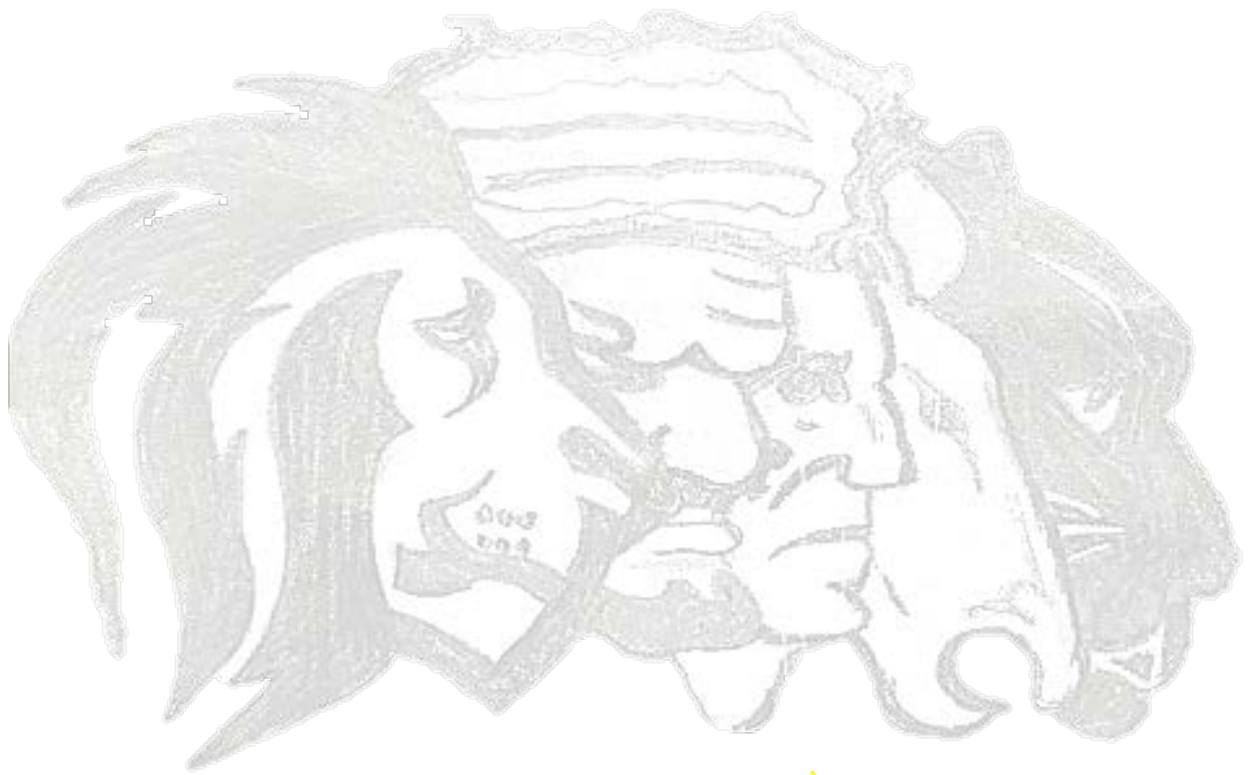


# Clay Afterschool Program



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## 21<sup>st</sup> Century CCLC Goals

### Big Otter Elementary, Lizemore Elementary, and Clay High

**Goal #1: To increase academic achievement in reading among regular participants on an annual basis.**

- *Objective 1.1. By May 2018 at least 50% of students who participate in the program for at least 30 days will maintain or increase their reading grades from fall to spring.*
- *Objective 1.2. By May 2018 at least 45% of regular participants will be proficient in reading, as measured by the WVGSA.*
- *Objective 1.3. By May 2018 at least 65% of participants in grades K-5 will increase their reading scores by 2.0 Normal Curve Equivalent (NCE) or more from pre- to post-test on the STAR Reading Assessment by the end of the school year.*
- *Objective 1.4. By May 2018 regularly participating students in Grades K-5 will read, on average, at least 65 Accelerated Reader books during the school year.*
- *Objective 1.5. By May 2018 at least 45% of regular participants in Grades 9-12 will be proficient in reading as measured by the WVGSA.*

**Goal #2: To increase academic achievement in math among regular participants on an annual basis.**

- *Objective 2.1. By May 2018 at least 50% of students who attend the program for at least 30 days will increase their math grades from the fall to the spring semester.*
- *Objective 2.2. By October 2018 at least 30% of regular participants will be performing at grade level (proficient) in math, as measured by the WVGSA.*
- *Objective 2.3. By May 2018 at least 50% of participants in grades K-5 will increase their math scores by a minimum of 5% by the end of the school year, as measured by the assessments with our math curricula, Scholastic's Hands-On Standards (for kindergarten students) or Do the Math (for students in 1-5).*
- *Objective 2.4. By May 2018 at least 45% of regular participants in grades 9-12 will be proficient in math, as measured by the WVGSA.*

**Goal #3: Families of participating students will be empowered to increase their engagement in their children's education and development.**

- ***Objective 3.1. By May 2018, at least 50% of surveyed parents/families will self-report working on homework with their child(ren) at least on a monthly basis.***
- ***Objective 3.2. By May 2018 at least 50% of surveyed parents/families will self-report feeling confident in their ability to support their child's education at home.***
- ***Objective 3.3. By May 2018 at least 50% of participants in each skill-building family engagement workshop will increase their knowledge in the topic presented from pre-to post-test.***

**Goal #4: Through character education, youth development, and enrichment activities, regular participants will increase school engagement.**

- ***Objective 4.1. At least 75% of regular participants will demonstrate improvement in homework completion and class participation by the end of the year, as measured by teacher surveys.***
- ***Objective 4.2. At least 75% of regular participants will demonstrate an improvement in behavior by the end of the year, as measured by teacher surveys and school disciplinary records.***
- ***Objective 4.3. Teachers and staff will report an increase in attendance for parent-teacher conferences and family events, as measured by teacher surveys.***
- ***Objective 4.4. At least 50% of respondents to the annual parent/caregiver survey will self-report an increase in school involvement.***

***\*According to federal guidelines, regularly participating students are those who attend the program at least 30 days.***

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## 21<sup>st</sup> Century CCLC Goals

### Clay Elementary, H.E. White Elementary, and Clay Middle

**Goal #1: To increase academic achievement in reading among regular participants on an annual basis.**

- *Objective 1.1. At least 65% of all participants in Grades K-6 will increase their reading scores by 2.0 Normal Curve Equivalents (NCEs) or more from pre-test (fall) to post-test (spring) on the STAR Reading Assessment each school year.*
- *Objective 1.2. Regularly participating students in grades K-6 will read, on average, at least 65 Accelerated Reader (AR) books each school year.*
- *Objective 1.3. At least 50% of students who participate in the program at least 30 days will maintain or increase their reading grades from fall to spring each school year.*
- *Objective 1.4. At least 45% of regular participants will increase their reading proficiency by the end of each school year from the previous year, as measured by the state assessment.*

**Goal #2: To increase academic achievement in math among regular participants on an annual basis.**

- *Objective 2.1. At least 50% of regular participants will increase their math scores from pre-test (fall) to post-test (spring) each school year, as measured by Hands-on Standards and Do the Math assessments.*
- *Objective 2.2. At least 50% of regularly participating students will maintain or increase their math grades from fall to spring.*
- *Objective 2.3. At least 30% of regular participants will increase their proficiency in math by the end of the school year from the previous school year, as measured by the state assessment.*

**Goal #3: To increase school engagement among regular participants.**

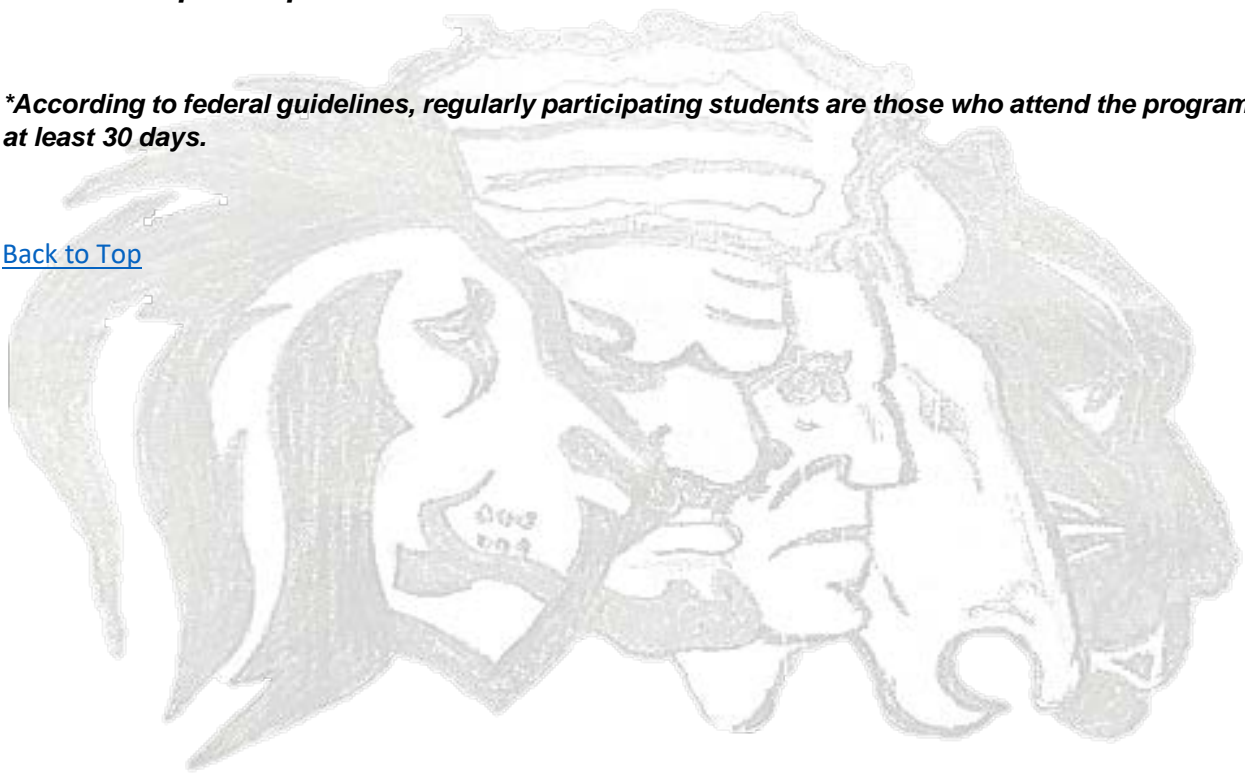
- *Objective 3.1. At least 75% of regular participants will demonstrate improvement in school engagement through homework completion, class participation, and attendance, as indicated by teacher surveys.*

**Goal #4: To empower families of participating students to increase their engagement in their children's education and development.**

- ***Objective 4.1. At least 50% of surveyed parents/families will self-report working on homework with their children at least on a monthly basis each school year.***
- ***Objective 4.2. At least 50% of surveyed parents will self-report feeling confident in their ability to support their child's education at home each school year.***
- ***Objective 4.3. At least 50% of participants in each skill-building family engagement workshop will increase their knowledge in the topic presented from pre- to post-test.***

***\*According to federal guidelines, regularly participating students are those who attend the program at least 30 days.***

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## 2019-2020

### Parent / Student Handbook

#### Background Information

In June 2017, the Clay County Board of Education received a 21<sup>st</sup> Century Community Learning Center grant from the West Virginia Department of Education.

This grant allows students to remain at school during after school hours to receive guidance in completing homework, support in math and reading, and to participate in structured enrichment and physical activities under the direct supervision of qualified staff.

The grant also provides transportation home for participating students. Additionally, these students receive a nutritious meal during their time at the program.

#### Goals of the Program

Goal 1: To increase academic achievement in reading among regular participants\* on an annual basis.

Goal 2: To increase academic achievement in math among regular participants on an annual basis.

Goal 3: Through character education, youth development, and enrichment activities, regular participants will increase school engagement.

Goal 4: To empower families of participating students to increase their engagement in their children's education and development.

*\*According to federal guidelines, regularly participating students are those who attend the program at least 30 days.*

#### Emergency Procedures

In the event of an emergency (shelter in place, fire, etc.), students and staff will practice the same procedures used during the regular day. Fire drills and "Code Red" drills are practiced with students at least twice during the afterschool program.

Should a student become seriously ill or injured during the afterschool program, staff will utilize the student's emergency contact information kept on file at the school to contact parents/guardians. Staff will also contact 911 should the illness or injury warrant medical attention.

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## Site Coordinators

Big Otter Elementary 304-286-3111  
Dustin Vaughan

Clay Elementary 304-587-4276  
Kathi Linkinoggor and Jesse Stephenson

H.E. White Elementary 304-548-7101  
Tina Hall

Lizemore Elementary 304-587-4823  
Samantha Holcomb and Hollie Nine (Substitute)

Clay Middle 304-587-2343  
Pat Black and Michelle Hamrick

Clay High 304-587-4226  
Angela Walker

## Transportation

Through the 21<sup>st</sup> CCLC grant, Clay County Schools provides transportation for students participating in the Clay Afterschool Program (CAP). Buses leave Clay High School at approximately 6:30 P.M. to pick up students at Clay Middle and Clay Elementary. Buses arrive at Big Otter Elementary, H.E. White Elementary, and Lizemore Elementary at 6:00 P.M. Students must follow the school code of conduct when riding the bus. Any student not following the code of conduct will receive the same disciplinary measures that govern regular day school trips.

Parents must indicate on the afterschool registration form if their child(ren) will be riding the activity buses. Since activity buses run only the main routes, parents/guardians must be present at drop-off locations before any student will be permitted to exit the bus. Any student who does not have a parent/guardian present at their drop-off location will be returned to their school, where the Site Coordinator will make every effort to contact the student's parent/guardian and arrange for the student to be picked up.

If you have indicated you will provide transportation for your child, please always be on time to pick up your child from CAP. If you are going to be late due to an emergency, you must notify the Site Coordinator. If your child has not been picked up by the stated times, staff will try to contact you and/or anyone listed on the student's emergency contact information form.

## Community Partners

- Clay County Board of Education
- Save the Children

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## Evaluation

As part of the 21<sup>st</sup> CCLC, the Clay Afterschool Program (CAP) must provide documentation to the West Virginia Department of Education and the United States Department of Education regarding the progress of the program. Examples of information the program may need to provide include the following: your child's attendance during the program; STAR scores in reading and math; and State standardized test scores. All students will be included in this study unless the parent or guardian completes a form denying a child's participation.

Funding for this 21<sup>st</sup> Century Community Learning Center (CCLC) is provided wholly or in part by a grant from the United States Department of Education under the Elementary and Secondary Education Act, Title IV Part B, with grant administration carried out by the West Virginia Department of Education.

**\*Information or questions concerning the 21<sup>st</sup> CCLC Clay Afterschool Program should be referred to Program Director Michelle Samples at 304-587-4694.**

## Afterschool Activities

The Clay Afterschool Program (CAP) will be in session through May. Programs run from 3:00 P.M. to 6:00 P.M. (Times may vary depending on sites and transportation schedules.) Please check with your child's school to ensure the program's hours.

During their time in afterschool, students will participate in a variety of activities, including the following:

- Homework Help;
- Literacy/Reading;
- Math/STEAM;
- Healthy Choices (Nutrition and Physical Activity); and
- Enrichment Activities.

Curriculum and teaching materials for Literacy, Math/STEAM, and Healthy Choices are provided by CAP partner Save the Children. Instructors have participated in training specific to the best use of these materials.

Enrichment programs will be offered throughout the school year. These programs may include dance, art and music projects, safety programs, technology, and crafts. Parents/guardians are asked to please consider volunteering to present an activity or program.

***Rewards are provided to students who attend the Clay Afterschool Program 30 or more days during the school year.***

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## Cancellation

Guidelines for closing the Clay Afterschool Program (CAP) are as follows:

- When school is dismissed early for any reason, the afterschool program will be cancelled.
- When school is not dismissed early, the decision to cancel the afterschool program will be based upon the recommendation of the superintendent, transportation director, and/or afterschool program director.

**Please make sure your children know what to do in the event afterschool is cancelled.**

## Early Pick Up

Parents or guardians of children who are being picked up early from the afterschool program must come into the building and sign out the children. No child will be permitted to leave the building without being signed out by a parent or guardian.

## Photographs

The 21<sup>st</sup> Century Afterschool Program occasionally requests news articles be placed in the local newspapers. Photographs may be taken of students performing various activities and published in the newspapers. Parents or guardians are asked to provide permission for the use of photographs. The CAP program will use the permission slips that you previously signed for the school.

## Internet Use

The same Internet usage rules and guidelines that are in effect during regular school hours apply to afterschool as well. Students may be using technology during afterschool enrichment activities, as well as part of some online academic programs. All use of the Internet will be supervised by afterschool staff.

## Academics

Students in Grades K-5 will receive 60 minutes of literacy instruction and 30 minutes of math or STEAM (science, technology, engineering, arts, or music) instruction each evening. All students are provided time to complete homework.

## Tutoring

While the afterschool program specifically provides students in Grades 6-12 the opportunity to receive tutoring in math and English from a certified teacher, students may stay to work on any subject area during the afterschool program.

Parents/guardians are encouraged to enroll their students in the afterschool program to receive additional time and support in any subject(s) in which they may be struggling.

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## Attendance

The Clay Afterschool Program (CAP) is open to all students in Grades K-12. Any student who is absent from the regular school day will not be admitted to the afterschool program on that day.

Parents and guardians are asked to encourage their children to attend the program on a regular basis. The effects of the program are cumulative, each day building on the next. Once students are signed up for afterschool, parents must notify the school if they wish to withdraw their children from the program.

## Summer Programs

The Clay County 21<sup>st</sup> Century Program provides for a summer program. The summer program offers academic, as well as structured recreational activities for students. Programs at the secondary level will include credit recovery.

## Discipline Policy

Clay Afterschool Program (CAP) students are expected to follow the rules stated in the school discipline policy and any other site-specific rules established by the Site Coordinator(s). The Safe School Policy will be followed at all times. The severity of a student's behavior may dictate he/she be removed from the program.

In order to maintain a safe and fun environment, CAP will work closely with you and your child to ensure proper behavior. However, if the problem persists, a discipline referral will be made. You may receive a phone call or note from the Site Coordinator. Consequences are as follows:

1<sup>st</sup> Referral: Conference with the child, Site Coordinator, and referring staff member

2<sup>nd</sup> Referral: Conference with child, parent, Site Coordinator, and referring staff member

3<sup>rd</sup> Referral: Student may be asked to not participate in the afterschool program for a specified amount of time.

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## Parent Involvement

Parent/guardian participation is strongly encouraged at CAP. Volunteers are needed to serve as guest speakers and to assist staff. All volunteers must receive a satisfactory background check, be approved by the Clay County Board of Education and complete training before they will be permitted to work in the schools. If you wish to volunteer, please check with your school's Site Coordinator in advance.

Often, CAP collaborates with other organizations to provide family-oriented activities. Watch for notices in local media and from the schools and Site Coordinators.

**Please complete and return the form below to your child's school if you would like to volunteer during the Clay Afterschool Program (CAP).** Volunteers may be required to complete a background check, and all volunteers must meet with the program director.

Name: \_\_\_\_\_

School where I would like to volunteer (Circle all schools that apply):

BOES CES HEW LES CCMS CCHS

Type of volunteer work I would like to do (Place an "X" by all that apply):

\_\_\_\_\_ Assist students during Homework Help/Tutoring

\_\_\_\_\_ Assist teachers in the classroom

\_\_\_\_\_ Be a guest speaker/teacher one evening

THANK YOU FOR YOUR SUPPORT OF  
THE CLAY AFTERSCHOOL PROGRAM!

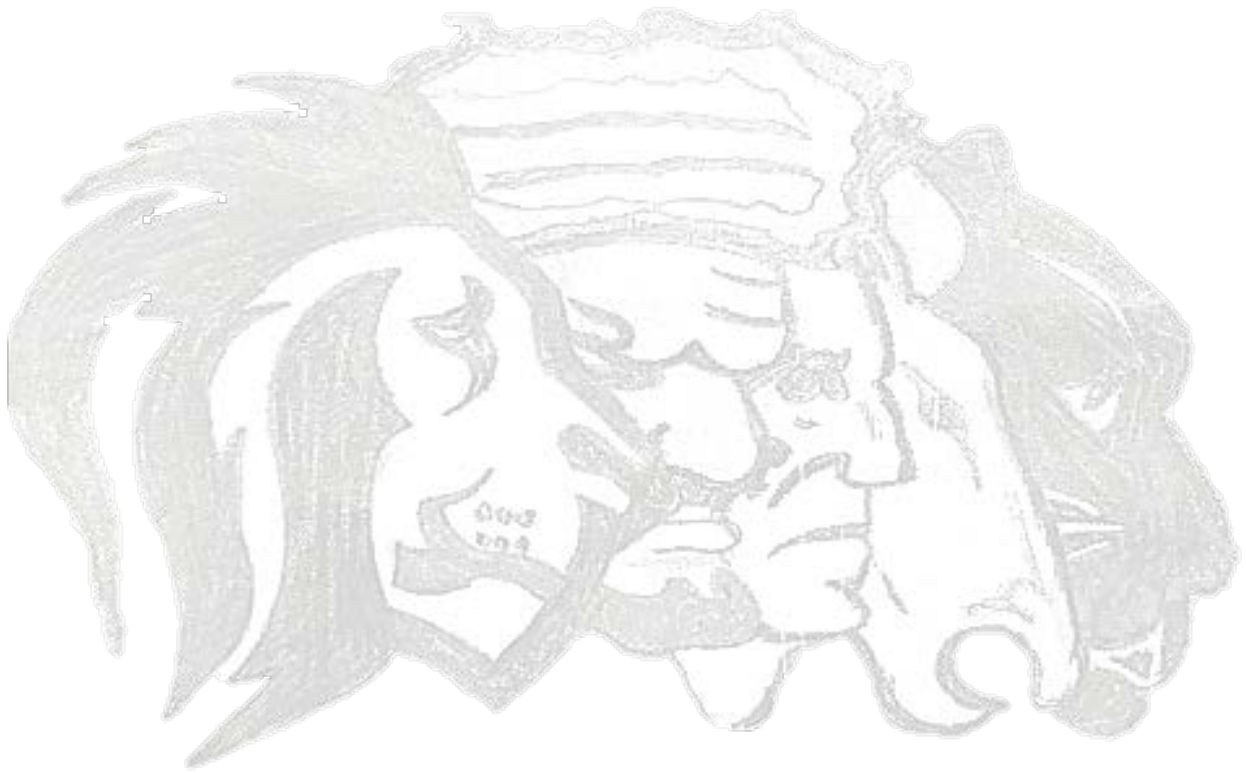
# Clay Afterschool Program

## 21<sup>st</sup> Century Community Learning Center



## Schedules

- [Big Otter Elementary School](#)
- [Clay Elementary School](#)
- [H.E. White Elementary School](#)
- [Lizemore Elementary School](#)
- [Clay High School](#)
- [Clay Middle School](#)



## Big Otter Elementary Afterschool Schedule

Class Name	Healthy Choices/Enrichment	Developing Reader GIRP/RAVL	STEM	Emergent Reader Extended Read Aloud/Reading Together and Skill Building Module
<i>Teacher Name(s)</i>	<i>Teresa Drake – Healthy Choices Monday &amp; Wednesday</i>  <i>Teresa Drake – Enrichment Tuesday &amp; Thursday</i>  <i>Terri King – Enrichment Thursday</i>	<i>Ashley Drake Monday - Thursday</i>	<i>Pat Underwood Monday - Thursday</i>	<i>Trecie Ice Monday - Thursday</i>
<b>3:10 – 3:30</b>	Meal			
<b>3:30 – 4:00</b>	Homework Help (4-5)	Planning	Homework Help (2-3)	Homework Help (K-1)
<b>4:00 – 4:30</b>	Planning	2-3	4-5	K-1
<b>4:30 – 5:00</b>	4-5		Planning	
<b>5:00 – 5:30</b>	2-3	4-5	K-1	Planning
<b>5:30 – 6:00</b>	K-1		2-3	

Reading Intervention – Amanda Greathouse (Monday & Wednesday)

Site Coordinator – Dustin Vaughan (Monday – Thursday)

School: Big Otter Elementary 2019-2020

\*Please always see the Site Coordinator to sign out students early from the afterschool program.

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### Clay Elementary Afterschool Schedule

Class Name	Healthy Choices/Enrichment	Developing Reader GIRP/RAVL	STEM	Emergent Reader Extended Read Aloud/Reading Together and Skill Building Module
<i>Teacher Name(s)</i>	<i>Kacie Minger – Healthy Choices Tuesday &amp; Wednesday</i>  <i>JoAnn Metheney – Enrichment Monday &amp; Thursday</i>  <i>Terri King – Enrichment Monday</i>	<i>Joanne Nine Monday – Thursday</i>	<i>J.B. Butcher Monday &amp; Tuesday</i>  <i>Alice Nottingham Wednesday &amp; Thursday</i>	<i>Cheri Burdette Monday &amp; Tuesday</i>  <i>Marlene Phillips Wednesday &amp; Thursday</i>
<b>3:10 – 3:30</b>	Meal			
<b>3:30 – 4:00</b>	Homework Help (4-5)	Planning	Homework Help (2-3)	Homework Help (K-1)
<b>4:00 – 4:30</b>	Planning	4-5	2-3	K-1
<b>4:30 – 5:00</b>	2-3		Planning	
<b>5:00 – 5:30</b>	4-5	2-3	K-1	Planning
<b>5:30 – 6:00</b>	K-1		4-5	
<b>6:00 – Dismissal</b>	Snack/Nutrition	Snack/Nutrition	Snack/Nutrition	

**Reading Intervention – Kathi Linkinoggor (Wednesday & Thursday)**

**Math Intervention – Alice Nottingham (Monday & Tuesday)**

**Substitute – JoAnn Metheney (As Needed)**

**Site Coordinators – Kathi Linkinoggor (Monday & Tuesday) and Jesse Stephenson (Wednesday & Thursday)**

**School: Clay Elementary 2019-2020**

**\*Please always see the Site Coordinator to sign out students early from the afterschool program.**

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## H.E. White Elementary Afterschool Schedule

Class Names	Healthy Choices/Enrichment	Developing Reader GIRP/RAVL	STEM	Emergent Reader Extended Read Aloud/Reading Together and Skill Building Module	INTERVENTIONISTS
<i>Teacher Name(s)</i>	<i>Elaine Reed – Enrichment Monday</i>  <i>Terri King – Enrichment Tuesday</i>  <i>Kim Childers – Healthy Choices Wednesday &amp; Thursday</i>	<i>Desi Facemire Monday – Thursday</i>	<i>Christina Belt Monday – Thursday</i>	<i>Sheila Samples Monday – Thursday</i>	<i>Dylan Vaughan M/T-Math</i>  <i>Elaine Reed W/Th-Reading</i>
<b>3:10 – 3:30</b>	Meal				
<b>3:30 – 4:00</b>	Homework Help (2-3)	Planning	Homework Help (4/5)	Planning	Homework Help (K-1)
<b>4:00 – 4:30</b>	Planning	4-5	2-3	K-1	
<b>4:30 – 5:00</b>	2-3		Planning		
<b>5:00 – 5:30</b>	4-5	2-3	K-1		
<b>5:30 – 6:00</b>	K-1		4-5		

**Reading Intervention – Elaine Reed (Wednesday & Thursday)**

**Math Intervention – Dylan Vaughan (Monday & Tuesday)**

**Substitute – Elaine Reed (as needed)**

**Site Coordinator – Tina Hall (Monday – Thursday)**

**School: H.E. White Elementary 2019-2020**

**\*Please always see the Site Coordinator to sign out students early from the afterschool program.**

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## Lizemore Elementary Afterschool Schedule

Class Name	Healthy Choices/Enrichment	Developing Reader GIRP/RAVL	STEM	Emergent Reader Extended Read Aloud/Reading Together and Skill Building Module
<i>Teacher Name(s)</i>	<i>Sherry Walker – Enrichment Monday &amp; Thursday</i>  <i>Sherry Walker – Healthy Choices Tuesday &amp; Wednesday</i>  <i>Terri King – Enrichment Wednesday</i>	<i>Clara Sears Monday – Thursday</i>	<i>Teresa Huffman Monday - Thursday</i>	<i>Amy Nichols Monday &amp; Tuesday</i>  <i>Sherry Ramsey Wednesday &amp; Thursday</i>
<b>3:10 – 3:30</b>	Meal			
<b>3:30 – 4:00</b>	Homework Help (4-5)	Planning	Homework Help (2-3)	Homework Help (K-1)
<b>4:00 – 4:30</b>	Planning	2-3	4-5	K-1
<b>4:30 – 5:00</b>	4-5		Planning	
<b>5:00 – 5:30</b>	2-3	4-5	K-1	Planning
<b>5:30 – 6:00</b>	K-1		2-3	

**Reading Interventionist – Jessica Detamore (Monday & Wednesday)**

**Math Interventionist – Jessica Detamore (Tuesday & Thursday)**

**Substitute – Holly Nine (Monday & Tuesday)**

**Site Coordinators – Samantha Holcomb (Monday & Tuesday) and Holly Nine (Substitute) (Wednesday & Thursday)**

**School: Lizemore Elementary 2019-2020**

**\*Please always see the Site Coordinator to sign out students early from the afterschool program.**

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## Clay County High Afterschool Schedule

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>3:30 P.M. – 4:00 P.M.</b>	<b>EVENING MEAL FOR ALL STUDENTS</b>			
<b>Site Coordinator</b>	Angela Walker			
<b>3:30 – 6:30 P.M.</b>	Subject: Homework Help Teacher: Luella Dancy	Subject: Homework Help Teacher: Tasha Pennington	Subject: Homework Help Teacher: Luella Dancy	Subject: Homework Help Teacher: Tasha Pennington
<b>3:30 – 5:30 P.M.</b>	Subject: Career Development; Leadership; FFA; Welding/Fabrication; Homework Help Teacher: Kelsey McFarland	Subject: Career Development; Leadership; FFA; Welding/Fabrication; Homework Help Teacher: Kelsey McFarland	Subject: Career Development; Leadership; FFA; Welding/Fabrication; Homework Help Teacher: Kelsey McFarland	Subject: Career Development; Leadership; FFA; Welding/Fabrication; Homework Help Teacher: Kelsey McFarland
<b>3:30 – 5:30 P.M.</b>		Subject: Zumba Teacher: Lindsay Schoolcraft  Subject: CrossFit Teacher: Ron Starcher (Beginning November 2019)		Subject: CrossFit Teacher: Ron Starcher (Beginning November 2019)
<b>3:30 – 5:30 P.M. 1<sup>st</sup> &amp; 3<sup>rd</sup> Thursday</b>				Subject: Career and Business Development; FBLA Leadership; Program Development Teacher: Julie Greenlee
<b>3:30 – 5:30 P.M. 2<sup>nd</sup> &amp; 4<sup>th</sup> Thursday</b>				Subject: Career Development; HOSA Leadership Teacher: Lindsay Schoolcraft
<b>3:30 – 5:30 P.M. CTE Substitute (Thursdays)</b>				Subject: Career and Business Development; Coding Teacher: Trey Corwell Room: V-140
<b>6:30 P.M.</b>	<b>Student Dismissal</b>	<b>Student Dismissal</b>	<b>Student Dismissal</b>	<b>Student Dismissal</b>

\*Please always see the Site Coordinator to sign out students early from the afterschool program.

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## Clay County Middle Afterschool Schedule

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>3:30 P.M. – 4:00 P.M.</b>	<b>EVENING MEAL FOR ALL STUDENTS</b>			
<b>Site Coordinator</b>	Michelle Hamrick	Pat Black	Michelle Hamrick	Pat Black
<b>3:30 – 5:00 P.M.</b>	Subject: Music/Band Teacher: Tracy Wayne	Subject: Guitar/Ukulele Teacher: Tracy Wayne		
<b>3:30 – 6:30 P.M.</b>	Subject: Homework Help Teacher: Jessica Ramsey	Subject: Homework Help Teacher: Beth Gallaher	Subject: Homework Help Teacher: Jessica Ramsey	Subject: Homework Help Teacher: Michelle Hamrick  Subject: Outdoor Adventure Teacher: Doug Wayne
<b>5:00 – 6:00 P.M.</b>	Subject: Dance Teacher: Terri King	Subject: Zumba Teacher: Kelsey Blankenhorn		Subject: Zumba Teacher: Kelsey Blankenhorn
<b>4:00 – 6:00 P.M.</b>	Subject: STEM Teacher: Allen Hamrick		Subject: STEM Teacher: Allen Hamrick  Subject: Crochet Teacher: Michelle Strimel	
<b>6:15 – 6:30 P.M.</b>	<b>Student Dismissal</b>	<b>Student Dismissal</b>	<b>Student Dismissal</b>	<b>Student Dismissal</b>

**\*Please always see the Site Coordinator to sign out students early from the afterschool program.**

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## Important Links

WV Statewide Afterschool Network - <https://extension.wvu.edu/youth-family/youth-education/statewide-afterschool-network>

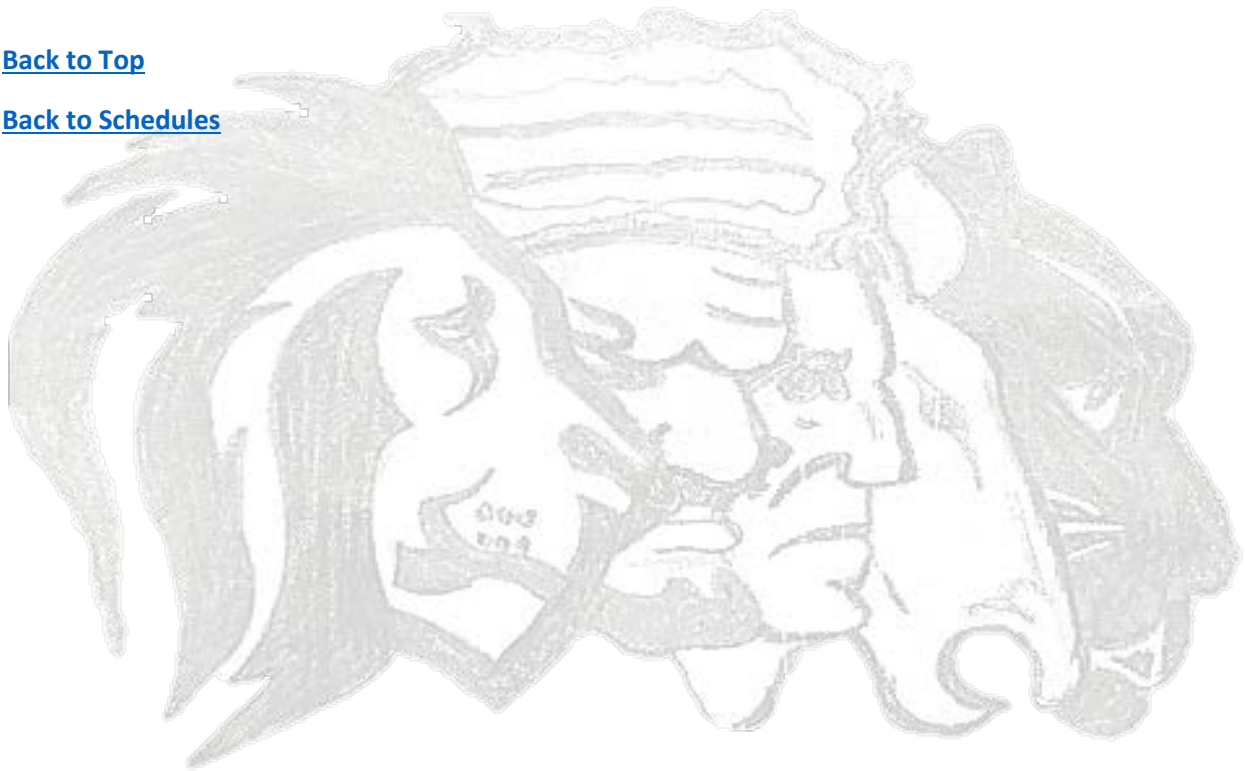
WV - Afterschool Alliance - <https://afterschoolalliance.org/policyStateFacts.cfm?state=WV>

Afterschool Alliance - <http://www.afterschoolalliance.org/>

21st Century Community Learning Centers - <https://www2.ed.gov/programs/21stccclc/index.html>

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