

# Parent Handbook

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Gallia Academy High School

A.S.S.E.T.

**A**fter **S**chool **S**uccess & **E**nrichment for **T**eens

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# **Gallia Academy High School Community Learning Center**

The before and after school program was developed through collaboration between Gallia-Vinton Educational Service Center, local school district, and community partners to serve students and their families. In addition to the before and after school student program, there will also be parent/family programs scheduled throughout the year.

The Community Learning Center is housed in Gallia Academy High School, a safe and accessible building. Extended learning opportunities and quality enrichment programs for students and families will be provided.

Enrichment programs will promote social development and academic success for students, as well as provide opportunities for families to engage in meaningful activities. The scope of supervised activities may include:

- tutoring services
- literacy and math education programs
- art, music, dance, theater, other cultural education activities
- science and technology education programs
- expanded library hours
- drug and violence prevention programs
- wrap-around services
- sports, games and recreational activities
- problem-solving skills
- service learning activities
- family events and activities
- career exploration activities

# Gallipolis City Schools

## Before and After School Program

### A.S.S.E.T.

(**A**fter **S**chool **S**uccess & **E**nrichment for **T**eens)

#### Philosophy

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A before and afterschool program should provide a safe and nurturing environment for students to continue their educational process under the direction of qualified educators and other responsible, caring adults who also provide stimulating and enriching activities.

#### Goals

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- To provide a safe, well supervised environment
- To provide experiences that will help a student maintain or increase his/her level of literacy in reading, math, and science
- To support and complement a student'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 student to learn through active experiences
- To provide activities that will increase a student's social and group skills
- To provide activities and information that will encourage a student to seek a healthy lifestyle
- To project an attitude of caring and concern for students 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 regarding resources to help with childcare, parenting skills, employment, clothing and food supplies
- To provide parents/guardians with educational opportunities
- To promote family literacy, health, and stability

#### Enrollment Eligibility

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The after-school program is open to all Gallia Academy High School students.

To enroll students in the before or after school program, a registration form must be completed for each student and returned to the school (morning meeting teacher or site-coordinator). A registration form is sent home with each student at the beginning of the school year, but they may also be picked up in the school office. There is no fee for enrolling your student into the program.

**The grant does require students to attend the program on a regular basis. Student registration requirements must be met to be officially enrolled in the program. In addition, the program will provide families with at least three family activities sponsored by the afterschool program. Families are encouraged to participate in all activities/events. Family engagement activities may take place at school, in the community, and/or through take-home activities.**

Emergency medical authorization information is found on the back of each registration form. You may also add any additional health, contact, or emergency medical information you deem necessary.

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**

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

The program is scheduled to begin October 16, 2023, and is scheduled to end April 12, 2024. Program calendars will be distributed by the site-coordinator.

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## Transportation

Transportation will be provided to specific drop-off locations. Specific information about drop-off locations and pick-up times will be distributed. Students may also be picked up by parents/guardians. The site-coordinator will develop a plan for safely dismissing the students to the buses or to the person designated to transport them home. All working staff will help with dismissal. Students are not permitted to take food on the bus.

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## Students with Disabilities

“Child with a disability” means a child evaluated in accordance with rule 3301-51-06 of the Administrative Code and who, by reason thereof, needs special education and related services.

All children are encouraged to enroll in afterschool programs as we realize that each child brings a uniqueness to the program. The needs of each student will be accommodated to the best of our ability. A student requiring an individual aide or having severe or chronic health and/or behavior problems will necessitate coordination with the special education supervisor. Special education staff and/or parents/guardians will be consulted to assist in making program modifications for special needs students.

When appropriate, a Student Afterschool Supervision Plan will be written with the Special Education Supervisor (or designee) and the site coordinator when necessary. This plan will be reviewed and signed by the parent, Special Education Supervisor (or designee), and the site coordinator. This plan will include but is not limited to conditions for enrollment, hours of attendance, required accommodations or program modifications, special restrictions, or requirements for proper care. This plan can be reviewed upon request by the parents or site coordinator.

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## Hours of Operation

The morning program will operate from 7:00-7:45 Monday –Friday.

The after-school program will begin at 2:52 p.m. and will dismiss at 5:00 p.m., **Monday through Thursday**. There is **no “after” school program on Friday**. Parents picking up students are asked to be at the center by 5:00 p.m.

The after-school program follows the local 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 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. An attempt will be made to put unexpected cancellation of the afterschool program on the Gallipolis City School’s app and the Gallia-Vinton ESC website ([www.galliavintonesc.org](http://www.galliavintonesc.org)).

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## Facilities

The program is housed in Gallia Academy High School (a safe and accessible facility). The program uses the cafeteria, library, classrooms, the gym, and outdoor play areas. During the program hours, the students will have access to restrooms, sinks, and drinking water. The program has appropriate equipment or use of the 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. Students’ personal belongings must be kept in their backpacks or carriers and left either in the classroom or other designated areas.

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## Staffing\*

The Gallia Academy High School after-school program is administered by Dr. Denise Shockley, GVESC Superintendent; and Connie Bradbury, Education Consultant, from the Gallia-Vinton Educational Service Center. All staff are screened by the above education consultants and approved by Dr. Denise Shockley, Superintendent of the Gallia-Vinton Educational Service Center and the ESC Board. The after-school program at Gallia Academy High School has a **site-coordinator, Amanda Frecker, who supervises the students and staff and develops educational and cultural enrichment programs** in coordination with ESC education consultants.

**\*Non-Discrimination Policy:** It is the policy of the Gallia-Vinton ESC 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**

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

Students are permitted to briefly run errands and/or use the restroom inside the building if they are within hearing distance of a staff member.

Staff members shall at all times accompany and supervise children at swimming sites including, but not limited to, public or private swimming pools. Swimming sites not on the same premises as the program shall be approved and supervised by local authorities. Activities in bodies of water eighteen inches in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the American red cross, YMCA, or an equivalent water safety program. Swimming in lakes, rivers, or ponds is unallowable.

## **Curriculum**

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All academic curricula in the after-school program are aligned with those of day school. The school’s regular teaching staff may send homework schedules or assignments to the grade-level tutors or write the daily assignments on the board. **Two hours of literacy and two hours of math enrichment, tutoring, or enrichment will be offered each week.**

Classroom teachers can provide any learning materials necessary for instruction and/or completion of assignments. Most of the intervention help comes directly from students’ classroom teachers who bring the necessary materials for instruction into the center.

Computer room monitors (certified staff) mentor the students while they continue the skill practices started during the school day on required programs.

The program will provide additional books, puzzles, educational board games, art and music materials, sports equipment, and any other materials necessary for educational and/or cultural activities and projects.

## **Daily Schedule**

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

Before School Schedule – Monday – Friday

7:00-7:45	Homework assistance, tutoring, and intervention help Fitness, board games, or computer activities will be offered when academic assistance is complete
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Afterschool Schedule Monday - Thursday

2:52 p.m.	Attendance, restroom/drink break, snack
3:00 p.m.	Homework assistance, tutoring, and intervention help
4:05 p.m.	Activity (Student choice) or additional academic help
5:00 p.m.	Dismissal (According to transportation plan)

## **Snacks**

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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 students with special dietary needs or specific food allergies (for example, peanut butter) are asked to note them on the registration form so the Site Coordinator and Nutrition Aide are aware. These students will receive an alternate snack if needed.

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

## Sign-In & Sign-Out

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When picking up students prior to the end of the “after” school program, the **approved adult must come into the facility to sign-out the student.** Only a parent/guardian or previously authorized adult may sign a student out of the program. All adults must be approved in writing on the “registration form.” Unless authorized by the custodial parent/guardian, 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 student in a car, the staff may request that alternate transportation arrangements be made. If the adult refuses to contact another authorized person, or if no one else can be reached, the site coordinator or staff can contact the local police or sheriff who will determine the adult’s ability to operate a vehicle.

Please remember the after-school program closes promptly at 5:00 p.m. and all students should be picked up by then.

## Irregular Arrival/Departure

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Irregular arrival/departures are discouraged, but if you know that a student will be arriving late or leaving early (for example: returning from or leaving for a doctor’s appointment), please notify the site-coordinator in writing the morning of or the evening before. If a student is to be picked up early by anyone other than a parent/guardian, please send a note stating who is picking the student up and when.

## Absences

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If a student is scheduled for the “after” school center but will not be staying, parents should send written notification to the school office or program manager.

## Behavior Management/Discipline

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The **before and afterschool** program promotes positive citizenship by helping students improve and succeed socially, emotionally, cognitively, and physically. Behavior management 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. A student who attends any after school program that is sponsored by the Gallia-Vinton ESC is subject to Gallipolis City Schools’ code of conduct and sanctions imposed by school personnel.

**Proactive management** practices are used within the Community Learning Center program. 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, and privilege reinforcements of prosocial behavior

Staff guidance and safe behavior limit-setting is always important. Modifications to problem behavior will be conducted whenever possible on an individual, face-to-face basis. **Each staff member is responsible for the guidance, limit-setting, and safe behavior of the students in his/her care.**

- 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 student.
- 3) No physical restraints shall be used to confine a student by any means other than holding a student for a short period of time, such as in a protective hug, so the student may regain control.
- 4) No student 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 student 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 student for failure to eat, sleep or toileting accidents.
- 7) Techniques of discipline shall not humiliate, shame, or frighten a student.
- 8) Discipline shall not include withholding food, rest, or toilet use.

- 9) Separation, when used as discipline shall be brief and appropriate to the student's age and developmental ability, and the student shall be within sight and hearing of a school-age childcare staff member in a safe, lighted, and well-ventilated space.
- 10) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency in accordance with section 2151.421 of the Revised Code and a serious incident report is to be completed and submitted to the department within 24 hours.
- 11) The discipline policy adopted by Gallipolis City Schools will be followed.

**Unsafe behavior** will be interrupted by staff. Unsafe behaviors will be recorded on the Gallipolis City Schools Discipline Form, and copies will be given to the school principal and faxed to the Director of the Community Learning Center on the day of the incident.

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

Individualized intervention plans are tailored to the needs of individual students. Display of the desired behaviors will result in added recognition and may include special reward privileges that are desired by the student. These plans will be discussed and reviewed for refinement at behavioral consultations with Center staff and the school's counselor/social worker. If the special effort by the program staff does not bring desired results and the student continues to exhibit disruptive or disrespectful behaviors, the parent will be notified by phone or in writing that the student is suspended for a reasonable amount of time (a week, a month). During this time, we suggest that the parent and student decide if the "after-school" program is benefiting that student.

In the event a student violates the safety of another student and/or staff through an act of **physical aggression**, the parent or another emergency contact will be called to pick up the student 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 Director of the Community Learning Centers will be called immediately when a student is suspended.

## Child Development

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The **before and after school** program seeks to positively impact the development of students in several areas, including social development, physical skills, and health/ safety skills.

- **Social Development:** Students will learn to develop and maintain friendships and master a variety of human interactions. We emphasize that each student 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 everyone 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 student's healthy self-image. To this end, each student will be encouraged to participate in physical activities that build strength, balance, coordination, and endurance. Through a variety of team and individualized activities, a student will have an opportunity to explore and accept his/her physical skills. **It is the parent/guardian's responsibility to notify the Site-Coordinator and center staff of any physical limitations that would keep a student from participating in certain physical activities. Please be specific.**
- **Health and Safety Skills:** Students 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.

## Indoor and Outdoor Safety Practices

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1. Staff will supervise students at all times.
2. Staff will always have access to a telephone.
3. Gallipolis City Schools' fire drill procedures will be followed and practiced monthly, and a record of the drills will be maintained.
4. Gallipolis City Schools' fire and weather emergency procedures will be followed.
5. A permission slip for all field trips must be completed and returned prior to the date of the planned trip.
6. A staff member with First Aid training and supplies will accompany the students 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 or used by the staff on site.
9. Center staff is legally required to immediately notify the local public Children's Services Agency when student abuse or neglect is suspected.



10. If a student has signed into the after-school program but does not report for their scheduled activities and cannot be located on the school premises or school bus, the site staff will contact the parent/guardian to inquire as to the whereabouts of the student.
11. A parent/guardian or authorized adult must come into the building to sign-out a student early. At the close of the day's activities, a student will not be allowed to walk home without written permission on file or leave with an adult who has not been authorized in advance.
12. For a student'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/student is there).
13. If a parent/guardian wants the school or other agencies to have or share information about a student, a *Request for Information or Permission to Share Information* form must be completed and signed prior to the exchange of information.
14. Before and after school staff members will be provided necessary information regarding a student if it is for the health and safety of all others in the programs. Other information in a student's file is private and will be available only to the Site-Coordinator and the administrative staff of the Gallia-Vinton ESC and the Gallipolis City Schools.
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.
16. **Safe outdoor play space** totaling not less than sixty square feet for each child using the space at any one time, shall be regularly available and scheduled for use, unless the program operates for less than three hours per day.
  - a. The surface of the outdoor play space shall be well drained and offer protection from falls.
  - b. The play space shall be free of hazards such as, but not limited to, broken glass, potholes, garbage, flammable materials and other debris.
  - c. The play area shall be well defined to protect children from traffic, animals, or other hazards.
  - d. The program shall provide equipment for materials that promote large muscle development in adequate amounts for the group size. Outdoor equipment is to be stable, free of rust, cracks, holes, splinters, sharp points, edges, protruding bolts or tripping hazards. Equipment is to be age appropriate and not include openings that may cause body part entrapment.
  - e. A shaded area is to be available. The shade may be naturally occurring from trees, buildings or overhangs.
  - f. Play areas should be inspected at least once quarterly while the program is in operation and documentation kept on file for one year.

## **Communicable Disease**

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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.
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. A child with any of the following signs or symptoms of illness shall be isolated immediately. Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the program coordinator or team leader and the parent(s).
  - (a) Diarrhea (three or more loose stool in a twenty-four-hour period) if reported.
  - (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
  - (c) Difficult or rapid breathing.
  - (d) Yellowish skin or eyes.
  - (e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
  - (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other symptoms.
  - (g) Untreated infected skin patch(es).
  - (h) Unusually dark urine and/or gray or white stool if reported.
  - (i) Stiff neck with an elevated temperature.
  - (j) Evidence of untreated lice, scabies, or other parasitic infestation.
  - (k) Sore throat or difficulty in swallowing; or
  - (l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.
4. Students that are ill or exhibit any of the symptoms listed above will be isolated in an area away from the others, but within the site or hearing of a staff member. While the student 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 immediately when any child in the afterschool programs have exhibited the symptoms of an illness that may be communicable. Staff will notify a parent/guardian in writing or verbally.
8. A student must be **fever-free for 24 hours before returning** to the afterschool program.
9. A child who has had a communicable disease **must be symptom-free for 24 hours or must have written permission from a doctor to return.**

## Medications

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It is the **parent/guardian's responsibility to list** all the student's allergies and unique health conditions on the Gallipolis City Schools' *Emergency Medical Form and the before and afterschool registration form*. The Site-Coordinator will have access to this information and keep it with the student's registration form. An updated list of the allergies or health conditions on the *Emergency Medical Form* will be used by the site staff.

All prescription medicine must be **current within the last twelve months**, kept in its **original container**, and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner, or dentist. Medication shall be **stored in a designated locked storage place**, except that drugs that require refrigeration may be **kept in a refrigerator not accessible to children**. An **inhaler or nonprescription medication** may be available to a school child with a special health condition with parental permission in accordance with the program's policy.

**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 at the end of the regular school day before the after-school program begins. If that is not possible, the Site-Coordinator of the Community Learning Center 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, the first dose of any new medication must be administered to the student 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 student with a special health condition, with written permission of the parent, so long as either the Site-Coordinator or 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 insure the medication is administered correctly to the student and poses no danger to other children.

During outdoor play and summer months, sunscreen is encouraged to prevent sunburn. The student's name must be printed on the container provided by the parent with the sunscreen in an original container.

## Emergency Contact

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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. The school site phone number is: 740-446-3212. Some site-coordinators or bus drivers may give a cell phone number if requested.

## Emergencies and Accidents

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There will be staff members at the site trained in Basic First Aid/CPR. Should an accident occur, they will follow the basic emergency/accident procedures recommended by the American Red Cross, as posted on site. Students may be transported to a physician, dentist, or hospital as indicated by the parent/guardian on the *Emergency Medical Form*. An Emergency Medical Squad (EMS) will be called should the student need immediate medical attention and the parent cannot be reached, or a life-threatening situation occurs.

## Gallipolis City Schools Crisis Plan

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The Community Learning Center of Gallia Academy High School will follow the procedures as established and agreed to by the Gallipolis City School District as described in the most recent copy of the *Gallipolis City Schools Emergency Operations Plan*. This crisis manual can be found in the secretary's office, as well as the principal's office.

If a Critical Incident occurs during the out-of-school hours, the staff will immediately notify the Site-Coordinator who will in turn notify the Director of the Community Learning Center. The Site-Coordinator will act in the role of the school principal to verify the incident and 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

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The following procedure will be followed if a student is missing under the following circumstances:

- 1) A student is more than 5 minutes late arriving for attendance count in the after-school program,
- 2) A student 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 student is with another adult in the school (for example: working on homework with the teacher) or was picked up early by a parent and his/her name did not appear on the day school's absentee list.
- Call the student to the office over the PA system.
- If the student rides a bus, the staff will use the bus radio to contact the student's regular bus driver to see if the student mistakenly got on the bus. If the driver does not answer, the staff will contact the school's transportation supervisor to see if the supervisor can contact the bus driver.
- If the student is not on the bus, the staff will contact the parent.
- If the student is on the bus, the staff will contact the parent for instructions of where to let the student off—at home or use the parent emergency plan.
- If the school personnel, the bus driver, nor the parents know where the student is, the staff will notify the local police or sheriff's department.

## Sharing of Information for Project Evaluation

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**The before and afterschool program leadership** is interested in continuous improvement of programs and services.

Therefore, the program staff will periodically seek school and parental information for evaluation purposes. This information includes academic, social, and behavioral performance data. Steps are taken to keep the collected information private and secure.

## Photographs and Recordings

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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 student recognition unless you have requested on the registration form that you do not want your student's photo published. You may override that request by giving the site staff written permission to use students' photographs/audiotapes/videotapes for certain events.

## Use of Computers and Online Services

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

Effort will be made by the before and afterschool program staff to protect students 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 students will result in the revoking of access. 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.

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## **Field Trips**

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

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

If a student is not attending a field trip, the parent/guardian must make other arrangements for the student for that day. Due to staffing limitations a student cannot stay at the Center during a field trip. Be sure to inform the Site-Coordinator of your student's expected absence.

The school child program shall have written permission from the parent or guardian of a child before the child shall be permitted to swim or otherwise participate in water play activities in bodies of water two or more feet in depth. The written permission shall be signed and dated, and shall include the following:

- (1) The child's name;
- (2) Location of the swimming/water play site;
- (3) A statement indicating whether or not the child is a swimmer; and
- (4) That the parent or guardian grants permission.

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## **Walking Trips**

At times, students 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.

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

Any personal items brought to the Community Learning Centers should be labeled with the student's name. If staff members need students to bring items for study or recreation, 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.

While we appreciate a student's desire to share, many things can be easily lost or damaged during the activities of a busy schedule. If it is not appropriate during the school day, it is not appropriate for after-school.

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## **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/guardians 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 student enrolled in the Community Learning Center programs is permitted access to the site during hours of operation for the purposes of contacting a student, 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 the purpose of the visit.

Parents/guardians will periodically receive a written note, or a recognition slip from a staff member which communicates the progress of their student. 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 Connie Bradbury, A.S.S.E.T. Consultant at the Gallia-Vinton Educational Service Center, P.O. Box 178, Rio Grande, Ohio, 45674 or phone (740) 245-0593.

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## **Volunteering and Advisory Committee**

There will be activities which 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, which may or may not include their own child. Parents should not buy their child or other students extra souvenirs or snacks at the field trip venue.

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

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## Communications with the School

Periodically during the school year, the before and afterschool program manager or site coordinator will communicate with the local superintendent, school principal, Curriculum Director, and Title I/Literacy Coordinator for assistance in aligning the after school educational goals with the core educational goals of the school district.

Periodically, teachers will be asked to identify areas for academic enrichment for the children/students from their classes enrolled in the after-school program. On-going communication and coordination efforts will be made to work with the principal, administrative and teaching staff and the custodial and transportation staff.

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## Fees, Scholarships & Payments

Currently, the before and afterschool program is available to all students attending Gallia Academy High School **at no cost** to the families. The programs are the result of dedicated partnership efforts between the local school district and many community-based organizations to meet the unique needs of the community.

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## Educational and Cultural Enrichment Opportunities

Students in the before and afterschool program will have many educational and cultural enrichment activities provided. Some activities are offered for only one month while others may be offered for the year.

Activity calendars will be sent home listing the many opportunities available for students and families. Student choice and voice is encouraged.

Some activities have limited space. When too many students request an activity with space limits, the participants 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 student in at least one activity of his/her choice. For conflicts, the student 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, the French Art Colony, and the Bossard library. By joining resources with these and other community partners, the Community Learning Center is able to provide the highest quality enrichment programs at the most reasonable cost.

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## Academic Support Programs

Several of the **Academic Support Programs** offered through the before and afterschool programs are designed to assist students who are at-risk of performing below grade-level. Some programs are designed to serve each student at his/her own level of performance, providing both enrichment and remediation.

Students who are enrolled in the after-school program will receive academic support in the following programs:

- **Homework Assistance**—The staff will assist with work daily, weekly, or long-term 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**—Tutors will give homework assistance and provide special lessons that fit the interests and the academic needs of the individual.
- **Intervention Specialists**—Intervention Specialists are certified teachers, usually classroom teachers, from the school where the after-school center is located. Intervention Specialists select students who are performing below grade-level in reading and math to work 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 students, parents, and classroom teachers to extend the learning time on a more individual basis for any student needing extra time to master reading and math skills.
- **Computer Self-Teaching/Practice Software**—Highly sophisticated programs, such as Study Island, are used daily in the day schools' curriculum. Students have an opportunity to continue practicing, developing their individual skill levels in those programs during the after-school hours.
- **Leveled Reading Programs**—Tutors will use reading material from the local school district for activities and practice.

## **Family Events**

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Exciting opportunities for fun and learning are offered to the entire family by the before and afterschool site each semester during the school year. **Family events are open to all families who have children attending any of the Gallipolis City Schools, and all events are offered without fees.** The current grant encourages parents of regular attendees to participate in a minimum of three parent/family events per year.

## **Mass Communication**

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The parent handbook and programming information such as calendars, family engagement opportunities, newsletters, and program evaluation information will be posted on Gallia-Vinton ESC website, local school website, and/or Facebook page.

## **Withdrawal Procedures**

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Parents should not return a calendar for the months they do not wish their child to attend the afterschool program. If a parent is withdrawing the student for the rest of the year, they should call the school and leave a message for the site-coordinator or send a note verifying the withdrawal.

## **Community Partners**

The following groups and organizations may provide support, programming, and activities for the Gallia Academy High School Community Learning Center:

- Gallia-Vinton Educational Service Center Governing Board
- Gallipolis City School District
- **Bossard Memorial Library– Primary Partner**
- Ohio Valley Bank
- Gallia County Family & Children First Council
- Gallia County Health Department
- Holzer Medical Center
- Gallia County Job & Family Services
- University of Rio Grande
- The Ohio State University Extension Services

## **MISSION**

The before and afterschool program will support the mission of the Gallipolis City Schools, which is to enable all students to acquire the knowledge, skills and abilities essential for 21<sup>st</sup> Century living. 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 Gallipolis City 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 network of continuously improving extended learning centers, with integrated partnerships building upon community assets and resources. Our efforts are encouraged and supported by the Gallia-Vinton Educational Service Center Governing Board.

## **Student Code of Conduct**

**After school time can be fun if you remember to:**

- Be Respectful to Staff
- Be Kind to Friends
- Be a Responsible Citizen
- Be Prepared (Homework assignments ready)

**Students will adhere to the following rules:**

- Respect school property and possessions of others
- Not steal school or private property
- Follow all rules and directions given during an activity
- Not fight or argue with another student, teacher, aide, or guest
- Never use any verbal, written, gesture or act, which intimidates, threatens, degrades, or disgraces another person
- Never use profanity of any kind, verbal or written
- Not possess any dangerous weapons
- Not possess any electronic devices
- Not possess, use or sell narcotics, alcoholic beverages, tobacco substances, drug paraphernalia, or other dangerous substances
- Never leave school grounds without proper permission

***All Gallia Academy High School rules apply during the “Before and After-School” program.***

