

Fredericktown After-School  
Program Student-Parent  
Handbook

2014-2015

Policies

Enrollment Packet

Forms

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# Fredericktown After-School Program

## 21<sup>st</sup> Century Grant

Dear Parents/Guardians:

Your son/daughter has the opportunity to participate in the After-School Program that will begin September 15<sup>th</sup> 2014. The goal of the After-School Program is to be a fun, positive, educational setting. We want the students to feel welcome in a laid-back setting that is different than the typical school day.

The After-School Program will serve both students and their families in a variety of activities and is a free service. The emphasis of the program will be on academics and students will have the opportunity to participate in programs such as electronic courses for credit, academic intervention, and homework assistance.

There are a variety of other activities available that extend from our academic focus. Students can participate in personal character groups that will be run by our social worker and parents/guardians can participate in evening classes for family strengthening. Students can also participate in enrichment activities such as weight lifting, intramurals, music groups, skill/career training, PARCC and OGT prep, ACT and SAT prep, keyboarding, arts and crafts, community outreach and field trips to name a few.

The After-School Program is funded by the 21<sup>st</sup> Century Learning Grant that has been administered through the Ohio Department of Education. The Fredericktown Local School District will receive funds from this grant for the next three years for the purpose of starting an After-School Program. The goals of our new After-School Program are:

1. To increase academic achievement
2. To enhance personal character
3. To increase access of behavioral health services
4. To enrich the family environment
5. To provide fun activities for students

If your child chooses to enroll in the After-School Program you can be confident that your child will be in the care of qualified and responsible staff during these hours. The hours of operation will be:

Monday-Thursday  
2:45-5:45

Please read through the enrollment packet manual for more information on how to enroll your child and required forms. **All enrollment forms must be turned into the office or with the grant coordinators. All forms that need to be filled out are at the back of the packet.** Please feel free to contact us if you have questions or concerns regarding the After-School Program. The After School Program will begin September 15<sup>th</sup> 2014 and will run through May 1<sup>st</sup> 2015.

Thank you,

Jim Nussbaum  
Grant Coordinator  
Fredericktown Schools  
Phone #- 740-694-2726 EXT. 4201  
jnussbaum@fredschools.com

Jamie Conkle/ jconkle@fredschools.com  
High School Program Leader  
John Galkins/jcalkins@fredschools.com  
Middle School Program Leader  
Fredericktown Schools  
Phone #-740-694-2726 EXT. 4201

Ellie-Piar-Cline/ ecline@fredschools.com  
Social Worker High/Middle School  
Fredericktown Schools  
Phone # -740-694-2726 EXT. 4201

Enrollment Procedures:

Students must enroll in the After-School Program by completing an application form and turning it into the Coordinators. An application for enrollment is required and must be completed by a parent/guardian before the student begins participating in the After-School Program. The following documents must be completed for enrollment.

1. Program Enrollment and Permission form
2. Student Information and Demographics form
3. Student Pick-Up Release form
4. Request for Administration of Medication form
5. Consent to Share Information form
6. Media and Internet Release form
7. Computer use and technology form

Please Complete forms and return to:

Fredericktown HS/MS  
111 Stadium Drive  
Jim Nussbaum-Grant Coordinator

A student may be withdrawn from the After-School Program at any time by a parent/guardian. To withdraw your student a parent/guardian must submit a signed note of withdraw to the Grant Coordinator.

Attendance Policy:

Attendance will be taken each day in the MS and HS after school program rooms during snack time. The Site Coordinator will contact a parent/guardian by telephone when a student is absent from the program consistently without reason. Student's who are absent during the school day are not permitted to participate in the After-School Program that day. If students are going to miss a day they need to inform the coordinators before they leave the program for that specific day. This can be done on the day of the program or preferably ahead of time.

Students will attend the academic portion of the After-School Program on the same day as their chosen activity. Students cannot attend enrichment activities unless they have attended the academic portion. If students are involved in extracurricular activities, such as band, choir, sports, student council, and other school related functions, they will arrive to the After-School Program to start with the academic portion first. To attend the special activity, which will be planned every 3 to 4 weeks, students will need to have perfect attendance during the weeks previous to the special field trip. If a student is involved in school activities like sports, choir, band, FFA or community activities such as church groups or other positive organized groups, they will be allowed to attend those field trips as long as parents/guardians notify ahead of time.

Field Trips:

The After-School Program will be taking field trips during the school year. "Field Trip Permission" forms will be sent home with students before the field trip. These permission slips need to be signed and returned by the announced deadline for the student to be eligible to participate in the field trip. Staff members will provide supervision on each of the field trips. Students can attend the field trips involved in the program but will need to have perfect attendance in order to receive the trip. Students involved in school activities like sports, choir, band, FFA, or community activities such as church groups or other positive organized groups will be allowed to attend those as long as parents/guardians notify ahead of time.

### Calendar:

The After-School Program will begin in January and run through the end of the school year. The program will not operate on the days the Fredericktown school district is closed for vacation, holidays, parent conferences, and cancellations due to emergencies and weather. A copy of the Fredericktown Schools calendar is located in the back of the packet.

### Schedule:

The After-School Program will begin each day at the High School and Middle School; academics will take place first then some enrichment activities. Some of the activities will take place off-site and will be supervised by an adult who will have all emergency medicals of students with them. The schedule will be changing as new activities are introduced, but if changes are made, you will be notified.

### Transportation:

The After-School Program will provide transportation for those students that need it. Students who walk to school will need to walk home after the program is over. MOTA and Fredericktown School district will be our transportation provider for students who need transportation. This will be at no cost to the parent or guardian.

### Release of Students:

Students will only be released to parents/guardians and designated persons. Parents/Guardians may authorize up to three designated persons to pick up the student from the school site and are required to fill out the "Student Pick-Up Release" form. Parents/Guardians may change designated persons by requesting and signing appropriate forms. If your child has custody agreements you must provide the coordinator with court papers indicating who has permission to pick up the child.

### Family Enrichment:

Parents/Guardians and students will be supported in their relationships through the Social Worker, who serves as an advocate with social agencies and community resources in addressing the needs of families. The Social Worker may be contacted by parents/guardians and students at anytime during the school day. School staff may also refer students to the Social Worker for concerns with attendance, grades, relationships, behavior, and other barriers to student progress.

### Food and Nutrition:

The After-School Program will serve a nutritious snack at the start of each after school session. Each parent/guardian will be required to identify the special dietary restrictions and allergies of the student upon enrollment for the program.

### Computer Use Policy:

The After-School Program offers computer technology for improving academic achievement during academic intervention and electronic learning courses. Use of computers and access to the Internet are limited to educational purposes. Please review the "Computer Use Policy" with your student. The computer use policy is in line with Fredericktown's school district policy so students aren't confused on their expectations while using technology.

### Medications:

The After-School Program will administer medications to a student who needs them only after a parent/guardian AND THE STUDENTS PHYSICIAN completes a "Request for Administration of Medication" form. Any medication (prescription or over-the-counter) must be turned in to the coordinator by the student's parent/guardian in the original prescription bottle. Medication is not permitted to be in the possession of any student at any time. Prescription medications must be in their original container and administered in accordance to the instructions on the label. If parents/guardians request any different dosages or uses, a physician must provide written instructions on the "Request for Administration of Medication" form.

### Emergency and Accident Procedures:

In case of an emergency the coordinator will have all Emergency Medical Forms on file for each student enrolled in the After-School Program.

### Child Data Privacy:

The After-School Program is required to share data of student attendance, grades, surveys, and demographics for the purpose of program reporting and evaluation. Please sign the "Consent to Share Information" form for the purpose of grant funding. Student photographs may be shared for publicity when a parent/guardian signs a "Photo/Video Release" Form.



### Mandatory Reporting:

The After-School Program staff members are included in mandatory child abuse reporting requirements. Each staff member is obligated to report suspected child abuse or neglect to the Knox County Children's Services authorities

### Contacting the After-School Program:

Parents/Guardians may contact the After-School Program staff at any time through the listings in the Telephone Directory in the back of this manual.

### Discipline:

The After-School Program operates as an extension of the school day at the Fredericktown Schools. Therefore, all Board-adopted policies and procedures govern the After-School Program and discipline will be addressed when necessary. The After-School Program staff will refer any discipline concerns to the Assistant Principal , Randy Endsley, who will handle the discipline as necessary.

### Credit Recovery:

Students are encouraged to pass their courses before having to look at credit recovery options. If students are struggling in a course they should first speak with their teacher and guidance counselor. Most teachers make themselves available to students before or after school for extra instruction. If you are interested please consult administration or counselor.

### **CREDIT RECOVERY PROGRAM**

### **RULES AND GUIDELINES**

#### **Purpose:**

The purpose of the Credit Recovery Program is to provide an alternative instructional model for students who have not been successful in earning credits at the high school level. The Credit Recovery Program provides an independent, self-directed learning environment using a computer-based curriculum that provides students with the opportunity to earn high school credits and graduate with their cohort group.

### **Targeted Population:**

Credit Recovery is designed for students in grades 9-12 who are “off track” due to high school credit deficiencies.

### **Admissions:**

**If interested in program please consult school administration or counselor ..**

School officials may conduct conferences with eligible students and their parents/guardians.

Students and parents must sign Credit Recovery Parent and Student Information Form through the Fredericktown 21<sup>st</sup> Century After School Program.

### **Instruction Time:**

Sessions will be held in designated after school program hours 2:45-5:45; however, special arrangements can be made to access the computers before or after school with the approval of the school administrator because of a conflict. EXP(job, Sports, Band, or other related school activity)

### **Student Requirements**

- \*Students are expected to follow the School Districts Rules and Policies.
- \*Students are expected to complete an average of 0.5 or 1.0 credits every 9 weeks.
- \*Students will use the technology equipment and software in an appropriate manner.
- \*Printing of lessons will not be allowed without the approval of the resource teacher.
- \*Students may ask for help from the teacher or after school program staff; however, they are expected to work independently and demonstrate attempts to complete work prior to accessing help from teachers.
- \*No tutoring or assistance will be given during the pre-test or post-tests for mastery.
- \*Students must have a notebook to handwrite notes or to work out solutions to problems.
- \*Students will check progress reports on a regular basis to monitor their own progress toward reaching the required mastery of 70% on the lessons.
- \*Students must log on 20 hours a week to be considered present.
- \*Students will take exams or test in room 116 with afterschool program Staff.
- \*STUDENTS WHO DO NOT FOLLOW POLICIES OR RULES ARE SUBJECTED TO BE REMOVED FROM CREDIT RECOVERY PROGRAM**

Program Enrollment & Permission Form

Student Information:

Student's Name and ID#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Student's Teacher: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/Guardian Information:

Mother/Guardian Name: \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Please provide a telephone number where a parent/guardian can be reached  
between 2:45-5:45 PM \_\_\_\_\_

Are both parents allowed to pick up the child? \_\_\_\_\_

Who has legal Custody of this child? \_\_\_\_\_

Family Phycian \_\_\_\_\_ Phone \_\_\_\_\_

Allergies (food, other)\_\_\_\_\_

Does your child have any special circumstances we should be made aware of?

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Which days of the week will your child attend?\_\_\_\_\_

Which activities would your child like to participate in at this time?

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How will your child get home from the program?

Program Transportation\_\_\_\_\_ Walk\_\_\_\_\_ Will Pick Up\_\_\_\_\_

I hereby grant permission for \_\_\_\_\_  
(Students Name)

to attend the Fredericktown 21<sup>st</sup> Century After-School Program during the 2014-2015 school year. I give permission for the staff in charge to act on my behalf to take measures they deem necessary in the event of sickness or injury during the After School Program.

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(Parent/Guardian Signature)

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(Date)

---

(Parent/Guardian Signature)

---

(Date)

Student Information & Demographic Form

Student Information:

Student's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Student's Homeroom \_\_\_\_\_

Student's Reading and Math Teacher \_\_\_\_\_

Race/Ethnicity:

Caucasian \_\_\_\_\_

African American \_\_\_\_\_

Latino/Latin \_\_\_\_\_

Other \_\_\_\_\_

Does Student receive Free/Reduced Lunch?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does Student have limited English Proficiency (LEP)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does Student have an IEP Plan?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does Student have 504 Plan?

Yes \_\_\_\_\_ No \_\_\_\_\_

Student Pick-Up Release Form

Parent/Guardian Information:

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Are there custody arrangements? \_\_\_\_\_

How will your child get home from the program?

Program Transportation \_\_\_\_\_ Walk \_\_\_\_\_ Will Pick Up \_\_\_\_\_

List up to 3 designated persons that you authorize to pick up your child if you are unable.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

### Consent to Share Information

I authorize the sharing of data concerning my child's (attendance, grades and demographics) for purposes of grant reporting and funding. This information will be kept confidential by the receiving organization.

I understand that personal records are protected by various federal and state laws and cannot be disclosed without, this, my written consent, unless otherwise authorized.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Relationship\_\_\_\_\_

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

Date\_\_\_\_\_

MEDIA AND INTERNET RELEASE FORM

STUDENT'S NAME \_\_\_\_\_

During the school year photographs or videos may be occasionally taken of students for various activities including, but not limited to, yearbook, school publications, newspaper, school projects, and the school web page. Additionally a students' intellectual property such as artwork, poetry, essays, performances, etc., may also be posted on the schools web page. Any information posted on the web has to support the curriculum, school mission statement, and school initiatives.

Please complete and sign the following release form and return it to school with your child.

I (Do\_\_\_\_\_, Do Not\_\_\_\_\_) authorize the release of my child's individual picture to be used on the Fredericktown Local Schools Web Pages. Group pictures of four or more students may be posted on the Web Page without parental consent.

I (Do\_\_\_\_\_, Do Not\_\_\_\_\_) authorize the release of my child's intellectual property such as artwork, poetry, essays, performances, etc. to be used on the Fredericktown Local Schools Web Pages.

Student Name (please print) \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

This document will stay in effect for the students' school career unless the parent/guardian indicates a necessary change. All changes must be in writing. This document will be kept on record in the Middle/ High School Guidance Office or Elementary School Office or the building your child attends.



## ACCEPTABLE USER POLICY

Any misuse of the Internet, Server Account, or Cell phone will result in the suspension of the account privileges and/ or other disciplinary action determined by the District. Misuse shall include, but is not limited to: intentionally seeking information on, obtaining copies of, or modifying files, or other data, or passwords belonging to other users misrepresenting other users; disruption the operation of the Internet or Server or Cell phone through hate mail, harassment, profanity, vulgar statements, inappropriate or discriminatory remarks: extensive use for noncurriculum-related materials; illegal downloading and installation of copyrighted software; allowing anyone to use an account other than the account holder. Students shall not post information or photos that could cause damage, danger, or engage in personal attacks, including prejudicial or discriminatory attacks. Students knowingly or recklessly post false information about a person or organization.

The student will diligently delete old files from the personal server account to avoid excessive to avoid excessive use of server space. The student will NOT download from the Internet or flash drives without permission.

The student may only log on and use the Internet or his/her Server Account under the supervision of a staff member and only with his/her authorized account name. The District reserves the right to log computer use and monitor fileserver space utilization by users. The District reserves the right to remove a user account on the Server to prevent further unauthorized activity. There is no exception of privacy on any school-owned computer. Under the discretion of the Technology Coordinator, files in server accounts may be deleted.

### **STUDENT**

*I understand and will abide by the terms and conditions for Internet access. I further understand that any violation of the regulations is AUP unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken. In consideration for the privileges of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, I hereby release the District, Network, and its operators and administrators from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.*

### **Parent/Guardian**

*As a parent or guardian of this student, I have read Acceptable User Policy and I understand that this access is designed for educational purposes. The Fredericktown Local School District (FLSD) has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the FLSD to restrict access to all controversial materials and I will not hold the FLSD responsible for materials acquired on the Network. Further, I accept full responsibility if and when my students' use is not in a school setting.*

*I have read the Acceptable User Policy for the Fredericktown Local School District and I hereby grant permission for my student to access the Internet.*

*Please return this page to your child's homeroom teacher to be kept on file.*

Student's Name (Please print) \_\_\_\_\_

Student's signature \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Parent or Guardian Name(Please Print) \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Request for Administration of Medication

TO BE COMPLETED BY PARENT/GUARDIAN

I hereby request that \_\_\_\_\_ receive medication  
(Student Name)  
during the after-school program as recommended below by our physician.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

TO BE COMPLETED BY PHYSICIAN

Please outline the condition's which require medication during the hours the child named above attends the after-school program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify medication and dosage

\_\_\_\_\_  
\_\_\_\_\_

Provide Instructions for administering

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Physician's Name)

\_\_\_\_\_  
(Date)

2014-2015

\*Please call the Fredericktown High School and Middle School at (740) 694-2726 to contact any of the following staff members:

Directors of Fredericktown High and Middle School

Principal:

Doug Potts

Assistant Principal/AD:

Randy Endsley

High School and Middle School 21<sup>st</sup> Century Director:

Jim Nussbaum

High School Program Leader:

Jamie Franz

Middle School Program Leader:

John Calkins

Social Worker:

Ellie Cline

Technology:

Brenton Wolfe

School Secretary:

Tracy Ruhl

Tutors:

Staff Members and Nazarene University Student Volunteers

Family Enrichment:

All After-School Program Staff

**Garage Band**

**Arts and Crafts**

**Keyboarding**

**Self Defense**

**Intramurals**

**Field Trips**

**ACT/SAT Prep**

**OAA/OGT Prep**