

**Hannan Trace
Elementary School
L.I.L. Cats
Learning is Leading**

Parent Handbook

2024-2025

Parent Handbook can be found under After School Activities on the web:

<http://www.galliavintonesc.org>

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Hannan Trace Elementary School

Community Learning Centers

The Hannan Trace Elementary School Community Learning Centers were developed through collaboration between Gallia-Vinton Educational Service Center, Gallia County Local Schools, and community partners to serve elementary school students from Hannan Trace Elementary Schools and their families. The program title is Hannan Trace Elementary School L.I. L. Cats. (Learning is Leading). In addition to the elementary school program, there will be adult programs scheduled each semester at Hannan Trace Elementary School.

The Community Learning Centers of Gallia County Local Schools are located in the Hannan Trace Elementary School buildings.

The Community Learning Center is comprised of a network of extended learning opportunities and enrichments programs for children and families throughout the Gallia County Local Schools district. The Community Learning Center will strive to provide a variety of quality enrichment programs for children and families making beneficial use of out-of-school hours.

An array of enrichment programs promote social development and academic success for students, as well as opportunities for families to engage in meaningful activities together. The scope of supervised activities may include: literacy and math education programs; art; music; dance; theater; other cultural education activities; tutoring services; science and technology education programs; expanded library hours; drug and violence prevention programs; wrap-around services for truant, suspended, or expelled students; reading and family literacy activities; field trips; games and recreational activities; problem-solving skills; 4-H Clubs, and Girl and Boy Scouting tailored for “after” school programs; service learning activities, family events and activities and career exploration activities, and much more.

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

For the 2024-25 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 14, 2024, and are scheduled to end April 11, 2025. Program calendars will be distributed by the site-coordinator.

Gallia County Local Schools

After School Program

L. I. L. Cats

(Learning is Leading)

Philosophy

An after school 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

- 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

Performance Measures

This grant focuses on the following 4 program performance measures:

Reading Performance Measures: LIL CATS' goal is that 70% of students who attend regularly (30+ days) will meet their target for yearly growth (40 SGP) as measured on a local assessment, such as STAR Reading.

Math Performance Measures: By May 2025, 70% of students attending afterschool for at least 30 days will meet or exceed a Student Growth Percentile (SGP) of 40 on the STAR Math assessment.

Youth Development Performance Measures: As of May 2025, 85% of students that attend afterschool for 30 days or more will achieve a day school attendance rate of at least 90% for the school year.

As of May 2025, the teacher surveys will report 80% of the students that attend for 30 days or more will have satisfactory or above homework completion, class participation, and behavior improvement.

Family Involvement Performance Measures: By May 2025, parents of students that attend LIL CATS may engage in 3 or more opportunities relative to student/family needs. 80% of parents attending functions will report increasing their capacities to support student success.

Summer School Objectives:

As a result, 60% of enrolled students will attend at least 80% of the summer hours;

75% of the students will participate in the reading and/or math experiences provided, and

60% will participate in at least 2 youth development and/or family engagement activities.

Partnership: Ohio State Extension Office.

Enrollment Eligibility

The after school program is open to all Hannan Trace Elementary School students. However, PK-4 students in greatest need of academic support are targeted. Letters are sent home to parents recommending the participation of at-risk students who are not enrolled in the afterschool program.

All families wishing to enroll children in the Elementary School L.I.L. Cats program must complete a registration form for each student 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 student. Families may also pick them up in the school office.

There is no fee for enrolling your student into any of the programs. The grant does require students to attend the program on a regular basis. Attendance is considered for field trip participation. Student registration requirements must be met to be officially enrolled in the program.

In addition, the grant requires parental commitment to the following three guidelines: 1. Students that are officially enrolled must attend the program regularly (30 days or more) 2. Parents of enrolled students must participate in three of the family events/activities. 3. Prior to the start of the program, parents will accept an invite on Remind, a free text messaging app that will help the afterschool site-coordinator and program manager communicate quickly and efficiently with parents. Transportation will be provided directly to each student's home, as it is during the regular school transportation hours.

The emergency medical authorization information will be copied from the yellow emergency medical card that you complete for each of your students. 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.

Transportation

Transportation will be provided directly to each students' home, as it is during the regular school transportation hours. 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 staff** working at that time should help with dismissal. Students cannot take food on the bus. Students may also be picked up by parents/guardians.

The center should be closed by 5:30 pm at Hannan Trace Elementary School.

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. The needs of each child will be accommodated to the best of our ability. A student 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. If necessary, 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 student.

Hours of Operation

In the mornings the Before /Afterschool program will be open Monday through Friday 7:30am through 9:00 am. In the afternoon, the program will begin as soon as the regular school day ends **Monday through Thursday** at 3:30 p.m. and closes at 5:30 p.m. Students being transported by bus will load at 5:30 p.m. and transported directly to each student's home, as it is during the regular school transportation hours.

Parents picking students up at the centers are asked to sign the student out of the office by 5:30 pm.

The after school program follows the Gallia County Local Schools 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.

Cancellation of the L.I.L. Cats. program will be on the Gallia County Local Schools' website (<http://www.gcls.k12.oh.us>) and the Gallia-Vinton Educational Service Center's website (www.galliavintonesc.org).

Facilities

The program is housed in Vinton Elementary 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 Gallia County Local 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. Student's personal belongings must be kept in their backpacks or carriers provided by parents and these are left either in the student's homeroom or another chosen area in the school provided for program use by the school principal.

Staffing*

The Hannan Trace Elementary School after school program is administrated by Dr. Denise Shockley, Superintendent; and David Moore and Gwen Daniels, Hannan Trace School Education Consultants, 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 afterschool program at Hannan Trace Elementary School has a site-coordinator 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

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/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.

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

Curriculum

All academic curricula in the after-school programs are aligned with Gallia County Local Schools' 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. **Two hours of Literacy and two hours of Math enrichment, tutoring, or enrichment will be offered each week.**

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

The L.I.L. Cats program will 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 beginning and ending times vary from center to center according to the times each school dismisses but the following is a general schedule that demonstrates the variety and extent of daily plans for the "after-school" programs:

Afterschool Program Monday-Thursday: 3:30 pm – 5:30 pm

3:30 p.m.	Attendance, restroom/drink break, snack
4:00 p.m	Enrichment (Literacy/Math),Homework assistance/ intervention & tutoring
4:45 p.m.	Activity (Student choice) or additional academic help
5:30 p.m.	Dismissal – Sign-out for students being transported by parents / Students load on Buses / Center closes for the evening

***Schedules are subject to change.**

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, will be provided by the Gallia County Food Service.

Parents of students 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 students can receive an alternate snack that would not make the student sick or trigger an allergic reaction.

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

When picking up students at the end of the "after" school program, an **approved adult must come into the facility to sign-out a 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.” 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 student 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 the after school program closes promptly at 5:30 p.m. for Hannan Trace School. All children should be picked up by then.

Irregular Arrival/Departure

Irregular arrival/departures are discouraged but if you know that your student 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 student is to be picked up early by anyone other than you, please send a note stating who is picking your student up and when. If your student 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 student, why, and what time.

Absences

When a student 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 student’s name is not on the list, an “all call” for the student over the PA system will be made.

If the student still cannot be found, the student’s bus driver will be contacted by radio to see if the student forgot and went home on the bus. If the student is on the bus, the parents will be called to notify them that the student did not stay for the “after” school program. Parents then must arrange for alternative care for their student if the parents are not home.

Both the site coordinator and the bus driver will attempt to accommodate the parents in finding a safe place for the student, 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 **L.I.L. Cats** program helps students improve and succeed socially, emotionally, cognitively, and physically to promote positive citizenship. Behavior management in the program 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. A student who attends any after school program that is sponsored by the Gallia-Vinton ESC is subject to Gallia County Local 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 pro-social behavior

Staff guidance and safe behavior limit-setting is important at all times. 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 children in his/her care.**

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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;
- 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."
- 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) Discipline Policy adopted by Gallia County Local Schools will be followed.

Unsafe behavior will be interrupted by staff. Unsafe behaviors will be recorded on the Gallia County Local Schools Discipline Form and copies 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 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 school's counselor/social worker.

If the special effort on the part of 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 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 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 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 Director of the Community Learning Centers will be called immediately when a child is suspended.

Child Development

The **L.I.L. Cats** 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 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 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 child 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 their student has 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:** 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.

Safety Practices

1. Staff will supervise students at all times.
2. Staff will have access to a telephone at all times.

3. Gallia County Local Schools' fire drill procedures will be followed and practiced monthly at various times and a record of the drills will be maintained.
4. Gallia County Local Schools' 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 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 onto or used by the staff on site.
9. Center staff is legally required to immediately notify the local public Children's Services Agency when it is suspected that a student has been abused or neglected.
10. If a student 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 student and must sign him/her out. At the close of the day's activities, a student 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 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 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. **L.I.L. Cats** staff members will be provided information about a student that is necessary to provide 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 Gallia County Local 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.

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.
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. Students with the following symptoms of illness will be **isolated immediately** and parents will be contacted 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. 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. Students that are ill or exhibit any of the symptoms listed above will be isolated in an area away from the others, but within 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 a written permission from a doctor to return.**

Medications

It is the **parent/guardian's responsibility to** _____ **7** _____ **student's allergies and unique health conditions on the Gallia County Local Schools' Emergency Medical Form. The Site-Coordinator will make a copy of 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.

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 Director 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 to your student, 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 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 insure that the medication is administered correctly to the student and poses no danger to other children.

During outdoor play and summer months, sunscreen use is encouraged to prevent sunburn. In order for the staff to apply sunscreen to a child or for an older child/teen to apply sunscreen before outdoor activities, a parent/guardian must sign a *Medication Form* and provide staff with sunscreen in an original container. The student's name must be printed on the container with a permanent marker.

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.

The school sites phone numbers are: 740-256-6468 for HTES

Some site-coordinators and bus drivers may give you their cell phone numbers if you ask.

Emergencies and Accidents

There will be staff members at the site that are trained in Basic First Aid/CPR and Communicable Disease. Should an accident occur, they would 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*. Should the student need immediate medical attention, and the parent cannot be reached, or in a life-threatening situation an Emergency Medical Squad (EMS) will be called.

Gallia County Local Schools Crisis Plan

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

In the event that the 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 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 Center of Hannan Trace Elementary School in advance and a child is not in attendance under the following circumstances:

- 1) a child is more than 5 minutes late arriving for attendance count in the after school program,
- 2) 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 student is with another adult in the school (for example: working on homework with the teacher) or a parent has picked the student up early and his/her name did not appear on the day school's absentee list.
- Call the student'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 student's regular bus driver to see if the student got on the bus by mistake. If the driver does not answer, the staff will contact the Gallia County Local 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 student is, the staff will notify the local police or sheriff's department.

Sharing of Information for Project Evaluation

Hannan Trace Elementary School L.I.L. Cats are 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.

The 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 student recognition unless you have requested not to be published. If you have listed on the registration form that you do not want your student'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 student 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 after school curriculum is found on computer programs. Gallia County Local 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 Community Learning Centers Hannan Trace Elementary Schools 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 students 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.
- **Do not post, link, or share photos, videos, or audios of after school students due to privacy and confidentiality issues.**
- **Staff do not transport children other than their own home from afterschool in their personal vehicle.**

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 Gallia County Local 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 student 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 student's field trip expenses are paid by the Center. If additional spending money is needed, that information will be included on the permission slips or in an additional note.

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.

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. When a staff member needs a student 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.

Please use common sense when allowing a student to bring items to the Community Learning Center. 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 for school, it is not appropriate for after school.

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 Center 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 the purpose of the visit.

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 David Moore or Gwen Daniels, L.I.L. Cats. Consultants for HTES. Both can be contacted at the Gallia-Vinton Educational Service Center, P.O. Box 178, Rio Grande, Ohio, 45674 or phone (740) 245-0593.

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 student or a group of 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.

Communications with the School

Periodically during the school year, the Elementary School L.I.L. Cats Education Consultants will communicate with the Gallia County Local Schools Superintendent, 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 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.

Fees, Scholarships & Payments

At this time, the Hannan Trace Elementary Schools Community Learning Center are available to all school-age students attending Hannan Trace Elementary Schools **at no cost** to the families. A 21st Century Community Learning Center Grant secured by the Gallia-Vinton Educational Service Center pays the majority of expenses. The programs are the result of dedicated partnership efforts between Gallia County Local Schools and many community-based organizations to meet the unique needs of the community.

Educational and Cultural Enrichment Opportunities

Students in the Hannan Trace Elementary School Community Learning Centers will have many educational and cultural enrichment activities provided. Some activities are offered for only one month while others (for example: dance and guitar) may be offered for the year.

Each month or quarter, a calendar is sent home listing the many activity opportunities. The parent and student have the opportunity to discuss and choose activities each afternoon the centers are open.

Some activities have limited space. When too many students 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 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 O.O. McIntyre Park District. By joining resources with these and other community partners, the Community Learning Center is able to provide the highest quality of enrichment programs at the most reasonable cost.

The **Educational Enrichment** Activities are designed to give students 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;
- Quiz Bowl with local competitions;
- Drug and violence prevention programs;
- Anger management programs;
- Cooking classes and bread making;
- Spanish as a second language;
- Sign language;
- Character and moral education classes;
- Life Skills;

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- Physical education/plays & games;
- Board games designed to challenge mental skills;
- Youth development clubs, such as Boy & Girl Scouts, 4-H;
- Outdoor adventure activities and many more.

The **Cultural Enrichment** activities provide opportunities to experience those performing arts that student may continue as a life hobby or some students 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 dancing, Zumba, and modern dance
- Music—band instruments, guitar, violin, piano, and vocal
- Drama—theater, plays, and skits
- Sewing ,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 Hannan Trace Elementary School Community Learning Centers. Programs are designed to assist students who are at-risk of performing below grade-level. Some programs are designed to serve each student at their 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 students 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**—Tutors will give homework assistance and also provide special lessons that fit the interests and the academic needs of the individual student.
- **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 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 Gallia County Local Schools’ curriculum such as Study Island. 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 Gallia County Local Schools’ reading material for activities and practice.

Mass Communication

The parent handbook and programming information such as calendars, family engagement opportunities, newsletters, and program evaluation information will be posted on the Gallia-Vinton ESC website.

Family Events

Exciting opportunities for fun and learning are offered to the entire family at the Community Learning Center site each semester during the school year. **Family events are open to all families who have children attending any of the Gallia County Local Schools, and all events are offered without fees. The current grant requires parents of regular attendees to participate in a minimum of three parent/family events per year.**

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, Basic Computer, PowerPoint, Line Dancing, Pottery Making, intergenerational events and other such family activities.

Withdrawal Procedures

Parents should not return a calendar for the months they do not wish their student to attend the after school program. If a parent is withdrawing their student 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 student.

L.I.L. Cats

(Learning is Leading)

Community Partners

The following groups and organizations may provide support, programming, and activities for the Hannan Trace Elementary School Community Learning Centers:

- Gallia-Vinton Education Service Center Governing Board
- Gallia County Local Schools
- Gallia-Vinton Buckeye Hills Career Center
- Bossard Memorial Library
- F.A.C.T.S.
- French Art Colony
- Gallia County Children's Services
- Gallia County Family & Children First Council
- Gallia County Health Department
- Holzer Medical Center
- Gallia County Job & Family Services
- Gallia County Juvenile Court Services
- Gallia-Jackson-Meigs Board of Alcohol, Drug Addiction, and Mental Health Services
- O.O. McIntyre Park District
- University of Rio Grande
- The Ohio State University Extension Services
- Buckeye Rural Electric Co-op
- American Electric Power Ohio—Gavin Plant
- Local Ministerial Association
- Gallia County Commissioners
- Boy Scouts of America District Office
- Girl Scouts of America District Office
- Woodland Centers
- USTA (US Tennis Association)

Thank you, your children, and your family for participating in the programs of Hannan Trace Elementary School Community Learning Centers.

MISSION

Our mission is to support the mission of the Gallia County Local Schools, which is to enable all students to acquire the knowledge, skills and abilities essential for 21st Century living. The district will provide appropriate educational programs supported by personnel using suitable materials, technology, and community resources.

The 21st Century Community Learning Centers will provide the services necessary to support Gallia County Local 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)

Rules

Students will:

- 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 guests
- 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 Hannan Trace Elementary School rules apply during the “Before and After-School” program.



