

# Morgan Local Schools



**B.A.S.**

## **After School Program**

*A Morgan County Community Partnership  
Funded by 21<sup>st</sup> Century Community Learning Center Grant Funds*

### **Family/Staff Handbook**

**After School  
Morgan Local Schools  
2017-18**

Dear Parent/Guardian,

This handbook is designed to help your family become better acquainted with the Believe, Achieve, Succeed (B.A.S.) After School Program for Morgan Local Schools. The program is located at the Morgan Junior High School and is designed for 7th through 9th grade students.

The goal of this program is to increase student engagement and ownership in their education. In order to achieve this status, students will participate in a daily “Genius Hour”. This problem-based strategy provides all students with the time, resources, and support that they need in order to pursue their personal interests, strengths, and goals while conducting research, experiments, and the production of an authentic project on their own terms. From day one, students are in control of their learning and will choose each and every step of their process.

Highly motivating teachers will help students work through the process of Genius Hour by encouraging students to reach further in their own learning. Projects will focus on creating a real-world end product to share with an audience and to potentially create an impact. Student mindsets about learning and school will transform as they experience joy and success in school through the program. Ultimately, our goal will be for our students to become intrinsically motivated learners both inside and outside of the classroom and beyond.

Intended to provide a community impact, the program will have quarterly community nights where students may showcase their research and projects and can lead demonstrations of the knowledge that they have gained along the way. With these community nights, will also be outreach and training to provide friends and family with ways to incorporate genius hour and self-driven learning into their own lives.

Students will have access to a great number of tools to ensure their future success including tutoring and support in math and reading as well as homework help to strengthen their knowledge of the core areas so that it may better transfer their skills in the classroom and their genius projects. Quarterly field trips look to combine all of these principles and to boost cultural awareness and interaction.

In the following pages you will find information regarding policy and procedures for the B.A.S. Program. If you have any questions at all, please contact Aly White or Amanda Pierce. Contact information for them is listed below.

Sincerely,

Aly White  
*BAS Program Director  
and Site Coordinator*

**Contact Information:**

Alyson White  
BAS After School Program Director/Site Coordinator  
740-962-2944 ext. 3133  
mc-whitea@seovec.org

Amanda Pierce  
Director of School Improvement  
740-962-2782 ext. 2105  
mc-piercea@seovec.org



## **Believe, Achieve, Succeed After School Program**

Morgan Believe, Achieve, Succeed After School Program, a rural partnership, empowers underserved, at-risk children and their families in the realization of their full potential through education, problem based learning and youth development opportunities.

### **Program Overview**

#### **The Believe, Achieve, Succeed, After School Program**

Believe Achieve Succeed is an after school program made possible by a 21<sup>st</sup> Century Grant. This specific program is all new to the Morgan Local School District and is designed to not only help our 7<sup>th</sup>-9<sup>th</sup> grade students improve their grades, but to give them a platform to explore their interests and passions.

Students will have access to tutoring and programs to improve their reading and math skills through both Leveled Literacy Initiative (LLI) and enVision Math Diagnostic Intervention System. These highly regarded programs have shown student growth not only in their area of study, but across multiple stages including end of course testing. Students will have the ability to test into certain levels of study and skip material that they have mastered, so that they can focus on the skills that need the most work. Along with reading and math, students have built in homework help and tutoring to ensure success in their daily courses.

The program will also provide students with the chance to pursue their own interests, talents, and passions through Genius Hour. Genius Hour is a problem-based learning technique that allows students to develop, propose, and prepare their own projects. The Genius Hour initiative has the potential to lead students academically as well as in their career pathways, ultimately rekindling their love for learning.



#### **Schedule**

The after school program will run from 2:00 to 5:30 p.m. on Monday thru Thursday of each week that school is in session. There will not be after school on Fridays, parent teacher conference days, or on any days that school is canceled or closed.



## **Parent/Community Involvement and Communication**

Our after school program is designed to assist parents in becoming partners in their child's education in many ways. 1. Parents will be involved in their child's passion projects through GENIUS HOUR. The students passion for what they choose to learn about will become a conversation in the household. 2. Parents will be invited to three GENIUS HOUR

SHOWCASE nights. During these presentations, parents will watch their child present his/her passion project. Parents will be expected to attend the presentation hour in order to attend three educational field trips that will take place every nine weeks. 3. Community Based Organizations will hold family educational sessions at each of the Genius Hour Showcase nights. This will be an opportunity to educate parents and students about local resource programs through our local partnering agencies. 4. Educational field trips may include trips to colleges, businesses, theatres, and family fun events, exposing students and their families to life outside of Morgan County through educational field trips. During the field trips families will learn about colleges, career readiness, family building activities, and the arts. Parents will also be informed of their child's progress in the LLI (Leveled Literacy Intervention Program) and enVision Math programs. Teachers will share progress reports every quarter.



### **Who Can Enroll?**

Due to the nature of the funding sources, the BAS After School Program is focused on providing additional opportunities for children who are or could potentially be at-risk for graduating on time. Many factors are taken into consideration for determining the at-risk population. A few of the major factors are school achievement, school engagement and teacher recommendation. In the event there are more children wanting to be a part of the program than there is space or staff to accommodate them, the students will be served from a prioritized list, with the students with greater need being served first. Other students shall be placed on a waiting list and shall be served when and if there is an opening.

### **How Do I Enroll My Child?**

Students who are invited to the program will be sent a registration form that must be completed and returned to the school office. Once the registration form is received, the Director/Site Coordinator will assure there is space available in the program. If seats are still available, the bus garage will be notified so that transportation arrangements can be made. After this takes place, the after school secretary will notify the parent that the student has been accepted into the program. **Please note that the child may not attend until transportation arrangements have been made.**

### **Attendance**

Although attendance is not mandatory, it is strongly encouraged. Research has shown that there is a strong correlation between attendance and academic performance in school. If for some reason your child is present during the school day but is not able to stay for the after school program, please notify the office at 740-962-2833.

### **Fees**

There is no charge for the BAS After School program. All services are free to the students and parents of Morgan Local Schools, thanks to a grant from the 21<sup>st</sup> Century Learning Centers Program.



### **Staff**

We have highly qualified teachers who work the after school program. On top of their qualifications and annual in-service training, they have also had an additional ten hours of training in the programs being used in the after school program. The programs they have been trained in are the programs being used to help students in reading, math and youth development. The programs are Leveled Literacy Intervention, enVision Math Diagnostic Intervention System, and in Genius Hour which is a model for problem based learning and youth development. The program's student to staff ratio is quite small due to the requirements of the LLI program. The LLI program requires a 6 to 1 student to teacher ratio. Small groups allow for explicit quality instruction, a proven high yield strategy for improving the education of high-risk students.



### **Transportation Information**

Special bus routes are designed to take the after school students home. The routes are determined by registered student's residences. Busing will be available to all students. The buses will pick up students at **5:25 p.m.** each day the after school program is in session and will transport them home. **If a student is going home with another student or there is a change to**

**what normally occurs, a note from the parent will need to be turned in to the office.**

If a bus route is running late, parents can call the after school secretary at the junior high to find out the status of the route. The after school secretary will be monitoring all bus radios until the last student is dropped off. The secretary for the BAS program can be reached at **740-962-2833**. We will do our best to get your child home as quickly and safely as possible.

### **BUS PROCEDURES**

Bus transportation is being provided for the program by the Morgan Local School District. As such, the students and parents need to understand that transportation is a privilege not a right.

In keeping with the rules and regulations developed during the regular school day/year, the following infractions will be reported by the bus driver by usage of the "BUS CONDUCT REPORT".

- Fighting
- Profanity
- Striking the bus driver
- Use of tobacco, alcohol, or drugs
- Throwing objects on or off the bus
- Refusing to obey the driver
- Failure to remain seated
- Any other act that causes an unsafe condition to exist by which the driver's attention to operation of the bus is impeded.

Bus discipline will be decided by the *administrator*. The *administrator* shall use his/her discretion about what discipline is used. Depending on the severity of the infraction, students may be subject to suspension of riding privileges for a period of time as determined by the administrator/coordinator. **If a student is suspended from riding a bus during After School, they are suspended for the same amount of time from riding the regular school day transportation.**

STUDENTS WILL NOT BE SUSPENDED FROM A BUS UNTIL PROPER PROCEDURES HAVE BEEN FOLLOWED AND PARENTS/GUARDIANS HAVE BEEN NOTIFIED.

### **Discipline Policy**

Discipline of any student will follow the procedures for discipline as outlined in Morgan Local School's policy JG, and Ohio Department of Education Rule 3301-32-09, Rules for School Age Child Care Programs.

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce district policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal/*BAS Coordinator* in matters of discipline. Teachers must feel free to consult and work closely with the building *administrator/BAS Coordinator* in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the authority at all times in the classroom, halls, buildings, school grounds, and all school related functions.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take steps which he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal/*BAS Coordinator*.

A student's failure to comply with the requirements for student conduct outlined in the student handbook/*parent communication* may result in the student being disciplined. The student may lose all rights to participate in school related social events or extracurricular activities for a period of time determined by the principal/*BAS Coordinator*. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. The principal/administrator will make that decision. Discipline shall always be administered in a reasonable manner.



## **DISCIPLINE**

According to the above Board Policy, the following rules and regulations have been developed for the health, safety, education, and moral benefit of all students. All types and aspects of student behavior will not and cannot be defined.

Disciplinary action at the discretion of the principal/BAS Coordinator, to include but not be limited to:

- 1) Disrupting learning of others.
- 2) Defiance
- 3) Stealing
- 4) Damaging or destroying school property(possible monetary reimbursement)
- 5) Threatening, intimidating, harassing, or bullying
- 6) Lying
- 7) Forgery
- 8) Cheating
- 9) Pushing, shoving, or other unsafe behavior
- 10) Inappropriate and/or vulgar language

The following acts may result in suspension and or expulsion from the program:

- 1) Fighting
- 2) Possession or use of a weapon
- 3) Extreme disrespect to a teacher or other adult
- 4) Extortion
- 5) Initiation of a fire drill or other means of inducing panic
- 6) Leaving school without permission
- 7) Possession or use of alcohol, tobacco products, narcotics, look-alike drugs, or similar materials.

## **ADMINISTRATION OF STUDENT CODE OF CONDUCT**

Discipline procedures for violations of the Code of Conduct will be determined by the administrative staff. Depending on the severity and frequency of violations, the following will be used to resolve the issue. In all situations, due process will be followed:

- Conference(s) between the teacher and student
- Referral to *administrator/BAS Coordinator* for a conference which could include teachers and/or parents.

- Referral to an appropriate agency or law enforcement agency
- Emergency removal of student
- Possible suspension or expulsion from the program

***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, 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 child;***
3. ***No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control;***
4. ***No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle;***
5. ***No child shall be subjected to profane language, threats, derogatory remarks about either the child or the child's family, or other verbal abuse;***
6. ***Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents;***
7. ***Discipline shall not include withholding food, rest or toilet use;***
8. ***Techniques of discipline shall not humiliate, shame or frighten a child; and***
9. ***Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.***
10. ***The center shall not abuse or neglect children and shall protect children from abuse and neglect while in the attendance of the pre-school or SACC programs.***

Since the after-school and summer school are an extension of the regular school day/year, all rules and regulations that are in force during the regular day/year are applicable to this program as specified in the student handbook at the various grade levels.

**All staff members will receive a copy of the program's discipline policy for review upon employment. In-service will be provided regarding the policies and procedures before staff members begin working with children. The parents of all children enrolled in the program shall receive a copy of the program's written discipline policies.**



### **School Program Closing**

If Morgan Local Schools are closed due to bad weather, the BAS After School Program will not operate. If school has to be dismissed **early** due to weather conditions, there will be no after school that day. Decisions concerning early dismissal will be made as soon as possible and announcements will be made on the radio and/or television. **Please make sure that your child knows where to go in case of cancellation.**

### **Absences**

The After School program operates Monday through Thursday. Good attendance is highly encouraged so that the student can benefit from the program academically and socially. We realize that sometimes students must be absent. When an absence is unavoidable, the school should be notified. The school secretary can be contacted at **740-962-2833**.

Please note that if your child is repeatedly absent, he/she may be removed from the program so that another child on the waiting list can enroll.

If for some reason, you wish to withdraw your child from the program, please notify the After School coordinator know so that another child who is on the waiting list can take his/her place.



### **Sick or Injured Child**

If your child becomes sick or gets injured during the after school program, we will try to reach you first. If unsuccessful, we will contact the people listed on your child's emergency contact card. If contact is not made, your child will board his/her bus to be transported home at the closing of the program.

In the event that medical attention is required immediately, we will follow the procedures that are listed on your child's emergency care card. The medical squad may be called in order to assist us in determining the seriousness of the illness or injury.

**If you have any questions or concerns regarding the Morgan Believe Achieve Succeed (BAS) After School Program, please contact the BAS After School Program Director/Site Coordinator or the Grant Coordinator.**

**Alyson White  
BAS Director/Site Coordinator  
(740) 962-2944 Ext. 3133 Morgan High School  
(740) 962-2833 Morgan Junior High  
mc-whitea@seovec.org**