

TRENTON RISE YOUTH CENTER



454 North Clinton Avenue Trenton, NJ

08638 www.TrentonRISE.org

YOUTH MANUAL

Trenton RISE

Mission -

The Mission of the Trenton RISE center is to provide a safe, educationally and culturally enriching after school environment in which youth can grow to be their best selves. This will be achieved by offering a variety of recreational and educational activities designed to challenge youth to try new things, meet new people, and learn about themselves and opportunities available to them.



Vision -

The vision of the Trenton Rise youth center is to be a place where youth feel comfortable enjoying themselves while learning and contributing to the community.

Who we are/What we do

Trenton RISE is a collaborative project started in 2019 as a collaborative effort between the city of Trenton Recreation Department, The Trenton Police Department, and The College of New Jersey Department of Counselor Education in hopes of creating a comfortable and enriching environment after school for youth in the city of Trenton. The program includes various activities that fit the educational and personal interests of all youth ages 12-18. Through interactive activities, group discussion, and positive relationship building, we strive to create an environment where students have the potential to reach their personal goals, and grow to become the best version of themselves.

RISE CENTER PRINCIPLES

- The center is a place where we envision all youth can feel comfortable attending, knowing that it is a safe environment. To that end, it is the expectation that center staff and youth will treat each other with respect and compassion at all times.
- The center is designed to meet the needs of youth and programming will be offered with that goal in mind.
- Center staff hold themselves, youth, and each other accountable for their behaviors.
- We are committed to offering the highest quality youth programming possible.

Accountability (Behavioral System)

Youth will be held accountable for behaviors which do not align with center principles and impact the safety and wellbeing of others. Those youth or staff members who do not meet these expectations may be asked to leave the center.

MEMBERSHIP

Youth between the ages of 12 and 18 who live within the City of Trenton are eligible for membership. Membership type is divided by age and or grade level in two categories: Junior members and Senior members.

Junior Members

Junior members will be made up of students primarily of middle school age: 12-14. Junior members will participate in the corresponding age-appropriate version of the program offerings.

Senior Members

Senior members will be made up of students primarily of high school age: 15 and 18. Senior members will participate in the corresponding, age-appropriate version of the program offerings. To join, a completed application, along with the signature of parents or legal guardians must be completed. See **Appendix A** for application.

ATTENDANCE

Upon admission into the Trenton RISE program, each RISE member will receive a Key tag registered individually to them. Using their own key tags, teens will scan in electronically at the front desk to maintain a daily log of their attendance for our after-school programs. A staff worker will work the front desk to assist in this process.

Key tags will also be used for swiping out purposes to maintain a record of how long members stayed at the RISE Center. Additionally, it will provide us with the most current log of which members are present at any given time. Youth must sign in and out of the center to participate in center activities. Once youth are signed in, they cannot leave until programming is completed for the day or they have parent permission to leave early. Transportation to and from the center will be provided by neighborhood. Youth who meet monthly minimum attendance markers will be eligible for field trips or other reward activities.

If your youth leaves the property during the hours of operation without permission, Trenton RISE is no longer responsible for their care.

DATA COLLECTION & REPORT CARDS

To make sure we are continuing to meet the needs of youth as well as program funders, program staff will utilize multiple forms of data collection for the analysis of the success of the members, as well as the individual programs offered at the RISE Center. Forms of data to be collected include: attendance of members, academic report cards, as well as individual program assessments. Members will be required to produce quarterly report cards with their most up-to-date grades from the previous marking period. Through the monitoring of students' grades, Trenton RISE staff members will be able to evaluate the effectiveness of our programs and offer academic support.

From time to time, surveys evaluating the services offered by the center will be given to members as well as parents to gauge the effectiveness of our program offerings and gather suggestions for future program improvement.

An important part of the ongoing review of the program will be youth board members. A board of 6 youth board members will be selected an application process to meet quarterly with member staff as youth voice in program activities is important. The youth board will consist of 6 members, 3 junior and 3 senior.

TRANSPORTATION

Transportation to and from the center will be provided on a limited basis Vans will drop students off in their respective neighborhoods at scheduled times at the conclusion of programming for the evening (8 p.m. for junior members, 10 p.m. for senior members)

INDIVIDUAL ASSISTANCE

Designated staff members will be available to assist youth who may be in need of additional support and arranging connections to community resources which are beyond the assistance offered at the center.

STAFF AND VOLUNTEER CLEARANCES

Clearances. The well-being of our youth participants is our top priority. All staff, volunteers, or any other adults interacting with youth at the center much have successfully completed a state and federal background check.

WEATHER DELAYS AND CANCELLATIONS

The center will follow the lead of the Trenton Public Schools when deciding to open or close when school is in session. On those days when school is not in session or the weather conditions deteriorate after school is out for the day. The project director, in consultation with center staff, will make the decision and send

out an email/text and post the information to our website at www.trentonRISE.org

Example Educational and Recreational Activities Offered-This is a sampling of future opportunities. As the Center gets up and running, we will be offering the following opportunities, adding additional days and events in the months to come.

Tuesday	Wednesday	Thursday
2:30 - Center Opens	2:30 Center Opens	2:30 - Center Opens
Empowerment Group* 3:00-4:00	Leadership Development* 3:00- 4:00	Empowerment Group* 3:00-4:00
Acapella 4:00-5:00	Book Club 4:00-5:00	College and Career Group* 4:00-5:00
Snack/Free Time	Snack/Free Time	Movie and Discussion - Snack/Free Time
Parent Program MGAW 5:00-6:30	Closes at 6:00	Closes at 8:00

SAMPLE ACTIVITIES

Real Game

The *Real Game* offers adolescents the opportunity to experience the trials and tribulations of being employed in the “real world.” After choosing an occupation, teens will need to learn and use budgeting and other finance skills to make lifestyle choices that will help them to succeed in the game. Players will be kept on their toes with the potential for sudden job loss and other setbacks. These *Real Game* experiences are meant to challenge teens and their ability to adapt to unforeseen dilemmas in life. In playing this game, students will learn valuable transferable skills, including how to create a resume, cover letter, and gain an understanding of their own positive personal characteristics.

Computer Lab – Opening After Building Renovations

The Trenton RISE center will house a computer lab with up-to-date software which will be used for a variety of program offerings. In addition, students will have access to the lab to complete homework projects, college or job applications, resume writing, as well as more structured career based interest inventories. The lab will also be used for basic computer coding and game creation courses as well as exposure to STEM (Science, Technology, Engineering, and Math) related activities. See computer use policy, Appendix B.

College and Career Group

The college and career group helps RISERs that are nearing high school graduation to prepare for life after high school. The group will focus on learning the ins and outs of the college admission process; from how to choose a school that's right for you, to how to pay for it! RISERs will have assistance in filling out college and financial aid applications such as FAFSA. Students will gain access to various scholarship opportunities and local college tours. The goal of the group is to ensure that every RISER has a plan that meets their individual needs after graduation.

Empowerment Group (Botvin LifeSkills Training Transitions Program)

The *Botvin LifeSkills Training-Transitions* program (BLST) is a highly interactive, skills-based program designed to promote positive healthy behaviors and personal development. This program helps young adults navigate the transition into the workforce and/or higher education. BLST guides adolescents through the development of skills that will be both keys to their success in coming adulthood, and reduce/prevent substance use and violence.

The *Botvin LifeSkills Training-Middle School* program will be offered for our younger adolescents to introduce and begin developing personal self-management tools such as enhance self-esteem and reducing stress or anxiety. General social skills will also be explored by gaining the ability to communicate clearly, build relationships, and avoid violence. Expansion of adolescents' substance use resistance techniques will begin in this program and be continued throughout all BLST programs to come.

Leadership Development

This group is designed to help RISERs reach their full potential. It includes activities designed to promote teamwork, self-confidence, leadership, goal setting, and academic success. Program completers will qualify for an end of the course field trip where they will have the opportunity to put the skills that they have learned to work. The first 10 students who qualify for the program will participate in this 9 week course. Other qualified RISERs will be put on the waitlist and participate in the program during the next course with available space.

Acapella Group

Members of all musical levels and backgrounds will come together to learn how the melodies and harmonies of modern music work together to create something beautiful, using only the sounds of the members' voices. With the use of sheet music, a piano, and our musically trained staff, members will be placed into various voice parts and practice twice a week in order to have various songs prepared for each end of the season show, where friends and families of the members can come and enjoy a live performance of the multiple pieces the members have worked on each quarter.

Art Activities

Risers will be able to use a variety of art supplies including paints, markers, colored pencils, crayons, etc. Risers can participate in painting, art and design, photography and many more. There will be independent and group art projects to work on throughout the semester including trash to treasure, set design, and costume design.

Cooking Classes – Starting after building renovations

With our newly renovated kitchen, Risers have the opportunity to learn basic cooking and baking skills. Risers can develop their own recipes, and share existing recipes with others. If there is a yummy treat you wish to share with fellow risers, don't hesitate to let us know!

Meditation/Yoga

Self guided and staff guided meditation and yoga will be offered throughout the semester to help reduce stress and improve well-being.

Zumba

Zumba fuses rhythmic music and easy to follow moves to create an energetic, dynamic dance workout that will motivate risers to reach their exercise goals.

Book Club

Book Club Risers will be able to engage in a monthly discussion of a book that they have been reading. They will have the opportunity to suggest different books to read. Each month they will choose a book that is appropriate for multiple reading levels, intellectually engaging, and enriching

Computer Lab/ Information Technology

WEBSITE: TrentonRISE.org

Risers will have access to our computer lab which will be used for educational and recreational activities. Students will learn basic computer applications, practice typing, and have access to computer games.

When youth are allowed to access the internet, staff will actively monitor the students activities and web content. In addition, Trenton Rise will use strong internet filters on all youth-accessible computes.

At the time of registration, all parents will sign a release that gives permission for their child to use the internet. Any parent who does not want their child to use the internet may attach a written request to the registration form that notifies staff that their child is not allowed to use the internet. See appendix B for the computer policy that is to be signed and returned upon application.

See Appendix B for the Computer Use Policy

Center Expectations

All Risers will have an orientation going over the guidelines and expectations.

Risers are expected to:

- Be respectful and kind to all staff, adult volunteers, high school volunteers, peers and property.
- Work to the best of their abilities and try to remain focused and goal oriented.
- Use respectful language
- Bring homework and all the resources needed to work on homework, such as handouts, text books, paper, pens, pencils, calculators, etc.
- Follow all directions given by the staff at all time, including during group activities.
- Keep all equipment, tools, and supplies clean, organized, and undamaged.
- All equipment must be stored appropriately at the end of activities and may not leave the center.
- After all activities, all areas must be left clean. Materials used should be put in designated areas, as well as trash.
- Clean up after themselves.
- Enjoy themselves and have fun!

Appendix A - Application

Trenton RISE After-School Program

Application/Consent Form

Children ages 12-18 are eligible for membership Applications can be emailed to admin@trentonrise.org or mailed/delivered to Trenton City Hall: 319 East State Street - Recreation Department: 1st Floor

Student

Name: _____

Student Date of Birth: _____

Student Email: _____

Grade: _____

Address: _____

Parent/Guardian 1 Name: _____ Email: _____

Parent/Guardian 2 Name: _____ Email: _____

Home Phone: _____

Parent/Guardian 1 Work Phone: _____

Parent/Guardian 2 Work Phone: _____

Parent/Guardian 1 Cell Phone: _____

Parent/Guardian 2 Cell Phone: _____

_____ I wish to be sent updates/alerts/other information through text message from the Trenton RISE After-School Program.

_____ I wish to be included in the monthly mailing of the Trenton RISE After-School Program Newsletter, which includes updates on the program and upcoming monthly events.

EMERGENCY INFORMATION (If Parent/Guardian is Not Available)

Adult Contact: _____

Relationship: _____

Emergency Phone: _____

Cell Phone: _____

CHILD'S MEDICAL INFORMATION

Any health problems which program directors should know:

Medication, if any: _____

Allergies, if any: _____

Special Concerns: _____

_____ I have read the Trenton RISE After-School Handbook (available on the program's website) and understand that continued participation in the After-School Program is contingent on the student's attention to the behavioral guidelines.

_____ I hereby grant permission for my child to participate in the Trenton RISE After-School Program during the 2019-2020 school year. I agree that, to my knowledge, my child is physically and medically able to participate in these activities. If any injuries do occur to my child, I also understand that the program directors will respond in the same manner that occurs during regular school hours.

Transportation Permission

The hours for Trenton RISE center will vary. Students must have parent/guardian permission to walk home, ride a bike, or take program sponsored transportation. A parent/guardian signature below indicates permission to take program transportation or walk home from program activities.

Parent/Guardian Signature: _____ Date: _____

Media Release Form

Trenton RISE After-School Program staff may be videotaping and taking photographs of the children during the program. This documentation may be used in future brochures or posters as well as the program's web page. This documentation may be used in presentations for the program.

To ensure your privacy, we would like your permission to include your child in these photographs:

___ My child DOES have permission for photographs to be used in future promotions or informational packages put together by the Trenton RISE After-School Program.

___ My child DOES NOT have permission for photographs to be used in future promotions or informational packages put together by the Trenton RISE After-School Program.

Parent/Guardian Signature: _____ Date: _____

Appendix B - Computer Use Policy

Computer Use Policy

COMPUTER USERS

Anyone using computers, tablets, mobile phones, or any other digital technology in Trenton RISE Center must keep to the Center's Computer Use Policy. This includes staff, faculty, members of center administration, Risers, and visitors. All users are expected to act responsibly and to show consideration to others. By using the center computers or other devices you are agreeing to abide by the Center's Computer Use Policy.

COMPUTING FACILITIES

The Center's computers are provided to support the education and recreation of Risers and other users.

The Center's computers are not a place to store personal files such as movies, photographs or music files. Any such personal files could be removed without warning to conserve storage space for the proper use of the computers. Staff will monitor all computer use within the Center.

Risers must not bring any food or drinks into the computer lab.

Users must not do anything that will affect how the Center's network of computers performs or operates. For example, users must not:

- Try to download, store or install software onto Center's computers without discussing this first with the staff. Usually, Risers will never be allowed to do this.
- Try to introduce a virus or malicious code to the network.
- Try to bypass network security or other security systems, including the Center's firewall.
- Try to access an area or system they are not allowed to use.
- Try to use any form of hacking/cracking software or system.
- Use the printer without permission from a staff member.
- Connect a personal device to the network that acts as a Wireless Access Point (WAP) or router or a server.
- Connect any device to the network that has access to the Internet via a connection not provided by the Center.
- Access, download, create, store or transmit material that is in conflict with the values or ethics of the Center.
- Do not do anything that wastes technical support time and resources.
- Damage or interfere with any RISE Center equipment.

INTERNET ACCESS

The Center's Internet service is filtered to prevent access to inappropriate content. The Center keeps a record of all the webpages visited by all users.

- The use of public messaging services such as Skype or Facebook is not allowed.
- Users must not copy and use material from the Internet to gain an unfair advantage in their studies, for example their school homework or center work.

- Users must make sure that they are not breaking copyright restrictions when copying and using material from the Internet; for instance they must not illegally download music or movie files by any means.
- Anyone using a 3G or 4G Internet dongle on their personal computer, or any other means of connecting to the internet, within Center, must keep to this Computer Use Policy.
- Wireless access is available in all areas of the Center and must be used in accordance with this Computer Use Policy, in just the same way as the wired network.
- Any individuals found to be misusing the system e.g. downloading illegal content, may be subject to disciplinary procedures, which may include being banned from the Wireless network.

E-SAFETY and PRIVACY

Risers are not allowed to use Social Networking sites (e.g. Facebook, Instagram, Twitter), Instant messaging services (e.g. Skype, TicToc), or websites with elicited content.

- Risers are not allowed to use social networking sites during lessons, unless the teacher for that lesson has permitted their use.
- Risers should only communicate with people whom they know personally.
- Risers must not make arrangements to meet people they have met on the internet. Risers must never accept files or downloads from people they do not know, or which look suspicious.
- All users must, at all times, respect the privacy of other users. All users must not forward private data without permission from the author.

PERSONAL COMPUTERS

Personal computers are allowed to be connected to the Center's network. The content on personal computers must be in keeping with this Computer Use Policy.

- Personal computers and other digital technologies are brought into and used at the Center entirely at the owner's risk.
- Any user must stop using personal computers and other digital equipment in Center if requested to do so by the Center staff. Requests such as this may be made if personal equipment is interfering with the Center's equipment.
- All users should make sure that personal digital equipment is turned off when unattended – e.g. Risers' laptops when not required during lesson times.

I hereby acknowledge Trenton Rise's Computer Use Policy and allow my child access to the internet.

Youth Name _____

Parent/Guardian Signature: _____ Date: _____