

**AFTERSCHOOL
PARENT HANDBOOK
2021-2022**



**New Lexington Middle School
Grades 6-8 PROJECT Y.O.U.
(Youth Opportunities Unlimited)**

New Lexington City Schools, in partnership with the Muskingum Valley Educational Service Center, has received funding to provide after school programming to children in 6th, 7th and 8th grade enrolled at New Lexington Middle School for the 2019-2020 school year. Research shows that parents need programs that offer a safe and nurturing environment for their school age children to attend during after school hours. Children not engaged in constructive learning activities could engage in unhealthy activities. Afterschool programming extends learning beyond the regular school day and provides an opportunity for youth to explore new skills and interests. An effective after school program will aid in the growth and development of a young person and can enhance their educational pursuits.

New Lexington High School also operates a Project Y.O.U. after school program funded by 21st Century Community Learning Center federal grant.

MISSION STATEMENT

The mission of New Lexington’s Project Y.O.U. Afterschool Program is to provide a safe and supportive after school environment where the academic, non-academic, health and social service needs of children and families are met so children experiencing risk factors achieve greater academic success.

DAYS AND HOURS OF OPERATION

TIME	NEW LEXINGTON MIDDLE SCHOOL Grades 6, 7, and 8
2:15 - 2:30	Check – In, Snack,
2:30-5:15	Homework help/Reading and Math Enrichment/ Accelerated Math/Literacy Activities/Club and PBL
3:45-4:15	Dinner Break/Activity Play

Start Date: Monday, September 13th, 2021

Tentative End Date: Thursday, May 12th, 2022

The Project Y.O.U. Afterschool Program will operate Monday – Thursday and will follow the New Lexington School District’s calendar. **THERE WILL BE NO PROGRAM ON SNOW DAYS OR REGULARLY SCHEDULED SCHOOL HOLIDAYS. THERE WILL ALSO BE NO PROGRAM ON DAYS WHERE THERE IS AN EARLY DISMISSAL.**

ACADEMIC GOALS AND OBJECTIVES

Goal: Students who regularly attend (30+ days) will show academic growth in Reading and/or Math by year-end.

Program Performance Objectives:

By June 2022 among students who attend 45+ days:

- 70% will score at or above benchmark/grade level as measured by a district approved assessment.
- 70% will make one year's growth in Reading as measured by pre/post-tests.

By June 2022 among students who attend 30+ days:

READING

- 70% will improve their literacy skills as measured by a district approved assessment or by grade cards.
- 75% will report an increase in self-confidence or improved reading ability as measured by student, teacher, and/or parent surveys.

MATH

- 70% who were below proficient in Math will improve to proficient or above as measured by AIR, and/or grade cards.
- 70% will improve their math skills as measured by a district approved assessment measured by AIR or by grade cards.
- 75% will report an increase in self-confidence or improved math ability as measured by student, teacher, and/or parent surveys.

YOUTH DEVELOPMENT GOALS AND OBJECTIVES

Goal: The program aims to build assets in students to foster a sense of resiliency, academic persistence, and vision/ hope for their future.

Program Performance Objectives:

By June 2022 among students who attend 30+ days:

- 70% will receive a score of 41 or above on the DESSA at year-end (score indicates student is making typical healthy social emotional development)
- 70% will improve their DESSA score from pre to post assessment
- 75% will report an increase in self-confidence or academic ability as measured by student, teacher, and/or parent surveys.
- 75% will agree they enjoyed the program and felt connected to their teacher
- 75% will agree they learned about a new career in their community

FAMILY ENGAGEMENT GOALS AND OBJECTIVES

Goal: Our goal is that parents and families will be actively engaged in their student's education and become bonded to their student's school.

Program Performance Objectives:

By June 2022 among families whose students attend 30+ days:

- 70% will report having at least 4 communications with the program as measured by communication logs.
- 75% will agree the program has improved their ability to take part in their student's learning.
- 70% will attend a family event and/or participate in an at-home family activity.

PROGRAM SERVICES

- Students will be offered a snack each day. Snacks are free and provided by the school cafeteria food service program.
- Students will engage in small group homework help, literacy and math intervention activities led by a licensed teacher and paraprofessional.
- Extended library hours will be provided each day to promote literacy rich activities.
- Students will engage in Project Based Learning activities that will incorporate mentoring, career exploration, literacy concepts, physical fitness, communication and social skills.

ENROLLMENT

Students in grades 6, 7 and 8, who are enrolled in the New Lexington City School District, are eligible to participate in this free program. Parents/guardians wishing to enroll their child in the Project Y.O.U. Afterschool Program must complete/return an enrollment/emergency medical authorization form in order to participate in any Project Y.O.U. Afterschool Program activities.

There are a limited number of spaces available in this program. Applications for enrollment will be processed in the order that they are received.

ATTENDANCE POLICY

Regular attendance in the afterschool program 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 have fewer behavior issues. Please encourage your student to attend as often as possible for academic work, clubs, socialization, etc.

1. It is VERY important that the buses leave the schools at their appropriate time. It is also important to communicate to your school office if your student WILL NOT be staying for the after school program on a designated day. If your student is not staying after school, you must send a message via Remind 101 by 1:00 P.M. **If there is no such communication before 1:00 P.M. your student must stay at after school.**
2. At the end of the school day, students will be dismissed from their daytime classroom to report to the designated afterschool sign-in area. Students are **required** to sign in via paper and pencil each day. **PLEASE NOTE:** The Project Y.O.U. Enrollment Form contains an Attendance Policy Section. A parent/guardian **must designate what days the child is to attend the Project Y.O.U. Program.** This section must be completed and returned to us before participating in any Project Y.O.U. activities.
3. Parents who complete the **DO NOT RELEASE** section of the enrollment form identifying people who are not permitted contact with the child must provide court documentation.
4. A parent/guardian is encouraged **to enter the building to sign out his/her child.** *A photo ID will be required to ensure the safety of your child if the person picking up is not known by a staff member.*
5. We understand that there will be times when an excused absence is necessary. If you can foresee an excused absence, let the Site Coordinator know of this absence in writing prior to the event.
 - a. Excused absences include:
 - i. Illness, including absence from school that day
 - ii. Doctor's appointments
 - iii. Personal appointments
 - iv. Funeral or personal tragedy
 - v. Regularly occurring extra-curricular activities (i.e. – practice, games, sibling games, etc.)
 - vi. Any other absence the site coordinator deems excused
6. Unexcused absences do occur. We hope they are rare. This policy applies to unexcused absences **ONLY IF THERE IS A WAITING LIST AT THE SITE.**
 - a. The following actions will be taken:
 - i. 3 unexcused absences – The Site Coordinator will call the parent/guardian to discuss the absences.

- ii. 5 unexcused absences – The child will be dismissed from the program. If the student wishes to re-enter the program, he/she will be placed on the waiting list.

TRANSPORTATION POLICY

To ensure the safety of your child at dismissal time, we ask that the **authorized adult** who is listed on the enrollment form, enter the building to sign your child out. In order to keep your child safe, we will be requesting photo identification. **Please be punctual at dismissal time and arrive by 5:15 to pick up your child.** If an emergency arises and it is impossible to be at the school by 5:15, please contact the school to notify them that the authorized adult will be arriving late. Otherwise, if the authorized individual fails to pick up the child one hour after the program closing time, and staff have exhausted all options to arrange transportation home, Job and Family Services will be contacted to care for the child.

No student will be permitted to sign himself/herself out without written permission of a parent/guardian. I do not hold New Lexington City Schools or the MVESC liable for my student's whereabouts once they have signed out of the Project Y.O.U. Program for the day.

Gas vouchers are available to families who qualify based on household income. Gas voucher application forms will be available at the program sign out table. (Gas vouchers will not be getting used during the 2019-2020 school year). We will be offering after school district bussing to the students.

PARENT COMMUNICATION

The Project Y.O.U staff is committed to maintaining open lines of communication between school and home. Staff members will be available each day of operation to speak with parents/guardians who have questions or concerns. The Project Y.O.U. staff will also share information through:

- Newsletters
- Phone Calls
- Emails
- Postings on the New Lexington Homepage, Bulletin Boards & Project YOU Homepage

Parents/guardians may also contact Tara Watts, Site Coordinator by calling the New Lexington Middle School office (740-342-4128 ext. 3009) or by sending an email to: tara.watts@nlpanthers.org.

DISCIPLINE AND INCENTIVES

At Project Y.O.U. we believe that students, parents, staff, educators, and community partners all play a key role in the program. We recognize that we are all responsible for ourselves and that our values and actions have an effect on the team. Project Y.O.U. will encourage positive behavior by developing a behavior plan with students and an incentive program at each site. Students may receive rewards for the following behaviors:

- ☺ Being helpful to other students
- ☺ Respecting all staff members, other students, and school property
- ☺ "Just doing their job"...behaving just as they would during their regular school day

If the student's behavior disrupts the activities of the after school program, or endangers the well-being of students or staff members, then this sequence of discipline should be followed:

- a. Conference between staff member and student
- b. Communication with parent/guardian and student by staff member
- c. Suspension and/or dismissal from the program

Every effort will be made to help the student correct their behavior including, but not limited to, behavior management plans, incentive systems, redirection, etc. If no interventions are successful, we reserve the right to dismiss the student from the program. A student may also be dismissed from the program immediately for a severe offense such as harming another student/staff, damaging school property, or other harmful offenses.

All Project Y.O.U staff members shall follow the following disciplinary guidelines:

- No staff member shall use cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to a student.
- No physical restraints shall be used to confine a child by any means, unless they are endangering themselves or others.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet.
- No child shall be subjected to threats, derogatory remarks about either the child or the child's family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat or toileting accidents.
- Discipline shall not include withholding food, rest, or restroom privileges.

SUPERVISION

The following School Age Child Care guidelines and MVESC/New Lexington Policies will apply:

- At no time will there be more than 18 children per staff member.
- Staff members will be licensed teachers and/or paraprofessionals, with current BCI/FBI checks, employed by the MVESC and/or New Lexington School District.

- All staff members and volunteers will receive orientation training which addresses policies and procedures and will sign a non-guilty/non-conviction statement on an annual basis.
- The Program Director will visit the program regularly, and be in direct communication with the Site Coordinator and staff. The Site Coordinator or team leader will be at the sites daily.

MANAGEMENT OF COMMUNICABLE DISEASES

A staff member trained to recognize the common signs of communicable diseases or other illnesses and disease management procedures will observe all students daily as they sign in. Staff training shall be provided by a licensed physician or nurse, a medical technician, ambulance instructor or a currently authorized Red Cross First-Aid Instructor. Any child suspected of having a communicable disease will be isolated immediately, and a parent/guardian shall be notified via phone/text message as soon as possible.

THANK YOU

Thank you for taking time to read the Parent Handbook. The commitment you have made to support your child's academic & social development is to be commended. If at any time you have questions or concerns regarding the Project Y.O.U. Afterschool Program, please do not hesitate to contact Tara Watts, Site Coordinator by calling New Lexington Middle School (740-342-4128 ext. 3009) or by emailing at tara.watts@nlpanthers.org

Additional copies of this handbook will be available upon request.



Please sign and return this section that you have received a copy of this handbook and you understand the expectations of the program and your child.

Student's Printed Name

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date