

# THE MAGELLAN CHARTER SCHOOL

## Magellan Charter School Afterschool and Enrichment Program Committee

July 28<sup>th</sup>, 2009

### Mission Statement

The mission of The Magellan Charter School Afterschool Program is to provide a challenging intellectual journey for highly motivated students that goes beyond the regular school programming.

### Vision

The vision of The Magellan Charter School Afterschool Program is to establish a model afterschool community that maximizes 21st century skills in our global society.

### Our Beliefs

- The Magellan Charter School's primary priority is the regular classroom education of students.
- Afterschool programs should enhance the primary mission and vision of the school and incorporate its beliefs.
- Afterschool programs should focus on bringing unique educational programs that are not easily or readily available via other venues.
- Afterschool programs should be predominately self supporting both financially and administratively.
- Afterschool programs should be open to all and efforts should be made to include anyone interested, as long as their behavior is conducive to the program
- Afterschool programs should encourage the enhancement of student community, student interaction, and relationships. (i.e., it should not divide students, foster attitudes of superiority or exclusiveness.)
- Grouping of ability is appropriate when it is to provide the best experience for all.
- Due to limited resources and space, afterschool programs should service the greater good of the student body with consideration of students with unique limitations.
- Afterschool programs should serve students in their intellectual development and their develop of skills for the 21st century.
- The Magellan Afterschool and Enrichment Committee (MAEC) is chartered by the board of directors of Magellan Charter School to institute program policy and administer oversight of the program.

### Charter

The Magellan Afterschool and Enrichment Committee (MAEC) is chartered by the board of directors of Magellan Charter School to institute program policy and administer oversight of the program.

Programs included are all programs held on Magellan Charter School premises that are not held during the regular school classroom educational period. This includes all programs which students

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attend after regular school hours, including summer programs, such as drama, musical theater, choirs, soccer, basketball, volleyball, art, chess club, and robotics.

## Bylaws

### 1. Charter

- 1.1. The Magellan Afterschool and Enrichment Committee (MAEC) is chartered by the board of directors of Magellan Charter School to institute program policy and administer oversight of the program.

### 2. Applicable Programs

- 2.1. The MAEC sets policy for and administers all programs held on Magellan Charter School premises that are not held during the regular school classroom educational period. This includes all programs in which students attend after regular school hours, including summer programs. This includes programs such as drama, musical theater, choirs, soccer, basket ball, volley ball, art, chess club, and robotics.

### 3. Committee Membership

- 3.1. The committee is composed of a minimum of 3 and a maximum of 6 members inclusive of any standing members.
- 3.2. The MCS Administrator is a permanent standing member of the committee.
- 3.3. The MCS Afterschool Director is a permanent standing member of the committee.
- 3.4. All other members are recommended by the Administrator and approved via the board of directors.
- 3.5. Membership is for a three year term with staggered terms to allow overlap for continuity and to assist new members.
- 3.6. Upon a committee member resignation or early termination, a new member will be appointed and approved via the regular process to fulfill the remaining term.

### 4. Meetings

- 4.1. The committee will meet as needed to fulfill its charter.
- 4.2. During committee meetings, the committee reviews and approves afterschool programs, program schedules, program policies, bylaws and address any other agenda item.
- 4.3. Meetings and voting may be held by in person, by phone or by email.

### 5. Bylaws

- 5.1. The committee will maintain bylaws for the afterschool program.
- 5.2. The MAEC committee will review and approve its bylaws.
- 5.3. Bylaw revisions are approved by a 2/3 member favorable vote.

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- 5.4. The Board of Directors has the authority to revise and approve bylaws at anytime.
- 5.5. The MCS Administrator may place any approval on hold and in a timely manner bring the held program for review and approval by the MCS Board.

### **6. Program Review and Approval**

- 6.1. The committee will maintain criteria for program approval.
- 6.2. The committee will review, accept, and approve all afterschool and enrichment programs.
- 6.3. Program approval is via a 2/3 member supporting vote.
- 6.4. The MCS Administrator may place any approval on hold and in a timely manner bring the held program for review and approval by the MCS Board.
- 6.5. The committee will review all programs annually after initial approval.
- 6.6. The committee will determine appropriate fees to cover costs of the operation of programs.

### **7. Afterschool Director**

- 7.1. An Afterschool Director may be appointed to facilitate the day-to-day activities of the programs
- 7.2. In the absence of an Afterschool Director, the MAEC will assume the duties.
- 7.3. The MCS Administrator recommends and the MAEC must approve the recommendation via a 2/3 member supporting vote.
- 7.4. The Administrator may terminate the Afterschool Director at will or with the recommendation of the committee.

### **8. Policies and Procedures**

- 8.1. The Afterschool Director will maintain policies and procedures.
- 8.2. The Afterschool Director will bring major policies and procedures changes to the MAEC for review.
- 8.3. The MAEC will periodically review the policies and procedures

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## Policies and Procedures

### 1. Course Proposals

- 1.1. Anyone interested in providing an afterschool or enrichment course must submit a proposal (see proposal format below) to MAEC.
- 1.2. The Afterschool Director will assign a room for the course.

### 2. Course Renewals

- 2.1. Approval for previously held courses may be renewed by Afterschool Director.

### 3. Afterschool Director Responsibilities

- 3.1. The Afterschool Director may hire a Magellan staff member to act as the Afterschool Supervisor. If an afterschool supervisor is not hired, then the Afterschool Director accepts all the responsibilities.
- 3.2. Ensure there is an Afterschool Supervisor hired for courses where any portion of the course is held outside of regular Magellan front office hours.
- 3.3. Maintain, and refill as needed, a first aid kit accessible to all those involved in the afterschool program.
- 3.4. Insure all instructors, assistants and, if appropriate business owners or other related adult individuals have Criminal Background checks on file.
- 3.5. Be apprised of the school's schedule (e.g. Voyages, Early Release) and keep instructors informed.
- 3.6. Insures instructors have and are complying with the "Afterschool and Enrichment Instructor Agreement" form and the terms of agreement in the "Afterschool and Summer Enrichment Course Registration" provided below.

### 4. Afterschool Supervisor Responsibilities

- 4.1. Will be present to unlock the building and deactivate the alarm.
- 4.2. Will be present to lock the building and set the alarm.
- 4.3. Insure Magellan policies and procedures are followed (safety, security, medical and emergency, etc.).
- 4.4. Insure the instructor is present at the start of class and if not, will supervise the students until the instructors arrives or students are picked up by their parents.
- 4.5. Knows where the first aid kit is maintained and will assist in any medical situation. The office staff is not responsible for attending to injuries or illness of students during after school programs.

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## **5. Instructor Responsibilities**

- 5.1. Follow and comply with all requirements specified in the “Afterschool and Enrichment Instructor Agreement” form.

## **6. Parent Responsibilities**

- 6.1. Will comply with the terms and agreement in the “Afterschool and Enrichment Instructor Agreement” form.