

# **PARENT HANDBOOK**

---

**CHESAPEAKE**

**Middle School**

**PEAKE**

**Community Learning Centers**

# Table of Contents

## PEAKE

- Community Learning Centers of Chesapeake
- Philosophy
- Goals
- Enrollment Eligibility
- Special Needs Children
- Hours of Operation
- Facilities
- Staffing
- Child Supervision
- Curriculum
- Daily Schedule
- Snacks
- Lunches
- Sign-In & Sign-Out
- Irregular Arrival/Departure
- Absences
- Behavior Management/Discipline
- Child Development
- Safety Practices
- Communicable Diseases
- Medications
- Emergency Contact
- Emergencies and Accidents
- Chesapeake Union Ex. Vill. Schools Crisis Plan
- Missing Child
- Sharing of Information for Project Evaluation
- Photographs and Recordings
- Use of Computers and Online Services
- Field Trips
- Walking Trips
- What to Send and What Not to Send
- Parent Participation & Communications
- Volunteering and Advisory Committee
- Communications with the School
- Fees, Scholarships, & Payments
- Educational and Cultural Enrichment Opportunities
- Academic Support Programs
- Family Events
- Withdrawal Procedures
- Partners
- Mission

Appendix A: Student Code of Conduct

# OVERVIEW OF THE 21<sup>ST</sup> CENTURY

## Chesapeake Middle School

### PEAKE

#### COMMUNITY LEARNING CENTER PROGRAMS

Chesapeake Union Exempted Village School District's PEAKE project is a "before and after-school" learning program that is an extension of the regular school day consisting of 15 hours per week.

The "Before School" learning center consists of a five-hour program, Monday through Friday. It will be staffed with a certified/licensed **tutor** whose main **objectives** are to help students complete homework for the day, study for tests, carry out planned intervention, practice targeted skills, or provide a quiet atmosphere for independent reading. All students during this time **must** be under the supervision of the tutor and **must not** be allowed to roam the hallways. No transportation is provided for this session. However, working parents can bring their child/ren to school where they will have a supervised, safe-learning environment until the regular school day begins.

The "After School" learning center consists of a ten-hour, Monday through Thursday, program. The 2 ½ hour daily program begins with PEAKE students receiving a healthy snack and short break. Then students will be sent to the grade-level learning centers. During the next two hours students are required to attend a homework/ intervention learning block and may if homework and/or intervention is completed, participate (as time permits) in one or two activities of their choice each evening. All students are entitled to **one** activity per evening. The centers will be staffed with certified/licensed tutors whose main objectives are to help students complete homework for the next day, study for tests, carry out planned intervention, practice targeted skills, or provide a quiet atmosphere for independent reading. There may be occasions when students are scheduled for special activities during the homework hour, in which cases, the site-coordinator will inform the center tutors of those activities and provide the names of the students attending. During the next time block, those same students will complete their homework and/or intervention work.

During the activity blocks, all tutors should be preparing/supervising/teaching an activity. They may choose to supervise a special, scheduled activity or they may develop an activity of their own. All activities will have a beginning and ending date. Suggested duration for activities is 4-weeks, 8-weeks, and some may extend throughout the school year. Example—a game board room will be available all year and must be supervised.

**Transportation will be provided directly to each student's home.** The site-coordinators will develop a plan for safely dismissing the students to the buses or to the person designated to transport them home. **All staff** working at that time should help with getting the students **safely** to their home transportation.

All centers should be closed by 5:15 pm. Please have students picked up prior to 5:15. If students cannot be picked up at this time, they can be bussed to the elementary school for day care services at a cost to the parent.

# Chesapeake Middle School

## “Before and After” School Programs

### PEAKE

#### **Philosophy**

---

A “before and after” school program should provide a safe and nurturing environment for children/teens to continue their educational process under the direction of qualified educators and other responsible, caring adults who also provide stimulating and enriching activities.

#### **Goals**

---

- To provide a safe, well supervised environment
- To provide experiences that will help a child/teen maintain or increase his/her level of literacy in reading, math, and science
- To support and complement a child/teen’s regular education experience
- To provide time, material, and personnel for an effective program of individual and group guidance academically, vocationally, and personally
- To provide enriching activities that allow a child/teen to learn through active experiences
- To provide group activities that will increase a child/teen’s social and group skills
- To provide activities and information that will lead a child/teen to seek a healthy lifestyle
- To project an attitude of caring and concern for children/teens to enable them to develop a healthy self-concept so that they will view themselves as a person with worth—a positive self-image
- To provide activities that will promote habits of responsible citizenship
- To provide parents/guardians with information concerning where to receive help with additional child care, parenting skills, employment, clothing and food supplies
- To provide parents/guardians with educational opportunities
- To promote family literacy, health, and stability

#### **Enrollment Eligibility**

---

All “before and after” school programs are open to school-aged children who are attending Chesapeake Middle School in grades 5-8.

All families wishing to enroll children in the Chesapeake Middle School P.E.A.K.E. program must complete a registration form for each child/teen and return it to the school (homeroom teacher or site-coordinator). A registration form is sent home at the beginning of each school year with every child/teen. Families may also pick them up in the school office. There is no fee for enrolling your child/teen into the program.

The emergency medical authorization information will be copied from the gray emergency medical card that you complete for each of your children/teens. However, there is additional space on the back of the registration form for you to write any additional health, contact, or emergency medical information that the site-coordinator needs to know.

A custodial parent or legal guardian must sign all forms. If there are questions about custody or shared parenting agreements, a copy establishing legal custody may be requested.

#### **Parent and Student Commitment to In-Person and/or Remote Learning for Afterschool**

For the 2020-21 afterschool program, students enrolling in the afterschool program need to commit to regular participation according to the school delivery plan in place. For example, if the school day instruction is delivered in-person, the afterschool program will be delivered in-person. **If the school day instruction is being offered remotely, the intent is for the afterschool programming to be offered remotely.** Afterschool students and staff will follow CDC Guidelines, School Age Child Care Guidelines, and school protocols for safe and

effective behavior. In the event of remote learning, afterschool participants will need to have the technology needed to participate remotely.

Considerable time, effort and tax payer money is invested to provide the afterschool programs. Please consider your ability to commit to the regular participation in the afterschool program for the duration of programming. At a minimum, students must commit to grant guidelines that considers students who attend 30 or more days as regular attendees.

Sites are scheduled to begin October 12, 2020 and are scheduled to end April 16, 2021. Program calendars will be distributed by the site-coordinator.

---

## Special Needs Children

“Special Needs” is a term that refers to children who have special needs in the areas of academics, social/emotional behavior, and/or health.

Enrollment of children with special needs will be considered for those whose age and developmental functioning level is within our age range. Each child’s needs will be accommodated to the best of our ability. A child/teen requiring an individual aide or who has severe or chronic health and or behavior problems will necessitate coordination with the special education supervisor. Special education staff and/or parents will be consulted to assist in making program modifications for the admission of special needs children. A Special Needs Supervision Plan will be written and signed by the parents and site-coordinator if necessary. This plan will include but is not limited to, conditions for enrollment, hours of attendance, and special restrictions or requirements for proper care of the child/teen.

---

## Hours of Operation

The 5-8 program is open 15 hours per week. There is a staff member on duty 65 minutes before school begins Monday through Friday. In the afternoon, the program begins at 2:50 p.m. and closes at 5:15 p.m.

The **PEAKE** Program will open 65 minutes before school begins **Monday through Friday**. Working parents are invited to bring their children to the school center for morning academic help. There will be a staff member on duty. The site-coordinator will let you know the location of the morning supervision room.

The **PEAKE** “after” school programs will begin as soon as the regular school day ends at 2:50 p.m. and will close at 5:15 p.m., **Monday through Thursday**. Due to special circumstances caused by the COVID-19 virus, Friday may be used as an afterschool day as well.. Students being transported by bus will be loaded no later than 5:15 p.m. Parents picking students up at the centers are required to pick up prior to 5:15 p.m.

The “before and after” school programs follow the Chesapeake Union Exempted Village school calendar and will **not** be open for school vacation days, teacher workshop days, weather delays/cancellations or early dismissals.

**Additional weather-related cancellations** often occur during the winter months. On those days the students will be sent home on their regular school buses at the end of day school. We will make an attempt to reach the parents of students by phone. Because we often are not able to reach parents, we ask that you inform your child, the school site-coordinator, and your child’s regular bus driver of a **cancellation plan**—another drop-off site, location of a house key, etc.—for those evenings when you may not be home. Please be responsible for providing a plan for your child’s safety during these unscheduled cancellations.

---

## Facilities

The program is located in designated areas of Chesapeake Middle School. The program uses the cafeteria, library, classrooms, the gym, and outdoor play areas. During the program hours, the children/ teens will have access to toilets, sinks, and drinking water. The program has appropriate equipment or use of Chesapeake Middle Schools’ equipment for outdoor and indoor sports, games, TV, DVD, computers, and learning aides. All equipment must be returned to the designated storage areas provided by the school principal. Children’s personal belongings must be kept in their backpacks or carriers provided by parents and these are left either in the child/teen’s homeroom or another chosen area in the school provided for program use by the school principal.

---

## Staffing\*

The Chesapeake PEAKE program is administered by the Gallia-Vinton Educational Service Center (ESC). All staff are contracted services and are screened by ESC procedures.

The center has both a program coordinator and a site-coordinator who supervises the students, staff, and educational and cultural enrichment programs that are developed by both the ESC consultants and site coordinators. Some community volunteers also assist site staff with tutoring and enrichment programs. Students from the Marshall University, University of Rio Grande, Ohio University and Shawnee State University may also utilize PEAKE for field placement services. At all times, PEAKE participants are under the direct supervision of site staff and/or a university faculty member.

**\*Non-Discrimination Policy:** It is the policy of the Chesapeake School District that educational programs and other activities be conducted in adherence to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 assuring nondiscrimination with regard to race, color, national origin, sex and disability.

---

## **Child Supervision**

A maximum staff ratio of **1:18** and a group ratio of up to 36 are maintained, following licensing guidelines. Many activities operate with a lower adult/child ratio. For high-risk activities the staff ratio is lowered to insure safety of the children/teens. For example, for special field trips, volunteers or additional staff will accompany the group to bring the ratio to **1:10** or fewer.

Children/teens are allowed to briefly run errands and or use the restroom inside the building singly or in groups of not more than four as long as they are within hearing distance of a staff member.

## **Curriculum**

---

All academic curriculums in the after-school programs are aligned with Chesapeake School's curriculum. The school's regular teaching staff sends their monthly syllabi and/or weekly homework schedules to the "homebase" grade-level tutors stating the daily homework assignments or the classroom teachers write the daily homework assignments on the board. Most of the intervention help comes directly from students' classroom teachers who may bring the necessary materials for instruction into the centers.

Computer room monitors (certified staff) mentor the students while they continue the skill practices begun during the school day on required programs such as, Accelerated Reading and Study Island.

The P.E.A.K.E. program does provide additional books, puzzles, educational board games, art and music materials, sports equipment, and any materials necessary for educational and/or cultural activities and projects.

## **Daily Schedule**

---

The following is a general schedule that demonstrates the variety and extent of daily plans for the "after-school" programs:

2:50 p.m.	Attendance, restroom/drink break, snack
3:00 p.m.	Homework assistance & intervention help
3:40 p.m.	Activity (Student choice) or additional academic help
4:30 p.m.	Activity (Student choice)
5:05 p.m.	Restroom/drink break
5:10 p.m.	Assemble for roll call for buses
	Sign-out for students being transported by parents
5:15 p.m.	Centers close for the evening

## **Snacks**

---

A nutritious snack, complying with the guidelines of the Ohio Department of Education Child Nutrition Services and the nutritional requirements of the United States Department of Agriculture, Food and Nutrition Service, is prepared and served on site by the Nutrition Aide.

Parents of children/teens with **special dietary needs or specific food allergies** (for example, peanut butter) are asked to make these needs known to the site-coordinator and nutrition aide in writing on the registration form so that these children/teens can receive an alternate snack that would not make the child/teen sick or trigger an allergic reaction.

Staff and children/teens will follow standard hand-washing procedures before and after eating a snack. Hand-washing procedures are posted in appropriate areas.

## **Sign-In & Sign-Out**

---

When picking up children/teens at the end of the “after” school program, an **approved adult must come into the facility to sign-out a child/teen**. Only a parent/guardian or previously authorized adult may sign a child/teen out of the program. All adults must be approved in writing on the “registration form.” Non-custodial parents must be on the list authorized by the custodial parent/guardian, or a child will not be released to the non-custodial parent.

If an adult, who appears to be under the influence of drugs or alcohol, arrives at the center with the intent of taking a child/teen in a car, the staff may request that alternate transportation arrangements be made. If the adult refuses to contact another authorized person to pick up the child or if no one else can be reached, the site coordinator or staff attending the checkout list can contact the local police or sheriff to come to determine the adult’s ability to operate a vehicle.

Please remember that all centers close promptly at 5:15 p.m. and that all children should be picked up by then.

## **Irregular Arrival/Departure**

Irregular arrival/departures are discouraged but if you know that your child/teen will be arriving late (for example: returning from a doctor’s appointment), please notify the site-coordinator in writing that morning or the evening before.

If your child/teen is to be picked up early by anyone other than you, please send a note stating who is picking your child/teen up and when. If your child/teen is leaving early for some type of practice (for example: a coach will pick up him/her), please give the site-coordinator a written plan indicating who will be picking up your child/teen, why, and what time.

## **Absences**

---

When a child/teen who is scheduled to be at the “after” school center and is not there, the site-coordinator will first check the school’s daily absentee list. If the child/teen’s name is not on the list, an “all call” for the child/teen over the PA system will be made.

If the child/teen does not report, the parents will be called to notify them that the child/teen did not stay for the “after” school program and that they must arrange for alternative care for their child/teen if they are not home.

Both the site coordinator and the bus driver will attempt to accommodate the parents in finding a safe place for the child/teen, which might include dropping the child at a neighbor’s house or returning them to the school at the end of the bus driver’s route.

## **Behavior Management/Discipline**

---

The **PEAKE** programs helps students improve and succeed socially, emotionally, cognitively, and physically to promote positive citizenship. Behavior management in these programs is one of the most important elements in helping students grow in these areas. Students are supported and encouraged to conduct themselves in a socially responsible manner and consistent with the school's Student Code of Conduct. Students who attend any "before & after" school programs that utilize Chesapeake School District facilities and transportation and/or on an approved field trip are subject to Chesapeake Middle Schools' code of conduct and sanctions imposed by school personnel.

**Proactive management** practices are used within the Community Learning Centers programs. Staff actively promotes desired behaviors with positive reinforcement and recognition. This is achieved through:

- clearly defined boundaries, rules, and expected behaviors
- verbal praise of desirable behaviors
- modeling of responsible social interaction
- verbal reminder of expectations and choices
- redirection to another activity or course of action
- use of effective problem-solving skills
- recognition of behavioral improvements

Staff guidance and safe behavior is important at all times. Staff redirection to problem behavior will be conducted whenever possible on an individual, face-to-face basis. **Each staff member is responsible for the guidance and safe behavior of the children in his/her care.**

As stated by the Ohio Department of Education *Rules for School Child Care Programs, section 3301-32-09*, "The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- 1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting;
- 2) No discipline shall be delegated to any other child;
- 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control;
- 4) No child shall be placed in a locked room or confined in an *enclosed* area such as a closet, a box, or a similar cubicle;
- 5) No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse;
- 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep/rest, or for toileting accidents;
- 7) Techniques of discipline shall not humiliate, shame, or frighten a child;
- 8) Discipline shall not include withholding food, rest, or toilet use;
- 9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a school-age child care staff member in a safe, lighted, and well-ventilated space."

**Unsafe behavior** will be interrupted by staff. If needed, a child/teen may be assigned a brief Time Out (for small children, maximum of one minute per year of age) before allowing the child to return to his/her regular activity. Unsafe behaviors will be recorded on the Chesapeake Middle School's Discipline Form and copies given to the school principal and to the Program Coordinator on the day of the incident.

**Parent/Guardian Involvement** – If there are recurrent behaviors that are disruptive an individualized intervention plan will be developed by the Site-Coordinator focusing on targeted behaviors. The plan will define desired behaviors to replace the problem behaviors, and will establish frequent recognition for desired behaviors.

Individualized intervention plans are tailored to the needs of individual students and are not necessarily the same from child to child. Display of the desired behaviors will result in added recognition and may include special reward privileges that are desired by the child. These plans will be discussed and reviewed for refinement at behavioral consultations with Center staff and the local school's guidance counselor.

If the special effort on the part of the program staff does not bring desired results and the child/teen continues to exhibit disruptive or disrespectful behaviors, the parent will be notified by phone or in writing that the child is suspended for a reasonable amount of time (a week, a month). During this time, we suggest that the parent and child/teen decide if the "after-school" program is benefiting that child/teen.

In the event a child/teen violates the safety of another child/teen and/or staff through an act of **physical aggression**, the parent or another emergency contact will be called to pick up the child/teen immediately. Any act of aggression will be recorded on an Incident Report. Further acts of physical aggression may result in suspension from the "after-school" program. The Program Coordinator will be called immediately when a child is suspended.

## Child Development

---

The **PEAKE** program seeks to positively impact the development of children/teens in several areas, including social development, physical skills, and health and safety skills.

**Social Development:** Children/teens will learn to develop and maintain friendships and master a variety of human interactions. We emphasize that each child/teen is unique and special, and should respect the unique qualities of others. The program will seek to improve the individual's self image, while stressing that each individual must find a place in our large society. Group activities will promote fair play, teamwork, and problem solving. These skills will be addressed through a variety of activities, including role-playing, games, sports, and artistic expression.

- **Physical Skills:** Our programs seek to promote a child/teen's healthy self-image. To this end, each child/teen will be encouraged to participate in physical activities that build strength, balance, coordination, and endurance. Through a variety of team and individualized activities, a child will have an opportunity to explore and accept his/her physical skills.

**It is the parents/ guardian's responsibility to notify the Site-Coordinator and center staff of any physical limitations their child/teen have that would keep him/her from participating in physical activities and to be specific about the types of physical activities to be limited.**

- **Health and Safety Skills:** Children/teens will be encouraged to develop living skills that promote a healthy and safe lifestyle. Age-appropriate topics will be presented, including self-protection, nutrition, and avoidance of substance use.

## Safety Practices

1. Staff will supervise children/teens at all times.
2. Staff will have access to a telephone at all times.
3. Chesapeake Middle School's fire drill procedures will be followed and practiced monthly at various times and a record of the drills will be maintained.
4. Chesapeake Middle School's fire and weather emergencies will be followed.
5. A permission slip for all field trips must be completed and returned before the date of the planned trip.
6. A staff member with First Aid training and supplies will accompany the children/teens on all field trips.
7. An *Incident Report* will be completed when an accident, injury, or illness occurs.
8. Spray aerosols will not be brought onto or used by the staff on site.
9. Center staff are legally required to immediately notify the local public Children's Services Agency when it is suspected that a child/teen has been abused or neglected. Staff will work with the building principal on this matter.
10. If a child/teen that is scheduled to be in the "after" school program does not report for roll call and cannot be found on the school premises or school bus, the site staff will contact the parent/guardian to verify the whereabouts of the child.
11. A parent/guardian or authorized adult must come into the building to pick-up a child/teen and must sign him/her out. At the close of the day's activities, a child/teen will not be allowed to walk home without written permission being on file or to leave with an adult who has not been authorized in advance.
12. For a child/teen's safety, no information about them will be given to anyone over the telephone (Exception: a parent/guardian may call to verify that their child/teen is there).
13. If a parent/guardian wants the school or other agencies to have or share information about a child/teen, a *Request for Information or Permission to Share Information* form must be completed and signed prior to the exchange of information.
14. **PEAKE** staff members will be provided information about a child/teen that is necessary to provide for the health and safety of all others in the programs. Other information in a child/teen's file is private and will be available only to the Site-Coordinator and the administrative staff of the Chesapeake School District.
15. Hazardous materials will not be knowingly brought onto the site—this includes any weapons or chemical products, including defensive substances such as mace or pepper spray. If hazardous materials are found on site, they will be disposed of immediately according to the procedures listed on the label. If the label is unreadable, poison control or another appropriate agency will be called to learn about methods of disposal of the substance. One of the building maintenance staff should be notified to complete the disposal of the hazardous substance so that the substance does not pose a threat to others at the host site. If the maintenance staff is unavailable, the site-coordinator should dispose of the substance in a safe manner or remove the hazardous substance from the site for disposal.

## Communicable Disease

---

The following procedures will be followed to prevent the spread of communicable diseases:

1. All students and staff will wash their hands before and after snacks (lunches during summer school).
2. Staff will be trained to recognize the symptoms of communicable diseases, and in the procedures for hand washing and disinfection of potentially contaminated areas.
3. Children/teens with the following symptoms of illness will be isolated and parents will be contacted to decide when/if the child/teen will be excluded from program activities.
  - a. Difficult or rapid breathing
  - b. Severe coughing that causes the child to become red or blue in the face or that has a whooping sound
  - c. Diarrhea
  - d. Yellowish skin or eyes
  - e. Conjunctivitis (pink eye)
  - f. Elevated temperature of 100° F, if combined with any other systems of illness; or any temperature over 100° F.
  - g. Untreated patches of infected skin
  - h. Unusual spots or rashes
  - i. Stiff neck
  - j. Sore throat or difficulty swallowing
  - k. Vomiting
  - l. Evidence of lice, scabies, or other parasitic infestation
4. Children/teens who are ill will be isolated in an area away from the others. While the child/teen is isolated, he/she will be observed for worsening or further symptoms.
5. Cots and any linen used will be washed or disinfected as soon as possible and before use by any other child.
6. A communicable Disease Chart will be posted.
7. A parent/guardian will receive notice within the same day when any child in the “after” school programs have exhibited the symptoms of an illness that may be communicable. Staff will notify a parent/guardian in writing or verbally.
8. A child/teen must be **fever-free for 24 hours before returning** to the “after” school program.
9. A child who has had a communicable disease **must be symptom-free for 24 hours or must have a written permission from a doctor to return.**

## Medications

---

It is the **parent/guardian’s responsibility to list** all the child/teen’s allergies and unique health conditions on the Chesapeake Schools’ *Emergency Medical Form*. The Site-Coordinator will make a copy of this information and keep it with your child/teen’s registration form. An updated list of the allergies or health conditions on the *Emergency Medical Form* will be used by the site staff.

**Medication may not be administered without a Medication Form signed by a physician.** If such a form is on record with the school nurse stating who can give the medication, we will attempt to have the medication given before the “after” school program begins at the end of the regular school day. If that is not possible, then the Site-Coordinator and the PEAKE program coordinator must have a copy of the medication form signed by a physician.

If the “after” school Site-Coordinator has been designated as the person to administer medication to your child/teen, the first dose of any new medication must be administered to the child/teen by the parent/guardian. All medications must be in their original container and the labeling must be complete. All medications will be stored in the nurse’s office. However, an inhaler or other nonprescription medications may be available to a child/teen with a special health condition with written permission of the parent as long as both the Site-Coordinator and the supervising tutor keeps the medication in his/her possession until there is an immediate medical need.

The program may request written permission and instructions from a physician to ensure that the medication is administered correctly to the child/teen and poses no danger to other children.

## **Emergency Contact**

---

In case of an emergency for which a parent/guardian needs to speak to a staff member immediately, the parent/guardian should call the site phone: (740) 867-3972.

Program Coordinators: John Gibson: (740) 867-1124 john.gibson@peake.k12.oh.us

Site Coordinator: Kathy Gosselin: (740) 867-3972 x 6121 kathy.gosselin@peake.k12.oh.us

### **Emergencies and Accidents**

There will be staff members at the site that are trained in Basic First Aid/CPR. Should an accident occur, they would follow the basic emergency/accident procedures recommended by the American Red Cross, as posted on site.

Children may be transported to a physician, dentist, or hospital as indicated by the parent/guardian on the *Emergency Medical Form*. Should the child/teen need immediate medical attention, and the parent cannot be reached, or in a life-threatening situation an Emergency Medical Squad (EMS) will be called.

### **Chesapeake Union Exempted Village School District's Crisis Plan**

The Community Learning Centers will follow the procedures as established and agreed to by the Chesapeake Union Exempted Village School District described in the most recent copy of the *Chesapeake Schools' Emergency Operations Plan*. This crisis manual can be found in the secretaries' offices as well as in the principals' offices at each school.

In the event that a Critical Incident occurs during the out-of-school hours, the staff will immediately notify the PEAKE Program Coordinator. The PEAKE Program Coordinator will act in the role of the school principal to verify the incident and then will contact the appropriate school officials to determine if the Critical Incident Response Plan should be initiated.

Critical incidents include, but are not limited to:

- Assault during the "after" school program
- Student/Staff death
- Allegations of abuse
- Domestic violence
- Natural Disasters
- Terrorist events

### **Missing Child**

The following procedure will be followed if a parent or school has not notified the Community Learning Centers of Chesapeake in advance and a child is not in attendance under the following circumstances:

- 1) a child is more than 15 minutes late arriving to a before school,
- 2) a child is more than 5 minutes late arriving for attendance count in the "after" school program,
- 3) a child who has been signed into the program has left the program without the knowledge of or permission from the site staff.

The staff will contact the following people in this order:

- The classroom teacher, principal, and office staff to see if the child/teen is with another adult in the school (for example: working on homework with the teacher) or a parent has picked the child/teen up early and his/her name did not appear on the day school's absentee list.
- Call the child/teen's name over the PA system to come to the office.
- If the child rides a bus, the staff will use the bus radio to contact the child/teen's regular bus driver to see if the child/teen got on the bus by mistake. If the driver does not answer, the staff will contact Chesapeake Schools' transportation supervisor to see if the supervisor can contact the bus driver.
- If the child is not on the bus, the staff will contact the parent

- If the child is on the bus, the staff will contact the parent for directions telling where to let the child off—at home or use the parent emergency plan.
- If the school personnel, the bus driver, nor the parent know where the child/teen is, the staff will notify the local police or sheriff's department.

### **Sharing of Information for Project Evaluation**

Since **PEA.KE** is interested in continuous improvement of programs and services, we will periodically seek school and parental information for evaluation purposes. This information includes academic, social, and behavioral performance data.

This information collected does not reveal the identity of individual participants or the family of that participant. However, the school is identified so the information can be used for individual program evaluation.

### **Photographs and Recordings**

Occasionally, activities include the use of photographs, audiotapes or videotapes for completion of projects. Some pictures or recordings may be used for promotional purposes or to give your child/teen recognition unless you have requested not to be published. If you have listed on the registration form that you do not want your child/teen's photo published, your request will be honored. However, you may for certain events override that request by giving the site staff written permission to publish photographs or use audiotapes or videotapes of your child/teen by stating the event and signing your name.

### **Use of Computers and Online Services**

Technology can greatly enhance the program activities and much of the day and "after" school curriculum is found on computer programs. Chesapeake Schools have provided safety nets (blocks use of harmful, offensive content) for Internet use. However, children/teens often challenge these safety features and make attempts to get around them.

Effort will be made by the Community Learning Centers of Chesapeake to protect children from harmful contents. However, parents must also acknowledge the risks inherent in the use of computer network services.

Unacceptable uses of the computer and/or Internet by children/teens will result in the revoking of access privileges. Serious misconduct will be referred to appropriate authorities. Unacceptable uses include, but are not limited to the following:

- Violating the conditions of State and Federal law dealing with privacy;
- Using profanity, obscenity, or other language which may be offensive to another user;
- Reposting (forwarding) personal communication without the author's prior consent;
- Copying commercial software and/or other material in violation of copyright law;
- Using the network for financial gain, for commercial activity or for an illegal activity;
- *Hacking* or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
- Accessing and or viewing inappropriate materials; and
- Downloading of freeware or shareware programs.

### **Field Trips**

Permission slips will be sent home indicating dates, times, location and approximate time of departure and return for field trips. Transportation for most field trips will be arranged with the Chesapeake Schools on school buses.

A parent/guardian must read, complete, sign, and return the form before the date of the field trip, including the *Permission and Waiver of Liability*. The information must include a phone number at which a parent/guardian can be reached in case of an emergency during the hours of the field trip.

If a child is not attending a field trip, then the parent/guardian must make other arrangements for the child/teen for that day. The child cannot stay at the Center on days of a field trip due to staffing limitations. Be sure to inform the center Site-Coordinator of your child's expected absence.

**Your child/teen's field trip expenses for each event will be noted on permission slip.**

## **Walking Trips**

---

At times, children/teens will walk in a supervised group to locations within approximately one mile of the Center site. These walks may occur anytime during program hours, but the groups will return before the Center closing time.

## **What to Send and What Not to Send**

---

Any personal items brought to the Community Learning Centers should be labeled with the child/teen's name. When a staff member needs your student to bring items for study or play, a note will be sent home a few days before the item(s) are needed or the item(s) will be listed on the monthly calendars stating the date the item(s) are due.

Please use common sense when allowing a child/teen to bring items to the Community Learning Centers. While we appreciate a child/teen's desire to share, many things can be easily lost or damaged during the activities of a busy schedule. If it is not appropriate for school, it is not appropriate for "after" school. The following items are particularly inappropriate and should **not** be brought into the "after" school centers:

- Toys
- Water toys
- Hand-held computerized games, such as a *Game Boy*
- Computer discs
- iPods, Radios, CD players, or head sets
- Cell phones
- Money
- Candy, drinks, or food

## **Parent Participation & Communications**

---

Parents/guardians are encouraged to visit and talk with the Site-Coordinator and may request to visit the tutoring sessions and activities.

Parents will be invited to participate in various activities and some events will be planned for entire families. Adults are reminded that schools are a non-smoking facility.

A parent/guardian of a child enrolled in the Community Learning Centers programs is permitted access to the site during hours of operation for the purposes of contacting a child, evaluating the care provided by the site, or evaluating the premises. When entering the premises, the parent/guardian should sign-in with the Site-Coordinator and state your purpose.

Parents/guardians will periodically receive a written note or a recognition slip from a staff member that communicates the progress of their child. If there are any significant areas of concern, the staff member may request a meeting.

Individual conferences may be arranged by contacting the appropriate staff member. If a problem occurs, please contact the Site-Coordinator. If a problem cannot be resolved at the site level, you may contact Kathy Gosselin P.E.A.K.E. Program Coordinator, at Chesapeake Middle School, County Road 1, Chesapeake, Ohio, 45619 or phone (740) 867-3972 x 6121 [kathy.gosselin@peake.k12.oh.us](mailto:kathy.gosselin@peake.k12.oh.us)

## **Volunteering and Advisory Committee**

---

There will be activities that require extra adult supervision. Parents/guardians are welcome as volunteers for these occasions. Parents who assist with field trips will be asked to supervise a small group of children/teens, which may or may not include their own child. Parents should not buy their child/teen or a group of children/teens extra souvenirs or snacks at the field trip venue.

An Advisory Committee composed of two parents and 3 “after” school students at each site has been formed to assist the Site-Coordinator in planning appropriate activities for the Community Learning Center Site.

## **Communications with the School**

---

Periodically during the school year, the Chesapeake PEAKE Education Consultants will communicate with the Chesapeake Schools Superintendent and the Director of Teaching and Learning for assistance in aligning the “after” school educational goals with the core educational goals.

Periodically, teachers will be asked to identify areas for academic enrichment for the children/teens from their classes enrolled in the “after” school programs.

On-going communication and coordination efforts will be made to work with the principal, administrative and teaching staff and the custodial and transportation staff.

## **Fees, Scholarships & Payments**

---

At this time, PEAKE is available to all middle school students enrolled in the Chesapeake School District **at no cost** to the families. 21<sup>st</sup> Century Community Learning Center Grants secured by the Chesapeake Union Exempted Village School District pays the majority of expenses. The programs are the result of dedicated partnership efforts between Chesapeake Local Schools and many community-based organizations to meet the unique needs of individual communities.

## **Educational and Cultural Enrichment Opportunities**

---

Children/teens in the Chesapeake Community Learning Center have many educational and cultural enrichment activities provided at each site. Some activities are offered for several months while others (for example: educational games and art) are offered for the year.

Each month/9-week grading period, a calendar is sent home listing the many activity opportunities. The parent and child/teen have the opportunity to discuss and choose as many as two activities each afternoon the centers are open.

Some activities have limited space. When too many children/teens request an activity with space limits, the participations are selected on a first received basis. Others may be put on a waiting list for when the activity is offered again. The staff will make every effort to place the child/teen in at least one activity of his/her choice. For conflicts, the child/teen will be asked to select a second choice.

Activity instructors are qualified adults who have special areas of expertise and may not be teachers. However, many of our educational activity instructors are classroom teachers or center tutors from the site.

Many instructors come from other youth serving groups, such as the OSU Extension Services. By joining resources with these and other community partners, the Community Learning Centers are able to provide the highest quality of enrichment programs at the most reasonable cost.

The **Educational Enrichment** Activities are designed to give children/teens a unique, hands-on learning opportunity that may not normally be offered in their regular school curriculum. Some educational enrichment activities include:

- Expanded library hours for research, story time, literary clubs;
- Woodwork projects, including identifying and using simple tools to build small wooden items;
- Electronic projects, including learning to recognize and assemble electronic components to make simple electronic toys;
- Learning computer keyboarding;
- Learning computer programs such as Microsoft Word, PowerPoint, Excel, and Spreadsheets;
- History Clubs that compete in the local, state, and national History Day Contests;
- Science Clubs with opportunities to experiment and to enter local and state contests;
- Digital arts/Yearbook;
- Drug and violence prevention programs;
- Cooking classes;
- Spanish as a second language;
- Sign language;
- Character and moral education classes;
- Life Skills;
- Physical education/plays & games;
- Board games designed to challenge mental skills;
- Youth development clubs, such as Boy & Girl Scouts, 4-H;
- Book clubs;
- Outdoors adventure activities and many more.

The **Cultural Enrichment** activities provide opportunities to experience those performing arts that children/teens may continue as a life hobby or some children/teens may discover a natural talent for certain performing arts that they may otherwise never have discovered. Some cultural enrichment classes offered are:

- Art—visual, graphic, sculpting, and design
- Dance—tap, jazz, ballet, line, Zumba, and modern
- Music—band instruments, guitar, violin, piano, and vocal
- Drama—theater, plays, and skits
- Crochet, quilting, and knitting
- Recreation—golfing, bowling, tennis, skateboarding, and no-contact martial arts
- Cheerleading, cheer dance, baton and flag twirling routines
- Cake decorating
- Jewelry making and other unique crafts and skills

### **Academic Support Programs**

---

Several **Academic Support Programs** are offered through the Chesapeake Community Learning Centers. Programs are designed to assist children/teens who are at-risk of performing below grade-level. Some programs are designed to serve each child/teen at their own level of performance, providing both enrichment and remediation.

Children/teens who are enrolled in the “after” school programs will receive academic support in the following programs:

- **Homework Assistance**—The staff will assist children/teens to understand and work on long-term, weekly, or daily assignments. **While significant time is spent on homework, it is not expected that all homework assignments will be completed at the center.**
- Parents should check all homework for completion.
- **One-to-One Tutoring Opportunities**—The Community Learning Centers work in partnership with

Chesapeake High School to provide high school students who help tutor children/teens who attend the “after” school programs. Tutors (certified teachers & students) give homework assistance and also provide special lessons that fit the interests and the academic needs of the individual child/teen.

- **Intervention Specialists**—Intervention Specialists are certified teachers, usually classroom teachers, from the school where the “after” school center is located. These teachers select those students who are performing below grade-level in reading and math to work with one-to-one or in small groups to bring their reading and math levels up to grade level. The “after” school program provides a great opportunity for student, parent, and classroom teacher to extend the learning time on a more individual basis for any student who needs extra learning time to master reading and math skills.
- **Computer Self-Teaching/Practice Software**—Highly sophisticated software is used daily in the Chesapeake Middle School curriculum such as **IReady and IXL**. Students have an opportunity to continue practicing, developing their individual skill levels in those programs during the “after” school hours.

### **Family Events**

---

Exciting opportunities for fun and learning are offered to the entire family at the Community Learning Center each month throughout the school year. **Family events are open to all families who have children attending Chesapeake Middle School, and all events are offered without fees.**

Some events are for the adult members of the family only, such as a Book Club, Cake Decorating, Woodworking Classes, Gardening, Pet Grooming, Landscaping, and many others. Some events are planned for the cooperative work of adults and children, such as Cooking with Kids, Jewelry Making, Basic Computer, PowerPoint, Line Dancing, Pottery Making, Intergenerational events and other such family activities.

### **Withdrawal Procedures**

Parents should not return a monthly calendar for the months they do not wish their child/teen to attend the “after-school” program. As a courtesy to the staff if they are withdrawing their child/teen for the rest of the year, they should call the school and leave a message for the Site-Coordinator or send a note stating they are withdrawing their child/teen.

## Student Code of Conduct

Any behavior by a student that is violent, disruptive, and/or inappropriate is strictly prohibited and will result in student discipline, which may include suspension, expulsion, and/or removal from school. This provision shall be applicable during regularly scheduled school hours, as well as, during other school related activities and places where school personnel or representatives have jurisdiction over students. Examples (not an all-inclusive list) of these offenses are set forth below.

1. Possessing, transporting, concealing, consuming, or offering for sale any alcoholic beverage, illegal drug, normally prescribed drug, look-alike drug, or any mind altering substance.
2. Committing arson on any piece of building property.
3. Committing or attempting to commit assault and or sexual assault on a teacher, administrator, employee, student, or visitor.
4. Contributing to or causing damage to school property or equipment.
5. Attempting to or causing damage to school property or equipment.
6. Possessing, handling, transmitting, or concealing any form of dangerous weapon or ordinance, or chemical.
7. Repeatedly failing to comply with directions of authorized school personnel while under the authority of school personnel.
8. Intentionally causing the substantial and material disruption or destruction of any lawful mission, process, or function of the school.
9. Participating in or initiating any form of gambling.
10. Initiating or participating in any form of hazing or harassment.
11. Committing forgery.
12. Participating in or initiating any type of false alarm.
13. Dressing or appearing for a school function in improper attire, or lack thereof.
14. Using foul or obscene language, gestures, or noises directed toward other students, visitors, or school personnel.
15. Possessing, selling, concealing, disseminating, or otherwise distributing pornographic material.
16. Using or possessing tobacco products in any form.
17. Operating a vehicle in a reckless manner on school property.
18. Attempting to steal, or stealing any public or private property.
19. Directing any verbal and/or written physical threats toward anyone or anything.
20. Trespassing on school property or premises.
21. Truancy.
22. Possessing any electronic devices, including cellular phones, CD players, boom boxes, toys, etc, without authorization of the building principal is not allowed. Students at CMS that possess these items during 7:30 AM – 3:00 PM will receive after school detention. Excessive abuse of this policy may constitute a more severe punishment
23. Fighting
24. A student shall not present to his teacher any work other than his own. A student shall not engage in any type of cheating, including class work, homework, quizzes, and tests.
25. No chewing gum/bubble gum allowed at school.
26. Book bags, brief cases, shoulder bags, and gym bags cannot be carried to class unless permission is granted by building principal.
27. Public display of affection including, but not limited to, kissing, hugging, holding of hands.
28. Skateboards and wheeled shoes are not permitted on school grounds. Students are not to bring them to school at any time.
29. Pets will not be allowed on school grounds with out permission from the building principal.

# PEAKE

## Community Partners

The following groups and organizations provide support, programming, and activities for the Chesapeake Community Learning Center:

- Gallia-Vinton Educational Service Center Governing Board
- Chesapeake Board of Education
- Brigg's Library
- Lawrence County Children's Services
- Lawrence County Family & Children First Council
- Lawrence County Health Department
- Holzer Medical Center
- Lawrence County Job & Family Services
- Lawrence County Juvenile Court Services
- Shawnee Mental Health
- Shawnee University
- Marshall University
- University of Rio Grande
- The Ohio State University Extension Services
- St. Mary's Hospital
- Armstrong Utilities
- Buckeye Rural Electric Co-op
- American Electric Power Ohio
- Local Ministerial Association
- Lawrence County Commissioners
- Boy Scouts of America District Office
- Girl Scouts of America District Office
- Director of Governor's Office of Appalachia

**Thank you, your children, and your family for participating in Chesapeake Community Learning Center.**

# MISSION

Our mission is to support the mission of the Chesapeake Schools, ***to inspire all students to become passionate life-long learners, innovative problem solvers, effective communicators and responsible citizens who are empowered to pursue their purpose.***

The district will provide appropriate educational programs supported by personnel using suitable materials, technology, and community resources.

The 21<sup>st</sup> Century Community Learning Centers will provide the services necessary to support Chesapeake Schools' mission by providing quality out-of-school time. We will respond to our community-wide need for

- Supervision
- Enrichment
- Academic support
- Family support
- Recreation
- Accessible and affordable cultural opportunities for all children, families, and community members within a safe, supportive, and substance-free environment

This will be accomplished through a coordinated countywide network of continuously improving extended learning centers, with integrated partnerships building upon community assets and resources. Our efforts are encouraged and supported by the Chesapeake Board of Education.