelines.
Step 2	An immediate meeting at Tygart Valley United Way's office with the Site Supervisor, AmeriCorps Program Manager, and the AmeriCorps Director may be involved if appropriate to review or complete an action plan and possible suspension (without pay and benefits) or termination. Referral to Member Assistance Program (MAP) for counseling or mandatory training. If violation occurs again, proceed to step three guidelines.
Step 3	Immediate suspension without pay or benefits and possible termination. Mandatory counseling and/or training.

LEVEL THREE VIOLATION GUIDELINES

Step 1	An immediate meeting at Tygart Valley United Way's office with the Site Supervisor, AmeriCorps Program Manager, and the AmeriCorps Director may be involved if appropriate to review or complete an action plan and possible suspension (without pay and benefits) or termination. Referral to Member Assistance Program (MAP) for counseling or mandatory training. If violation occurs again, proceed to step four guidelines.
Step 2	Immediate suspension without pay or benefits and possible termination. Mandatory counseling and/or training.

LEVEL FOUR VIOLATION GUIDELINES

Step 1	Immediate suspension without pay or benefits and possible termination. Mandatory counseling and/or training.
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Flipside Student Behavior Forms

Student Disciplinary Action Form

First Consequence

Student Name: _____

Site: _____

First Consequence

*Has occurred after 3 verbal warnings from staff about behavior

Date: _____

Description: _____

Site Supervisor Signature: _____

Date: _____

Student Signature: _____

Date: _____

*Provide an electronic and hard copy to the family of the student

Student Disciplinary Action Form

Second Consequence

Student Name: _____

Site: _____

Second Referral:

*Behavior has continued after 1st consequence. Parents and school administration are to be notified.

Date: _____

Description: _____

Site Supervisor Signature: _____

Date: _____

Student Signature: _____

Date: _____

*Provide an electronic and hard copy to the family of the student AND school administration. If possible, set up a conference with school administrators, the parent, and child to avoid future negative behavior.

Student Disciplinary Action Form

Third Consequence

Student Name: _____

Site: _____

Third Referral:

*Behavior has continued after 2nd consequence. Parents are to be notified, immediate removal from the program.

Date: _____

Location: _____

Description: _____

Supervisor Signature: _____

Date: _____

Student Signature: _____

Date: _____

*Provide an electronic and hard copy to the family of the student AND school administration. Let administrators know the student is no longer eligible for Flipside.

AmeriCorps Member Forms

Flipside AmeriCorps Absent/Tardy Report

What is the purpose?

- This form is used to record a member's absence or tardiness at their service site.

Who's responsible for this?

- The form is to be completed by the Site Supervisor or an AmeriCorps Program Manager or Director.

When does this need to be done?

- This form is completed when a member is absent or tardy from their service site.

Where can I find this?

- This form can be found in the Member Handbook, Site Supervisor Handbook, or in the AmeriCorps section of the Member's Only website.

Flipside AmeriCorps Absent/Tardy Report



Member Name: _____

Site: _____

Date of Absence/Tardy: _____

Please check the appropriate lines below:

_____ Member was tardy as outlined by the standards set in the Site Expectations and previously reviewed with Member

____ Member telephoned Site Supervisor. Member Explanation _____

____ Member did not telephone Site Supervisor.

_____ Member was absent on the above date without leave request

____ Member telephoned Site Supervisor. Member Explanation _____

____ Member did not telephone Site Supervisor.

****Please attach a Level 2 warning****

Member Signature

Date

Site Supervisor Signature

Date

Please email this report to your AmeriCorps Program Manager at kaitlyn@tvunitedway.org

Flipside AmeriCorps Leave Request

Serving with AmeriCorps is not a typical job, and Flipside AmeriCorps does not grant vacation days.

If you must request time off during your service term, this form must be **signed by your Site Supervisor** and **submitted to your Program Manager** at least **2 business days in advance** of your request for time off.

It is your responsibility to make-up any hours missed due to absence.

- There is no guarantee that your request will be approved.
- The Site Supervisor can deny leave if the member is needed on campus, or
- The AmeriCorps Program Coordinator can deny leave if the member is behind on contractual obligations.
- Requests will be taken on a case-by-case basis after conferring with your Site Supervisor.

Flipside AmeriCorps Leave Request Form



Member Name: _____ Date: _____

Reason for Absence: _____

Plan to make up hours missed: _____

Site Supervisor's Signature: _____

Office Use Only:

Date Received by AmeriCorps Manager: _____

AmeriCorps Program Managers 's Initials: Approved: _____ Denied: _____

Member Notified – Initials: _____ Date: _____

AmeriCorps

Member Mid-Term Performance Evaluation

This form serves as an evaluation of the member's performance to date.

The Site Supervisor is responsible for completing and submitting this form by February 9th, 2024.

Member Name: _____ Service Site: _____

Directions: Based on performance information, the Site Supervisor should circle the number which most closely describes the AmeriCorps member's effectiveness in meeting each of the criteria.	Clearly Outstanding	Exceeding Expectations	Satisfactory	Needs Improvement	Needs Significant Improvement
Interactions with Flipside Staff & school personnel	5	4	3	2	1
Interactions with students and/or families	5	4	3	2	1
Sets priorities, anticipates needs, and avoids schedule conflicts.	5	4	3	2	1
Completes and submits all required paperwork and database entry in a timely manner.	5	4	3	2	1
Demonstrates concern for the quality, accuracy, and completeness of tasks performed (including data).	5	4	3	2	1
Establishes and keeps clear boundaries with students and staff.	5	4	3	2	1
Improves tutoring and mentoring skills during course of service.	5	4	3	2	1
Dependable and can be counted upon to carry out duties and report to service on time, regularly, and consistently.	5	4	3	2	1
Demonstrates initiative in relation to students and school activities.	5	4	3	2	1
Presentation of self in attire, demeanor, and attitude.	5	4	3	2	1
Creative and/or resourceful in problem-solving.	5	4	3	2	1
Demonstrates group leadership and facilitation skills.	5	4	3	2	1
Member communicates well about issues that arise.	5	4	3	2	1
Responsive to Site Supervisor's suggestions and supervision.	5	4	3	2	1
Member demonstrates an awareness of the diversity of students and staff and interacts well with those of diverse backgrounds.	5	4	3	2	1

Level 1 Warning

This Level 1 warning is issued to _____ on (date) _____ regarding: _____

Improvement Needed: _____

_____ by (date) _____

Failure to comply will result in the issuance of a second warning.

Member Signature

Date

Site Supervisor OR AmeriCorps Program Manager

Date

Copies to: _____ AmeriCorps Member
_____ Site Supervisor
_____ AmeriCorps Program Manager for personnel file

Level 2 Warning

This Level 2 warning is issued to _____ on (date) _____.

regarding: _____

Specific, Measurable Improvement to be Made: _____

_____ by _____ (date).

Failure to comply will result in the member being required to develop and submit an Action Plan.

I have read and received a copy of this document. I have had the opportunity to discuss it fully with my Site Supervisor.

Member Signature

Date

Site Supervisor Signature

Date

AmeriCorps Program Manager Signature

Date

Copies to: _____ Member
_____ Site Supervisor
_____ AmeriCorps Program Manager for personnel file

Flipside AmeriCorps Level 3 Warning

This Level 3 warning is issued to _____ on (date) _____,

regarding: _____

Specific, Measurable Improvement to be Made: _____

_____ by _____ (date).

An Action Plan and referral to EAP for counseling or mandatory training must follow this warning as well as possible suspension (without pay and benefits) or termination.

I have read and received a copy of this document. I have had the opportunity to discuss it fully with my Site Supervisor.

Member Signature

Date

Site Supervisor Signature

Date

AmeriCorps Program Manager Signature

Date

Copies to: _____ Member

_____ Site Supervisor _____ AmeriCorps Program Manager for Personnel File

Flipside AmeriCorps Action Plan

What is the purpose?

- This form is used to record a member's agreement to rectify a personnel issue at their site.

Who's responsible for this?

- This will be completed by an AmeriCorps Program Manager/Director, and Site Supervisor, discussed with the AmeriCorps member, and signed by all parties.

When does this need to be done?

- This is done when a personnel issue arises.

Where can I find this?

- This form can be found in the Member Handbook, Site Supervisor Handbook, or in the AmeriCorps section of the Member's Only website.

Other important info:

- Site Supervisor, AmeriCorps member, and AmeriCorps Program Manager or Director meet at the end of the Action Plan Term to review the performance and adherence to the Action Plan.

Continued on Next Page

Flipside AmeriCorps Action Plan

Member Name: _____

Date: _____

The member is required to follow an Action Plan due to the following: _____

The member will implement the following: *(Be specific: Include dates, concrete steps, etc.)*

A review will be held with the member, Site Supervisor, AmeriCorps Program Manager, and AmeriCorps Director, if necessary on _____ (date).

I am aware that if I fail to follow this Action Plan, termination of my service may result.

Member Signature

Date

Site Supervisor Signature

Date

AmeriCorps Program Manager Signature

Date

Copies to: _____ Member

_____ Site Supervisor

_____ AmeriCorps Program Manager for personnel file



Nita M. Lowey
21st CENTURY COMMUNITY
LEARNING CENTER PROGRAM

Soaring Beyond Expectations



MEDIA RELEASE FORM

Dear Parent(s) or Guardian(s):

Throughout the year, the Flipside Afterschool Program and receives requests from newspapers, magazines, television and radio stations for stories concerning afterschool programs. Often, such requests include permission for students' names and/or pictures to be used as part of a news account or a feature story. Additionally, Flipside would like to use the names of Program Participants for various publications and on Flipside and Tygart Valley United Way social media sites.

The release of directory information to the media is currently authorized under the Family Educational Rights and Privacy Act (FERPA). In order to ensure that we have your permission to release your child's name and/or picture to the media, Flipside needs your written consent and authorization. Please indicate below whether or not you will consent to the release of your child's name and/or pictures for the purposes stated above.

_____ **I grant permission** for my child's name and/or picture to be used in newspaper, magazine, television, radio coverage, and on Flipside and United Way social media sites for stories/activities related to the afterschool program. I further agree to hold the organization and its Board of Trustees, employees and agents, harmless should I have any claim regarding the use of my child's name and/or picture in any type of news coverage or story.

I understand that I may withdraw my permission for my child's name and/or picture to be featured in printed documents at anytime through a written request to the Flipside Afterschool Program. Upon receipt of my request, no additional items will be printed that features my child and he/she will be removed from our website and social media. Already published items may not be able to be retracted.

_____ **I do NOT grant permission** for the release of my child's name or picture for the reasons stated above. I understand that this will prevent my child from receiving recognition for accomplishments through the channels described.

School: _____ Student: _____

Parent or Guardian's Signature: _____

Parent Guardian Name _____ Date: _____



Registration Form



East Fairmont Middle School

Family Information

*Family Last Name _____

*Home Address _____

City _____ State _____ Zip Code _____

*Primary Phone # _____

Parent/Guardian Contact #1

*First Name _____ *Last Name _____

*Phone # _____ *Email Address _____

Parent/Guardian Contact #2

First Name _____ Last Name _____

Cell # _____ Email Address _____

Student Information

*First Name _____ *Last Name _____

*Date of Birth _____ *Grade _____ T-Shirt Size: _____

*Denotes required Field



Medical Information

Allergies: _____

Medications Needed During Program Hours: _____

Anything else we should know about your child's health? _____

Authorized Pickup

Please list 3 people, other than your 2 parent/guardian contacts listed on the first page, that may sign your student out of Flipside.

No one other than those listed on this registration form will be able to pick up your student without providing advance notice to Flipside staff.

Authorized Pickup Person 1: _____ Relationship to Student: _____

Authorized Pickup Person 2: _____ Relationship to Student: _____

Authorized Pickup Person 3: _____ Relationship to Student: _____

Transportation

I would like my child to be considered for bus transportation home from Flipside: _____