

Memorandum



Date: October 9, 2009

To: CincyAfterSchool (CAS) Site Coordinators

From: INNOVATIONS of Cincinnati Children's Hospital

Subject: CincyAfterSchool Program Priorities for 2009-2010

CincyAfterSchool Site Coordinators and Staff:

Congratulations on entering a new year! This memorandum is to provide general recommendations for prioritizing program requirements for 2009-2010. Additionally, we would like to address a few of the questions that were raised during the CincyAfterSchool Summer Institute training on September 24, 2009 concerning registering students in Cayen, Teacher Surveys, and the Go Green initiative. Lastly, we have also attached the revised Student (elementary and high school) and Parent surveys. Please remove the surveys that are in your binder and replace them with these (attached).

Prioritizing Program Requirements for 2009-2010

Requirement	Data to be Submitted	Priority Level	Data Source	Due Date
ODE Profile Performance and Information Collection System (PPICS)	Site Operations	High	Binder/ Cayen	End-of-Year
	Staff Information	High	Binder/ Cayen	End-of-Year
	Attendance and Demographics (Students and Parents)	High	Cayen/ Binder (Parent Participation Logs)	Ongoing
	Activities	High	Cayen	Ongoing
	Teacher Surveys	High	Binder	End-of-Year
	Feeder School	High	CPS	N/A
	Standardized Test Scores	High	CPS	N/A
ODE Ohio Quality Assessment Rubric (O-QAR)	Survey	High	Web-based survey invitation	Winter/ Spring
ODE Compliance and Performance Assessment (CAPA)	Site Observation	High	ODE visit	N/A
INNOVATIONS Binder	Parent Participation Logs/ Attendance	High	Binder	End-of-Year
	Student Surveys	Medium	Binder	End-of-Year
	Parent Satisfaction Surveys	Medium	Binder	End-of-Year
	Community Partnership/ Volunteer Information	Medium	Binder	End-of-Year
	Pictures	Low	Binder	End-of-Year
	Success Stories	Low	Binder	End-of-Year
	Program Observation	Low	INNOVATIONS	End-of-Year

Registering Students in Cayen that are NOT in the Student Master List

In some cases, students may not have been added to the Student Master list in Cayen. This can be due to student transfers between schools within the District, late student transfers into the District from other locations, etc. In this case, please register the student manually by following these steps:

******Make sure that you have the correct Student Identification Number for each student that needs to be added to the system. You can get this from school administration/staff.

- 1) Select "Registration" in the main tool bar
- 2) Select "Add New"
- 3) Enter Student's Last Name and a partial First Name ("A" for Andrew). You can also enter the student's date of birth if you have it.
- 4) Select "Search"
- 5) When the list of students appears, choose the student in the list with the correct Student Identification Number
 - a. Be sure to choose the 1st record of the student that you see. For example, if "Andrew Williams" is listed at your school from 1) a prior term, 2) another site, and 3) in the student master list, select the record from the prior term.
 - b. If there is a record (for the student) highlighted in green, he/she is already registered at your school. Do not add him/her again.
- 6) Complete the registration page for each student that is added
- 7) Click "Save"

******If you cannot locate a student using the steps above, there is a chance that the student is new to the District and was not uploaded into the system. Complete these steps to add the new student:

- 1) Select "Add New" on the screen above the list that appears from step 5 (above)
- 2) Complete the registration page for the student to be added (be sure to enter the correct Student Identification Number)
- 3) Click "Save"

CincyAfterSchool Teacher Surveys

Purpose

The reporting of teacher survey results is required by the 21st Century Community Learning Centers grant. The purpose of the teacher survey is to ask school-day teachers to report on the extent to which certain behaviors exhibited by a center's regular attendees improved or did not improve over the year.

Who Should Complete the Teacher Survey

One regular school-day teacher for each student. For elementary school students, the regular classroom teacher should complete the survey. For middle and high school students, a mathematics or reading/English teacher should complete the survey. It is preferable to survey teachers who are not serving the program in any way (e.g., after school tutors, program staff, etc.). Each student that has attended 30 days or more should have one completed survey.

When should the Teacher Survey be administered?

At or near the end of a given school year

******Be sure to provide the following for each survey:

- 1) Student Name

- 2) Student Identification Number
- 3) Grade Level

Instructions for Completing the Survey

Teachers should complete the survey by selecting only one (1) response (per row) for each of the categories listed in the table. Each student should be rated in the each area based on their behavior since the beginning of the academic year. Two (2) examples are provided on the form.

Go Green Initiative

In terms of “Going Green,” a few recommendations for preserving some of the natural resources include the following:

Short-term Program-Related Recommendations:

- Use recycled products
- Turn off computers when not in use or use screen savers and “power down” functions
- Use both sides of the paper when printing
- Build “Going Green” into activities throughout the year (e.g., write to a politician, recycled competitions, start a garden or plant a tree, eco-friendly field trip, host an event)
- Do not make copies of binder materials when submitting them at mid-year and end-of-year; INNOVATIONS can scan the data and will accept email files of your records

Long-term Recommendation:

- We hope to make surveys web-based and/or in integrate surveys into Cayen or PowerSchool

Source for Go Green tips: <http://www.teachingtips.com/blog/2008/06/23/50-ways-to-go-green-in-the-classroom/>

Reviewing your 2008-2009 Outcomes and Planning for 2010-2011

Your program results were recently submitted in PPICS; however, we would also like to review your individual results with you, whether you are a new or returning coordinator. You will receive an email soon about scheduling a time to review your outcomes and how this might inform your program strategies for the current year.

We hope to have addressed all of your questions and concerns about programming this year. If you have any further questions, please let us know and we can address these individually or through program emails. Please email any other questions to: Innovations@cchmc.org or alisha.johnson@cchmc.org.

Sincerely,

The **INNOVATIONS** Team