

I. GETTING STARTED & REGISTRATION

As an ASE partner, you will receive a log-in to the registration system EdPay that provides access to your course profile. Once logged in you can view class rosters, parent email addresses, phone numbers and additional information regarding your class. If you have not received or cannot remember your log-in information by January 9th, please contact EdPay directly at support@edpay.net. 

CLASS REGISTRATIONS:

- All class registrations must be managed through the School/Community Relations (SCR) department. Instructors can follow their enrollment progress through the registration system.
- ALL students participating in a class MUST be registered and paid.
- If a participant shows up for class and is not on the roster, it is the responsibility of the instructor to (1) notify the Director of Community Relations via email with the names of students who are not registered and (2) communicate with the parents at the end of the class that they are not allowed to attend the class unless they had registered by the deadline. The only exception to this policy is, if the situation is a result of a cancelled class, where SCR and the parents are working through the logistics of registering.
- If a participant does not register and continues to participate, the fee for that student may not be included on the invoice submitted to Leander ISD (LISD) and the instructor may NOT be asked to continue teaching with LISD's SCR department in future semesters.
- As an ASE partner, it is required that your company offer at least **two student scholarships** (if requested) per session, but not limited to two. A request may be submitted to LISD's School/Community Relations department or directly to the vendor. If vendor receives the request first, direct the parent to the [online scholarship application](#) for final approval. Once approved and the scholarship has been applied, SCR will send an email to the parent and ask for them to log in and register for the class.

SPRING 2017 ASE REGISTRATION DEADLINES & CLASS SCHEDULES:

Online Registration for **BOTH** sessions will **OPEN** on **Monday, January 9**.

Session 1

Low enrollment drop date: **Tuesday, February 7 at 11:59 p.m.**

Registration Closes for Session 1 ONLY: **Sunday, February 12 at 11:59 p.m.**

Class Dates: **Monday, February 13 – Friday, March 31** (No classes: 3/13-3/17)

Session 2

Low enrollment drop date: **Tuesday, March 28 at 11:59 p.m.**

Registration Closes for Session 2: **Sunday, April 2 at 11:59 p.m.**

Class Dates: **Monday, April 3 – Friday, May 19** (No classes: 4/14, 4/24)

LOW CLASS ENROLLMENT:

- The minimum student enrollment number provided by the vendor and listed within the registration system will be the actual cutoff number used in determining whether a class will "make" or be "cancelled." (Ex. If six students are needed (and listed) to hold a class and only five have registered at the cut-off time, then the class will automatically be cancelled and parents refunded.) We will not open a class back up after it has been cancelled. Please select your required minimums accordingly.

- The vendor will receive an email from the registration system providing notification of the classes that have been dropped due to low enrollment. **At this time, the vendor is to contact (by email and/or phone) the parents of your enrolled students, thank them for registering and let them know the class has been cancelled. The vendor must also carbon copy the campus front office on this communication.**

REFUNDING & PRORATING

- 100% if class is cancelled by instructor or SCR prior to any classes being held.
- 100% less \$10 processing fee, when written notification is received in SCR office prior to one week before class begins. Refunds are not issued if notice of cancellation is received less than one week before the class begins.

➤ Medical Emergency:

If a student has a condition or sustains an injury that results in the inability to participate in an enrolled class, a partial refund may be processed:

- Before 3rd class 100%, minus \$10 processing fee
- Before 5th class 50%, minus \$10 processing fee
- No refunds after 5th class

***A doctor's statement, including the reason the child is unable to participate, is required.**

Any changes to registration prior to one week before class begins will result in a \$10 processing fee. No changes will be made after this time. Fees are not prorated for missed classes. Students with disruptive behavior may be removed from class with no refund.

II. INSTRUCTOR EXPECTATIONS

COMMUNICATIONS

- **Campus Office** – The instructor must communicate (email and/or phone) with the campus front office (both receptionist and admin assistant) regarding the status of their class.
 - **When a class “makes”:** One week prior to the first class, the instructor must call or stop by the campus office to introduce themselves, provide them with the instructor contact information, let them know who their instructor will be (if not yourself), locate the best place to meet the students before class (in classroom or common area) and discuss any other challenges.
 - **When a class is cancelled:** Send communication to the campus office staff and to the parents of enrolled students to let them know the class has been cancelled.
- **Parents** - No later than one week prior to the first day of class, the instructor must send an email communication to all registered parents with the following information:
 - Welcome & thank you
 - Confirm class day and campus
 - Meeting location before class
 - Instructor contact information
 - Overview of what will be taught
 - Plan for future communication
 - Late Pick Up Process:
 - You may include this statement in your welcome email:

Students should be picked up promptly upon dismissal of ASE classes (unless enrolled in YMCA). Parents and those picking up students from ASE are asked to be sensitive to the extra burden placed on the ASE instructors when students need to be supervised after the pick-up time. Parents of participants enrolled in the ASE programs will be charged a \$15.00 for the first minute after the parent is late 15 minutes. There will be an additional dollar charged for each minute after the 15 minutes.



- Who will request and collect the fee from the parent?

The vendor will request the late fee, invoice the parent directly and collect the funds with the 'remit to' assigned to your company.

Example: Parent did not pick up the student until 4:55 p.m.

\$ 0 4:00 - 4:15 p.m.

\$ 15.00 4:15 - 4:16 p.m.

\$ 39.00 4:16 - 4:55 p.m.

\$ 54.00 – total

- **Ongoing** - Plan to have weekly communications (email or flyer handout) with the parents regarding the lessons their students are learning and how the class is going.

CAMPUS PROTOCOL

- **Arrive on campus at least 20 minutes before class begins** to allow time to check in, find your room, set up all supplies and be ready for your students.



- Check in at the school front office each day to collect a printed **Raptor sticker**. **Please make sure you are wearing a sticker at all times while on campus.**

- Obtain from the campus front office, the location they have designated as a meeting spot to gather your students before class (it may be the front foyer, an actual classroom, a certain hallway or meeting room.) Each campus has a slightly different process due to dismissal patterns. Please make sure that you have a roster available to check-in your students.

- In reference to student absences from the school day, according to the signed and submitted **Attachment A - Confidential Student Information Agreement** (within the ASE contract), the below statement applies to current ASE contracted vendors:

For purposes of the Services to be performed for the District, Contractor is a "school official" as the term is used in FL (Local). Therefore, Contractor has a legitimate educational interest in the student information provided for the use in the Services defined. As such, Contractor's access to individual student information is permitted under the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing federal regulations found in 34 CFR Part 99.

- Once your classroom is set up and ready for instruction, please meet your students at the campus's designated location to greet your students.
- Familiarize yourself with the location of restrooms and have a procedure for tracking students that are excused. You are responsible for your students at all times from the start of class until parent pick-up.
- Students enrolled in YMCA, must be escorted by their ASE instructor to the class destination where the **transfer of supervision must be made to a YMCA instructor.**
- YMCA will be located in the cafeteria; however, if they are not in that area when your class ends, you must take the student to the YMCA location (i.e. playground or MPR.)
- All other students must be walked to the front of the school to be met by their parents for pick-up after class. Instructors must stay with their students until **ALL** students have left the building with their parent or guardian. **DO NOT LEAVE ANY STUDENTS UNATTENDED**
- **If you are running late or will be absent, it is the instructor's responsibility** to communicate with the school front office and email LISD SCR department. If a substitute is sent to teach a class, it is the instructor's responsibility to ensure that they have been briefed on all procedures and have been fingerprinted.

- **If a class is cancelled for the day**, it is the instructor's responsibility to call **ALL parents, campus front office** and the **SCR department** no later than 11:00am. This will allow parents to make alternative after school pick up arrangements.
- Please respond in a timely manner to emails and phone calls from the SCR office.

ADDITIONAL INSTRUCTORS:

- If there is a need for additional or substitute instructors to teach classes, it is required that one week prior to the enrichment classes beginning, each partner will provide a list including the additional instructor's names, telephone numbers, and their assigned campuses. Classes will not be allowed to start until the instructor's information has been provided.
- In the case of an emergency where a substitute is needed at the last minute, the instructor is required to :
 - Contact the campus front office by phone and ask to speak with the receptionist or admin assistant to inform them of the change.
 - Provide the name of the regular instructor for your ASE class.
 - Provide them with the name of the substitute who will be replacing the regular instructor.
 - The substitute should check-in to the front office and touch base with the campus receptionist or admin assistant.
 - Send LISD Director of School/Community Relations an email confirming that the above has taken place.

III. FACILITY USE EXPECTATIONS

As an LISD ASE Partner, you are responsible for respecting the school and restoring the classroom to its original condition at the end of each class. You are expected to supervise your students to ensure school work, projects, displays and materials are not touched, moved or destroyed. Follow the procedures below for proper classroom etiquette:

- Each instructor will place a sign on the classroom door each day of class, so that students can easily find the assigned classroom (sample at the end of this manual.)
- No food or drink will be allowed in the classroom for either students or instructors. Only bottled water is permitted.
- Please leave the room in the same condition it was found. Rooms must be set and ready for the students' arrival in the morning. Please do not use any equipment or supplies from the school. You are required to bring your own supplies and equipment.
- Please watch and ensure that your students do not disturb any student's or teacher's personal belongings that may be in the halls, classrooms or anywhere on campus. Please do not sit at or behind the teacher's desk.
- Communicate with SCR if your room has experienced any problems, such as AC/heat not working or an accident has occurred.

****If the teacher or custodian report that the facility has been left in disarray or that equipment, materials or student work has been moved, used, or damaged; a damage fee may be charged, as well as, your class may be cancelled as per failure to comply to this agreement.**

IV. SECURITY

You and the students’ safety and security are our highest priority. When entering and exiting our buildings there are guidelines to follow:

- If you need to exit the building during class, be sure to make arrangements for someone to let you back inside.
- DO NOT prop doors open.
- Wear your Raptor sticker at all times.
- Only let your students in the building.
- Be careful and aware while walking unattended into the parking lots.
- Do not leave children or others alone on the campus at any time.
- If you observe anything suspicious, call the Facility Hotline at 512-373-1505
- Do not let any parent or adult into the building, unless they are your students’ parents/guardians.

Contact Information Forms

On the first day of class please have all students (or parents of students) fill out an emergency contact form (ex. found in the back of this packet). This form will capture important information in case of an emergency (i.e. parent/guardian contact information, allergy information, medications, etc.) This form will also capture the mode of transportation upon dismissal.



Emergencies

Policies [CKC](#), [CKD](#)

Each campus/department has a plan for emergencies. The plan includes procedures for such emergencies as fires, tornadoes, and other emergency situations. Emergency drills will be conducted to familiarize employees, students and volunteers with safety and evacuation procedures. It is very important to follow the administration’s instructions. Everyone must participate.

LISD Contact

For emergency response questions

[Darla Humes](#)

Director of Risk Management

512-570-0911

Each campus is equipped with an automatic external defibrillator (AED) for restoring a regular heart rhythm during sudden cardiac arrest.

Fire extinguishers are located throughout all LISD buildings and available for use for fire emergencies.



Safety

Policy [CK](#)

LISD has developed and promotes a comprehensive program to ensure the safety of its employees, students, volunteers and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Program activities intended to reduce the frequency of accident and injury include: inspecting work areas and equipment, training frontline and supervisory staff, establishing safe work procedures and regulations, reporting, investigating, and reviewing accidents, and promoting responsibility for LISD property on the part of students, employees, and the community. Security cameras are used in certain high risk areas that have been identified throughout LISD.

LISD Contact

For safety questions

[Russell Summers](#)

Security Specialist

512-570-0136

All unsafe conditions or practices shall be reported to the campus/department administration or to Risk Management for review. In addition, all employees and volunteers must comply with all local, state, and federal regulations. Employees and volunteers can be held personally responsible for repeat violations including citations written directly to them by local, State or Federal agencies and subject to disciplinary actions.



Hazardous Communication Standard

LISD provides Safety Data Sheets (SDSs), for each hazardous chemical, to communicate information on these chemical hazards to users. All hazardous chemicals must be properly labeled and have a SDS available. If an accident or spill should occur, refer to the label or the SDS for proper emergency information or for proper clean-up instructions. Campus areas such as Science, Cosmetology, Shops and other areas that uses or stores chemicals must retain SDSs in their immediate area. Support Departments such as CNS, Custodial and Maintenance must also retain SDSs in their work area. Employees and volunteers are not allowed to bring chemicals onto LISD property that have not been approved to be used or stored.

LISD Contact

For hazardous material question

[Russell Summers](#)

Safety Specialist

512-570-0136



List of LISD Schools & Addresses

A list of the district schools with addresses and phone numbers is a helpful resource.

Click here: [LISD Schools](#)

V. CONFIDENTIALITY – PROTECTING STUDENT INFORMATION

As an ASE Partner, it is the instructor's obligation to protect and secure student information that is considered confidential. This data includes the following: student contact information, student schedules, addresses, dates of birth, or behavioral/disability information. State and Federal laws govern protection of this data. If you are in possession of any of this data you should not share it with anyone or any organization. If you have a question about how to handle confidential data please contact the SCR office.

VI. STATEMENT OF ADA AND SECTION 504 COMPLIANCE

Leander ISD prohibits unlawful discrimination against race, color, or national origin from participating in services, programs or activities of the District or of its contractors. Leander ISD prohibits unlawful discrimination against individuals with disabilities. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of the services, programs or activities of the District or of its contractors. A qualified individual with a disability is a person who, with or without reasonable accommodations, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District or its contractors.

Please consult Leander ISD Board Policies GA (Legal), GKD (Legal), and GKD (Local) for more information.

A Few Additional Reminders

- No smoking is permitted on LISD campuses.
- No alcohol, firearms, or illegal drugs are permitted on LISD campuses.
- No children, yours or others, are allowed to attend ASE classes, unless they are registered.

VII. COMPENSATION

Upon completion of the enrichment class the vendor shall provide LISD's SCR department with:

1. **ONE** invoice on letterhead with contact information and a remit to address.
2. The student rosters as back up for each campus.
3. Invoice Summary Worksheet.

LISD's SCR department shall make a total payment for the agreed amount of **60% (of the REGISTRATION FEE that is charged to the customer)** to the vendor, within the time frame for submission of payment requests as determined by LISD's Financial Services department.

Please keep in mind that when the request for payment is submitted, checks are only cut on Wednesdays and mailed out on Thursdays. In an attempt to make this deadline, partner invoices must be submitted to SCR by the prior Wednesday, no later than 2 p.m. This will allow sufficient time to review, reconcile and process the invoice accurately to ensure a check to be cut the next week. An invoice cannot begin to be processed until all of the appropriate new vendor paperwork is completed and turned into LISD's Purchasing department, prior to SCR requesting payment.

VIII. MARKETING AND PROMOTING



LISD School/Community Relations department will be marketing and promoting the ASE program through the following resources:

- LISD ASE webpage
- LISD website
- LISD Facebook
- LISD Twitter
- Community Relations Facebook
- Community Relations Twitter
- District Insider
- Individual campus Insider – after registration opens
- Advertisement in district planning calendar
- Peachjar approved flyer – after registration opens
- LISD ASE yard signs at each elementary campus

Paper flyers from for-profit vendors are not permitted for campus or district-wide distribution, which includes flyers in Wednesday Folders and general distribution to students or in campus hallways. The SCR department will create flyers (by campus) that lists all classes offered for that session and distribute these through the Peachjar E-flyer system.

For additional information on Board policies regarding advertising and the distribution of materials, refer to the following documents:

- [GKDA \(LOCAL\)](#): NONSCHOOL USE OF SCHOOL FACILITIES: Distribution of Non-school Literature
- [GKB \(LOCAL\)](#): COMMUNITY RELATIONS: Advertising and Fundraising in the Schools

Letter of Understanding

IX. ASE PARTNER MANUAL AGREEMENT

I, _____, in association with _____
(Contact Name) (Company Name)

have read and understand all the policies and procedures outlined in the ASE Partner Manual. I acknowledge and agree to adhere to these procedures.

Please sign and return this form, along with the Use of Facility for ASE contract, to the SCR office by **December 2, 2016**.

Instructor's Signature Date

Phone

Email

COMMUNITY EDUCATION EMERGENCY CONTACT FORM

STUDENT INFO:

Name: _____ Age: _____ Grade/Teacher: _____

Campus: _____

Allergies/Health Needs: _____

Regular Pick Up Person: _____

PARENT INFO:

Parent/Guardian: _____ Relationship: _____

Home: _____ Cell: _____ Work: _____

Parent/Guardian 2: _____ Relationship: _____

Home: _____ Cell: _____ Work: _____

SECONDARY CONTACT:

Name: _____ Relationship: _____

Home: _____ Cell: _____ Work: _____

Departure Time Guidelines: Your child will need supervision promptly after class - please select one.

- My child will be a car rider.
- My child will walk or ride bike home, **but must be accompanied by an adult or older sibling.**
- My child may walk or ride bike home **on their own.**
- My child is registered for the YMCA and may be released to attend.

Complete and return to your child's after school Instructor.

COMMUNITY EDUCATION EMERGENCY CONTACT FORM

STUDENT INFO:

Name: _____ Age: _____ Grade/Teacher: _____

Campus: _____

Allergies/Health Needs: _____

Regular Pick Up Person: _____

PARENT INFO:

Parent/Guardian: _____ Relationship: _____

Home: _____ Cell: _____ Work: _____

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- My child is registered for the YMCA and may be released to attend.

Complete and return to your child's after school Instructor.

Welcome to:

(Class Name)
