

Parent Handbook

Chesapeake Middle School

P.E.A.K.E.

Community Learning Centers

**Academic Support
Educational & Cultural Enrichment
Family Events**

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Community Learning Centers

The P.E.A.K.E. Community Learning Centers were developed through collaboration between Gallia-Vinton Educational Service Center, Chesapeake Union Exempted Village Schools , and community partners to serve K-12 students and their families.

The Community Learning Centers are located in the existing Chesapeake Union Exempted Village School buildings. There is a 21st Century Community Learning Center at the elementary school serving grades K-4, at the middle school serving grades 5-8 and at the high school serving grades 9-12.

The Community Learning Centers are comprised of a network of extended learning opportunities and enrichments programs for students and families throughout the Chesapeake Union Exempted Village School district. The Community Learning Centers strive to provide a variety of quality enrichment programs for students 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 includes: literacy education programs; art; music; dance; theater; other cultural education activities; tutoring services; telecommunications 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; and much more.

Chesapeake Union Exempted Village Schools

“Before and After” School Programs

P.E.A.K.E.

Philosophy

A “before and after” school program should provide a safe and nurturing environment for children/teens 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

Enrollment Eligibility

All “before and after” school programs are open to school-aged children who are attending grades K-12. All families wishing to enroll students in the P.E.A.K.E. programs must complete a registration form for each teen 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 teen. Families may also pick them up in the school office. There is no fee for enrolling your teen into any of the programs.

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.

Special Needs Children

“Special Needs” is a term that refers to students who have special needs in the areas of academics, social/emotional behavior, and/or health.

Enrollment of students with special needs will be considered for those whose age and developmental functioning level is within our age range. Each teen’s needs will be accommodated to the best of our ability. A teen 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. 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 child/teen.

Hours of Operation

P.E.A.K.E. “after” school programs will begin as soon as the regular school day ends **Monday through Thursday** and the closing time will be posted. There is **no “after” school program on Friday**. Students being transported by bus will be loaded no later than program closing time. Parents picking students up at the centers are asked to be there by closing time.

The “before and after” school programs follow the school calendar and will **not** be open for school vacation days, teacher workshop days, weather delays/cancellations or early dismissals. **Additional weather-related cancellations** often occur during the winter months. On those days the students will be sent home on their regular school buses at the end of day school. We will post on our website by 2:00 p.m. in the event the afterschool will close. **Please check.** . We ask that you inform your child, 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.
Chesapeake Union Exempted Village Schools

Facilities

The program is located in designated areas at each of the Chesapeake Union Exempted Village School buildings. The program uses the cafeteria, library, classrooms, the gym, and outdoor play areas. During the program hours, the children/ teens will have access to toilets, sinks, and drinking water. The program has appropriate equipment or use of Chesapeake 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. Children's personal belongings must be kept in their backpacks or carriers provided by parents and these are left either in the child/teen's homeroom or another chosen area in the school provided for program use by the school principal.

Staffing*

All staff are screened by Site Managers and Program managers and approved by the Chesapeake Board of Education and Galia-Vinton ESC Board of education. Each center has a **site-coordinator who supervises the students, staff, and educational and cultural enrichment programs** that are developed by both the ESC education consultants, site-coordinators, and the local advisory Council. University of Rio Grande students and community volunteers may assist site staff with tutoring and enrichment programs. During these classes, the children are under the direct supervision of site staff or a university faculty member.

***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/student ratio. For high-risk activities the staff ratio is lowered to insure safety of the teens. For example, for special field trips, volunteers or additional staff will accompany the group to bring the ratio to **1:10** or fewer.

A staff member supervising outdoor play will be accompanied by another adult at all times for students under 6th grade.

Curriculum

All academic curriculums in the after-school programs are aligned with Chesapeake Schools' curriculum. Most of the intervention help comes directly from students' classroom teachers who bring the necessary materials for instruction into the centers.

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

The P.E.A.K.E. programs do 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:

- 2:48- 3:00 Sign in and pick up snack
- 3:00- 3:50 Academic session
- 3:50- 4:00 Restroom break
- 4:00- 4:55 Enrichment activity
- 4:55- 5:00 Go to catch bus or ride

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, Food and Nutrition Service, is prepared and served on site by the Nutrition Aide.

Parents of teens 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 children/teens can receive an alternate snack that would not make them sick or trigger an allergic reaction. Staff and teens will follow standard hand-washing procedures before and after eating a snack. Hand-washing procedures are posted in appropriate areas.

Lunches

Lunches are provided during summer school. All students receive a USDA approved, nutritious lunch free. Parents must provide information for a teen with special dietary needs or food allergies.

Sign-In & Sign-Out

When picking up students prior to the end of the “after” school program, an **approved adult must come into the facility to sign them out.** Only a parent/guardian or previously authorized adult may sign a teen 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 teen 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 teen 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 teen 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 that all centers close promptly at 5:00 p.m. and that all children should be picked up by then.

Irregular Arrival/Departure

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

Absences

Please provide a note to the office if your child is not planning on staying for after school that day. Otherwise, we will assume that your child will be in attendance for the after school program that day.

Behavior Management/Discipline

The **P.E.A.K.E.** programs help students improve and succeed socially, emotionally, cognitively, and physically to promote positive citizenship. Behavior management in these programs 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. Students who attend any "before & after" school programs that are sponsored by the Gallia-Vinton ESC are subject to Chesapeake Schools' code of conduct and sanctions imposed by school personnel.

Proactive management practices are used within the Community Learning Centers programs. 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. Staff corrections 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.**

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 students;
- 3) No physical restraints shall be used to confine a student by any means other than holding a student for a short period of time, so the student 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 student shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse;
- 6) Discipline shall not be imposed on a student for failure to eat;
- 7) Techniques of discipline shall not humiliate, shame, or frighten a student;
- 8) Discipline shall not include withholding food;

Unsafe behavior will be interrupted by staff. If needed, a teen may be assigned a Time away from an activity in sight of the site-coordinator before being allowed to return to his/her regular activity. Unsafe behaviors will be recorded on the Chesapeake Schools Discipline Form and copies given to the school principal and faxed to the Director of the Community Learning Centers on the day of the incident.

Parent/Guardian Involvement – If there are recurrent behaviors that are disruptive, an individualized may be asked not to return to the program until he/she has controlled those behaviors. At this time the parent/guardian will be notified. The student may be recommended to meet with the school guidance counselor or social worker to try to learn more acceptable behaviors. Display of desired behaviors will result in being allowed to return to the program. Before returning there may need to be behavioral consultations with Center staff.

In the event a teen 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 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 **P.E.A.K.E.** programs seek to positively impact the development of teens in several areas, including social development, physical skills, and health and safety skills.

Social Development: We emphasize that each teen 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 teen's healthy self-image. To this end, each teen will be encouraged to participate in physical activities that build strength, balance, coordination, and endurance. Through a variety of team and individualized activities, a student will have an opportunity to explore and accept his/her physical skills.

It is the parents/ guardian's responsibility to notify the Site-Coordinator and center staff of any physical limitations their teen have 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:** Teens 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 teens at all times.
2. Staff will have access to a telephone at all times.
3. Chesapeake Schools' fire drill procedures will be followed and practiced quarterly at various times and a record of the drills will be maintained.
4. Chesapeake 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 teens 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 staffs are legally required to immediately notify the local public Children's Services Agency when it is suspected that a teen has been abused or neglected.
10. If a teen that is scheduled to be in the "after" school program does not report for sign-in, the site staff will contact the parent/guardian to verify the whereabouts of the child **only** if that parent/guardian has requested the site-coordinator to do so. Otherwise, it will be assumed the student did not chose to stay for program that afternoon.
11. A parent/guardian or authorized adult must come into the building to pick-up a teen and must sign him/her out. At the close of the day's activities, a teen 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 teen's safety, no information about them will be given to anyone over the telephone (Exception: a parent/guardian may call to verify that their child/teen is there).
13. If a parent/guardian wants the school or other agencies to have or share information about a teen, a *Request for Information or Permission to Share Information* form must be completed and signed prior to the exchange of information.
14. **P.E.A.K.E.** staff members will be provided information about a teen that is necessary to provide for the health and safety of all others in the programs. Other information in a teen's file is private and will be available only to the Site-Coordinator and the administrative staff of the Gallia-Vinton ESC and the Chesapeake Union Exempted Village 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 (lunches during summer school).
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. Teens with the following symptoms of illness will be isolated and parents will be contacted to decide when/if the teen will be excluded from program activities.
 - a. Difficult or rapid breathing
 - b. Severe coughing that causes the student 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. Teens that are ill will be isolated in an area away from the others. While the teen 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 student.
6. A communicable Disease Chart will be posted.
7. A parent/guardian will receive notice within the same day when any child in the “after” school programs have exhibited the symptoms of an illness that may be communicable. Staff will notify a parent/guardian in writing or verbally.
8. A teen must be **fever-free for 24 hours before returning** to the “after” school program.
9. A student 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 list** all the teen’s allergies and unique health conditions on the Chesapeake Union Exempted Village Schools’ *Emergency Medical Form*. The Site-Coordinator will make a copy of this information and keep it with your teen’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 Centers 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 teen, the first dose of any new medication must be administered to the teen

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 teen 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 that the 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 teen and poses no danger to other students.

During outdoor play and summer months, sunscreen use is encouraged to prevent sunburn. In order for 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 teen'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 site phone numbers are:

- Chesapeake High School 740-867-5958
- Chesapeake Middle School 740-867-3972
- Chesapeake Elementary School 740-867-3448

Emergencies and Accidents

There will be staff members at the site that are trained in Basic First Aid/CPR. Should an accident occur, they would follow the basic emergency/accident procedures recommended by the American Red Cross, as posted on site.

Parents will be called to transport their child to a physician, dentist, or hospital as indicated by the parent/guardian on the *Emergency Medical Form*. Should the child need immediate medical attention, and the parent cannot be reached, or in a life-threatening situation, an Emergency Medical Squad (EMS) will be called and the usual procedure is to take the teen to the closest medical facility.

Missing Child

The following procedure will be followed if a parent/guardian notifies the Chesapeake afterschool program in advance that they have reason to believe their child who said they were staying for the afterschool program in fact is not there or if they want to verify that their child is there. The staff will contact the following people in this order:

- The classroom teacher, principal, and office staff to see if the teen is with another adult in the school (for example: working on homework with the teacher) or the other parent has picked the teen up early and his/her name did not appear on the day school's absentee list.

- Call the teen’s name over the PA system to come to the office.
- If the teen rides a bus, the staff will use the bus radio to contact the teen’s regular bus driver to see if the teen got on the bus. 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 teen is not on the bus, the staff will contact the parent questioning the whereabouts of the teen.
- If the teen is on the bus, the staff will contact the parent for directions telling where to let the teen off—at home or use the parent emergency plan.
- If the school personnel, the bus driver, nor the parent know where the teen is, the staff will notify the local police or sheriff’s department.

Sharing of Information for Project Evaluation

Since **P.E.A.K.E.** is interested in continuous improvement of programs and services, periodically seeks school and parental information for evaluation purposes. This information includes academic, social, and behavioral performance data.

This 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 teen recognition unless you have requested not to be published. If you have listed on the registration form that you do not want your teen’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 teen 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 day and “after” school curriculum is found on computer programs. Chesapeake Union Exempted Village Schools have provided safety nets (blocks use of harmful, offensive content) for Internet use. However, teens often challenge these safety features and make attempts to get around them.

Effort will be made by the Chesapeake afterschool program 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 teens 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.

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 Chesapeake Union Exempted Village 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 teen is not attending a field trip, then the parent/guardian must make other arrangements for the teen for that day. They 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 teen 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, teens 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 teen's name and he/she will be responsible for that item(s). Please use common sense when allowing a teen to bring items to the Community Learning Centers. While we appreciate a teen'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. The following items are particularly inappropriate and should **not** be brought into the "after" school centers:

- Water toys
- Hand-held computerized games, such as a *Game Boy*
- Computer discs
- Radios, CD players, or head sets
- Cell phones (Do not use during afterschool hours.)

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 teen enrolled in the Community Learning Centers 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 your purpose.

Parents/guardians may never receive a written note or a recognition slip from a staff member that communicates the progress of their teen. If, however, there are any significant areas of concern, the staff member may phone the parent and request a meeting.

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 teens, which may or may not include their own child. Parents should not buy their teen or a group of teens extra souvenirs or snacks at the field trip venue.

An Advisory Committee composed of at least two parents, one classroom teacher, one “after” school student and the building principal 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 P.E.A.K.E. Education Consultants will communicate with the Chesapeake Union Exempted Village Schools Superintendent, Classroom Teachers and Title I/Literacy Coordinator for assistance in aligning the “after” school educational goals with the core educational goals for K-12 of the local school district.

Periodically, teachers will be asked to identify areas for academic enrichment for the teens from their classes enrolled in the “after” school programs.

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 Chesapeake afterschool programs are available to all school-age children/teens residing in the Chesapeake Union Exempted Village School District **at no cost** to the families. 21st Century Community Learning Center Grants secured by the Gallia-Vinton Educational Service Center pay the majority of expenses. The programs are the result of dedicated partnership efforts between Chesapeake Union Exempted Village Schools and many community-based organizations to meet the unique needs of individual communities.

Educational and Cultural Enrichment Opportunities

Students in the Chesapeake afterschool program have many educational and cultural enrichment activities provided at each site. Some activities are offered for only one month while others (for example: dance, and guitar) are offered for the year.

Periodically, a calendar is sent home listing the many activity opportunities. The parent and teen can 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 teen in at least one activity of his/her choice. For conflicts, the teen 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.

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, 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;
- 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
- Physical education & sports games;
- Board games designed to challenge mental skills

The **Cultural Enrichment** activities provide opportunities to experience those performing arts that teens may continue as a life hobby or some teens 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, Zumba, and modern

- Music—band instruments, guitar, piano, and vocal
- Drama—theater, plays, and skits
- 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 Gallia County Community Learning Centers. Programs are designed to assist teens who are at-risk of performing below grade-level. Some programs are designed to serve each teen at their own level of performance, providing both enrichment and remediation.

Teens who are enrolled in the “after” school programs will receive academic support in the following programs:

- **Homework Assistance**—the staff will assist teens 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 ask if all homework is completed.
- **Intervention Specialists**—Intervention Specialists are certified teachers, usually classroom teachers, from the school where the “after” school center is located. These teachers select those 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 Chesapeake Union Exempted Village Schools’ curriculum. Students have an opportunity to continue practicing, developing their individual skill levels in those programs during the “after” school hours.

Family Events

Exciting opportunities for fun and learning are offered to the entire family at one or more of the Community Learning Center sites each month throughout the school year. **Family events are open to all families who have children attending any of the Chesapeake Union Exempted Village Schools, and all events are offered without fees.**

Withdrawal Procedures

Do not return a monthly calendar for the months the teen does not wish to attend the “after-school” program. As a courtesy to the staff if the teen is withdrawing for the rest of the year, he/she should leave a message for the Site-Coordinator or send a note stating he/she is withdrawing.

**Chesapeake P.E.A.K.E.
Community Partners**

Ohio University-Southern- Primary Partner

St. Mary's Hospital

Briggs Library

Appalachian Family and Children First Council, Community
Collaborative Partnership

Ohio State University Extension, Community Program

Lawrence County Health Department

Huntington Museum of Art, Regional Arts Council

Lions Club

Village of Chesapeake