



# **Before & Beyond the Bell**

After School Program  
New Lexington Schools  
*2024-2025*

*Student/Parent Handbook*

# **Before & Beyond the Bell Philosophy**

## **21<sup>ST</sup> CENTURY GRANT**

New Lexington High School was awarded a 21<sup>st</sup> Century Community Learning Center (CCLC) grant to provide after school programming for the following school years; 2022-2023, 2023-2024, 2024-2025, 2025-2026, 2026-2027. 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 Beyond the Bell program adheres to all rules, policies, and regulations of the 21<sup>st</sup> Century CCLC grant.

## **VISION STATEMENT**

In partnership with the New Lexington Business Advisory Council, New Lexington Schools 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.

## **MISSION STATEMENT**

The mission of the New Lexington Before and Beyond the Bell AfterSchool Program is to provide resources to our students to succeed in and out of school. Our program brings families and our community together to provide a safe space for all children to thrive during the out-of-school time hours. Our holistic learning approach helps children love, learn and grow while inspiring every child to leave their unique mark on this world.

## **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 K-12 attending school in the New Lexington School District are eligible for this program.
2. Students wishing to enroll in the Before & Beyond the Bell program must completely fill out an enrollment form online with Final Forms. 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 21<sup>st</sup> 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. Before and Beyond After School Programs will operate Monday through Thursday beyond the Bell and Monday - Fridays Before the Bell at all locations.
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. A **FREE** breakfast, dinner, and snack is provided to all students in attendance when in session. Parents/Community Members can enjoy dinner during designated hours posted by district for \$5 a meal.
5. The after school program begins directly after school. Our hours are as follows:

**JC/NL Elementary (Monday - Friday, 7:30 AM - 8:45 AM)**

**JC/NL (Monday - Thursday, 3:30 PM to 5:30 PM )**

\*Students must be picked up by 5:45 PM or your student may be dismissed from the program.

**MS (Monday - Friday, 6:15 AM - 7:15 AM)**

**MS (Monday - Thursday, 2:15 PM to 4:15 PM)**

\*Students must be picked up by 4:30 PM or your student may be dismissed from the program.

**HS (Monday - Friday, 6:15AM - 7:15 AM @ MS, Students will be Bussed to HS)**

**HS (Monday - Thursday, 2:30 PM - 4:30 PM)**

\*Students must be picked up by 4:45 PM or your student may be dismissed from the program.

## **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. Before & Beyond the Bell will implement a series of incentives in place to "reward" students who attend regularly, at the 10, 20, and 30 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 HS/MS students to sign themselves out (on the enrollment form), they will do so and leave the building or attend any sports/activity student is involved in. NOTE: if the student has permission to sign themselves out, Before & Beyond the Bell is not responsible for the student's safety after they leave the building.

- b. If an adult is picking up a student (all elementary students), the person picking up the child will need **to 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.
2. Students who are licensed drivers may provide their own transportation to and from the program. Students who drive must park in the student parking lot.

## **BEHAVIOR EXPECTATIONS**

1. Proper and responsible behavior, consistent with that of students in school guidelines at all district levels, is expected during the After School program.
2. Any student emergency removed from the school day will not be allowed to participate in the program for that day or for the remainder of any suspension for that student.
3. 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.
4. 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 (possibly involving parents)
  - d. Dismissal from programIf the student sees the site coordinator or program administrator, he/she may receive a detention or immediate dismissal, 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.
5. 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.
6. 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.
7. Cellphones are **NOT** allowed to be used during study time.
8. 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.
9. 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, but away from the computers.
10. 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.
11. Students are not allowed to aimlessly walk the halls, go outside on their own, etc.
12. For all other behavioral issues, including dress code, bullying, internet use, drug & alcohol use, etc., please refer to the New Lexington High School student handbook. Handbooks can be obtained at the front office or from a staff member of the program.

## **PARENT COMMUNICATION**

1. The Site Coordinator, Student Liaison, or Youth Leader will be available when parents come in to sign out his/her student. In the event that the Coordinator, Youth Leader, or Liaison are not present, parents may speak with the appropriate staff member or leave a message.
2. If a parent needs to contact a staff member during the program, please call, leave a message and a staff member will check messages throughout the day.

Rebecca McConnell (Administrator) - 740-621-5908

[rebecca.mcconnell@nlpanthers.org](mailto:rebecca.mcconnell@nlpanthers.org)

Carrie Barker (Site Coordinator K-5) - 740-987-3751

[carrie.barker@nlpanthers.org](mailto:carrie.barker@nlpanthers.org)

Jenn Channel (Site Coordinator 6-12) - 740-342-3528

[jenn.channel@nlpanthers.org](mailto:jenn.channel@nlpanthers.org)

3. 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 18 students per Before & Beyond the Bell 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 Administrator visits the program regularly and is in direct communication with the Site Coordinator and staff.
4. The Site Coordinator, Family/Community Liaison will be 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 done by a licensed physician or nurse, a 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 Disease**

- 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.

## **SOCIAL/EMOTIONAL SCREENING**

### **What is an SEL screener?**

A social-emotional screener is a brief questionnaire that asks about various aspects of a student’s social-emotional wellbeing. It is designed to assess their functioning at a point in time to inform teachers and other school staff to support them. Both students and parents/guardians will be asked to complete this questionnaire to support our goal of non-academic barriers.

### **What screening tool is being used?**

The DESSA is a brief questionnaire that asks about eight domains of student social-emotional wellness: personal responsibility, optimistic thinking, goal-directed behavior, social awareness, decision-making, relationship skills, self-awareness and self-management.

Students in grades K-8 will be assessed using the DESSA-mini, which consists of 8 questions and takes around 1 minute to complete per student. Students in grades 9-12 will take the DESSA-HSE-SSR, which is 55 questions and takes around 5-7 minutes to complete.

### **What social-emotional skills are being screened?**

The DESSA is a brief questionnaire that asks about eight domains of student social-emotional wellness:

- personal responsibility
- optimistic thinking
- goal-directed behavior
- social awareness

- decision-making
- relationship skills
- self-awareness
- self-management

**What are some examples of the questions being asked?**

Sample DESSA-mini questions include:

- How often did the child keep trying when unsuccessful?
- How often did the child offer to help somebody?
- How often did the child do routine tasks or chores without being reminded?
- How often did the child work hard on projects?

Sample DESSA-HSE-SSR questions include:

- How often did you serve an important role at home or school?
- How often did you take an active role in your learning?
- How often did you trust that your hard work will pay off?
- How often did you share credit when appropriate?

**Can parents opt out of the screener?**

Yes, there is a consent process that allows any parent or caregiver to opt out of the screener for their child(ren). Families will receive this opt-out form through Final Forms.

Will this be used to label students or diagnose mental health problems?

The screener is a broad, social-emotional instrument. It is not a diagnostic mental health assessment and it will not be used to make special education referrals or mental health diagnoses. There are absolutely no labels applied for students who participate in screening.

Students will have a daily, up to 15 minutes, activity/discussion on life skills or soft skills that the district is focusing on. Students in ES/MS/HS will also have the opportunity to work with skilled teachers alongside our partnership with Perry County Behavioral Health in a smaller group setting to discuss other concerns students may want to talk about. Or have the opportunity to work with a mentor or a HS student as the mentor through Big Brothers/Big Sisters.

**Please sign and date that you have read and agree to the policies in this handbook.**

**Student Name** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Name** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_