



PROJECT Y.O.U.

After School Program
New Lexington Middle School
2017-2018

Student/Parent Handbook

PROJECT Y.O.U. Philosophy

21ST CENTURY GRANT

New Lexington Middle School was awarded a 21st Century Community Learning Center (CCLC) grant to provide after school programming for the following school years; 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022. The purpose of the program is to expand upon the regular school day by providing students and families a range of high-quality services to support student learning and development, including tutoring, homework help, academic enrichment, and community service opportunities. At the same time, programs help working parents by providing a safe environment for students during non-school hours. The PROJECT Y.O.U. program adheres to all rules, policies and regulations of the 21st Century CCLC grant.

VISION STATEMENT

In partnership with the Muskingum Valley Educational Service Center (MVESC), New Lexington Middle School will offer high quality after school programming to meet the academic, non-academic, health and social service needs of the students and families they service.

OBJECTIVES

1. State licensure of sites. Qualified trained staff.
2. Developmentally appropriate activities will be offered.
3. Curriculum offered that aligns with state content standards.

ENROLLMENT

1. Students in grades 6-8 attending school in the New Lexington City School District and St. Rose School are eligible for this program.
2. Students wishing to enroll in the PROJECT Y.O.U. program must completely fill out an enrollment form. The form includes contact information, medical information, names of individuals who may sign students out from the program, an attendance policy, and parent authorization.
3. The funding for this program benefits all students and it is totally FREE to all who attend. However, the 21st Century grant, which provides funding, requires us to serve a specific percentage of students who are enrolled in the free and reduced lunch program. Therefore, some spots may be reserved for students who meet those requirements.
4. If the program reaches full capacity students will be placed on a waiting list and contacted when openings occur.

DAYS AND HOURS OF OPERATION

1. PROJECT Y.O.U. After School Programs will operate Monday through Thursday.
2. The program will operate on school days only, according to the New Lexington City School District's calendar.
3. If New Lexington City Schools are closed for ANY reason, such as a calamity day or holiday, then there will be no after school program that day.
4. The After School Programs begin directly after school. Our hours are 2:25 to 5:25.

AFTER SCHOOL ATTENDANCE POLICY

1. Attendance at the after school program is not mandatory. However, regular attendance is strongly encouraged in order to get the most benefit. Students who attend 30 or more days are shown to improve in grades, math and reading proficiency, homework completion, class participation, and behavior issues.
2. Parents have the option of choosing if they wish to receive a phone call or other communication if their student is not in attendance. If they choose, the after school staff will attempt to contact the parent every time the student is not in attendance.
3. Project Y.O.U. will implement a series of incentives in place to “reward” students who attend regularly, at the 30, 60, and 90, day levels. These incentives may include special snacks, t-shirts, outings, etc.

TRANSPORTATION

1. Please be prompt in picking up your student from the program. Closing procedures include:
 - a. If a parent has given permission for the student to sign himself or herself out (on the enrollment form), they will do so and leave the building. NOTE: if the student has permission to sign themselves out, Project YOU is not responsible for the student’s safety after they leave the building.
 - b. If an adult is picking up a student they **must enter the building and sign the student sign-out sheet**.
 - c. Students will only be released to adults previously selected by parents on the enrollment form or by a communication to the staff by the parent.
 - d. Please be prompt in picking up your student from the program.
2. Gas vouchers are available to reimburse gasoline expenses for families who are eligible for free or reduced lunch. Please fill out the Gas Voucher Application and return it to school. Gas vouchers are typically issued every two weeks and run a few weeks behind the actual dates travelled. Vouchers are only redeemable at certain gas stations; we will inform you as to which stations will accept them.
3. Students who are licensed drivers may provide their own transportation to and from the program; they may also be eligible for gas vouchers. Students who drive must park in the student parking lot.
4. There will not be transportation available via Perry County Transit this year. We apologize if this causes problems for the students and families.

BEHAVIOR EXPECTATIONS

1. Proper and responsible behavior, consistent with that of students at the middle school level, is expected during the After School program.
 2. Appropriate language is expected at all times. Inappropriate, suggestive, or offensive language will not be tolerated and the student may be disciplined for repeated offenses.
 3. Students who are disruptive, uncooperative, or disrespectful will receive disciplines in this order (depending on the severity):
 - a. Verbal warning to the student by a staff member
 - b. Conference between staff and student
 - c. Conference between the principal and student (possible involving parents)
 - d. Dismissal from program
- If the student sees the principal he/she may receive a detention or immediate dismissal gram, depending on the severity and number of violations. A student may be immediately dismissed for a severe offense such as harming another student, vandalism, etc.
4. Depending on the severity and number of behavioral violations, a student may be asked to leave the program for the remainder of the day, a certain number of days, or for the rest of the year.
 5. Students are expected to come straight to the program after the last bell has rung. Once they have arrived they will not be permitted to leave the building unless given permission by the staff. This includes going to the parking lot or any vehicles. If a student is caught leaving the building without permission they may be asked to leave for the day.
 6. Cellphones are **NOT** permitted during After School time.
 7. New Lexington Schools are tobacco free and any tobacco use is absolutely forbidden. This includes smoking as well as smoke-free tobacco use. A violation will result in an automatic removal for a period of time.
 8. No food or drink will be allowed at computer stations. Food should be consumed during break, and students will be allowed to keep a drink away from the computers.
 9. Students will be allowed to go to the restroom during class one at a time. They will sign out on a restroom sign-out form.
 10. Students are not allowed to aimlessly walk the halls, go outside on their own, etc.
 11. For all other behavioral issues, including dress code, bullying, Internet use, drug & alcohol use, etc., please refer to the New Lexington Middle School student handbook. Handbooks can be obtained at the front office or from a school counselor.

PARENT COMMUNICATION

1. The Site Coordinator will be available when parents come in to sign out his/her student. In the event that the Coordinator is not present parents may speak with the appropriate teacher or leave a message.
2. If a parent needs to contact a staff member during the program, please call the Middle School at 740-342-4128 ext. 1311. Leave a message and a staff member will check messages throughout the program.
3. The Middle School Site Coordinator, Tara Watts, can be reached throughout the school day by calling Middle School at the number above, or by email at tara.watts@nlpanthers.org
4. A newsletter, including information about what the students are doing in the program, information about special events, etc. will be sent out periodically.

SUPERVISION

1. At no time will there be more than 20 students per Project Y.O.U. staff member.
2. Staff members are certified teachers or paraprofessionals. Most staff members also work full/part time for the school district.
3. The Program Director and Assistant Director visit the program regularly, and are in direct communication with the Site Coordinator and staff.
4. The Site Coordinator or the Family Liaison is at the site on a regular basis.

EMERGENCIES

1. Emergency medical forms will be kept on site at all times. In the event the program takes a field trip, emergency medical forms will be taken on the trip.
2. Procedures for emergencies will follow those of the local school district.

MANAGEMENT OF COMMUNICABLE DISEASES

A person trained to recognize the common signs of communicable disease or other illness and disease management procedures shall observe each student daily as he/she enters a group. This training shall be offered by a licensed Physician, Nurse, Medical Technician, Ambulance Instructor, or a currently authorized American Red Cross First-Aid instructor.

Any student who is suspected of having a communicable disease will be isolated immediately, and a parent or guardian shall be notified via telephone as soon as possible.

SYMPTOMS OF COMMUNICABLE DISEASES

- Diarrhea (more than one abnormally loose stool within a 24 – hour period)
- Severe coughing, causing the student to become red or blue in the face or to make a whooping sound
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness.
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infection
- Vomiting
- Serious cold symptoms
- Sore throat or difficulty in swallowing
- Unusual spots or rashes

If a student is ‘mildly ill’ (experiencing minor cold symptoms or does not feel well enough to participate in activities, but is not exhibiting any of the symptoms specified in the Communicable Disease Policy) he/she will be permitted to stay at the After School Site and will be monitored frequently and observed for signs and symptoms of a worsening condition. If a student’s symptoms worsen, then he/she will be isolated from other students and the parent or guardian contacted to arrange for the student to be taken from the After School site.