

## Saturday Scholars

### Procedures and Guidelines

#### Teachers

- Students and teachers are to be present in their classrooms from 8:00 AM – 12:00 PM
- Saturday Scholars is a closed campus students need to sign out at the accurate time that they arrive and leave
- Each student must have a time for sign-in and sign-out by their name. No arrows showing it was the whole group signed in at that time.
- If students leave the classroom and are gone for an extended period, security and the attendance supervisor must be alerted.
- Students only receive attendance credit if they are signed in for 4 hours
- Any students attending different tutorials must be pre-arranged with the Attendance Supervisor.
- Sign-in sheets and timecards need to be given to the Saturday School Coordinator at the end of the day. 5 hours.
- Students are to be released for nutrition for a 15-minute period, between 9:45 and 10:15 per individual teacher's schedule
- If any problems arise the attendance supervisor can be contacted in their room or security can be contacted.
- Have students concerned about their tardies for upcoming events highlight their names before turning the list in.

## Saturday Scholars

### Attendance Supervisor Responsibilities

- Supervise during breaks and entire day.
- Get a walkie-talkie from security and keep it until you have finished the copying in the front office.
- Ensure all teachers understand their guidelines (see teacher guideline sheet) and have sign in sheets before class begins (teachers and students must be here between 8:00 and 12:00).
- Ensure teachers have sign-in sheets and timecards for day
- Check class numbers in each class to make sure there are enough students present to support classes.
- If numbers are low, help find a new space for students
- Be accessible by phone or walkie-talkie in case of emergency
- Check with Nutrition that they are here and set up.
- Assist with nutrition break and students returning to class
- Connect teachers to security if necessary
- Relieve teachers for bathroom breaks or if they have an emergency.
- Communicate with parents if necessary.
- Help teachers with any student challenges or conflicts they may have.
- If student's leave without signing out and without permission, call parents to ensure they are aware of the student's whereabouts.
- Collect sign in sheets and timecards at the end of the day.
- Ensure sign-in sheets are filled in correctly and make two copies. Put the originals on Rienda's chair(middle) in the attendance office. Put a set of copy one in Jennifer Rasmussen's box and then give the participating teachers a copy for their attendance records.
- Fill in a time card for 5 hours.

- Have students concerned about their tardies for upcoming events highlight their names before turning the list in.