



## **Clay Afterschool Program (CAP)**

### **STAFF HANDBOOK**

**2024 – 2025**

**Serving:**

**Grant #1:**

Clay Elementary and Clay Middle School

**Grant #2:**

Big Otter Elementary and Clay High School

Funding for this 21st Century Community Learning Center 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.

# Afterschool Program Staff Handbook

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## **Purpose of this Handbook**

This Afterschool Program Staff Handbook is intended to provide information important to you as a staff member in the Clay County Schools Afterschool Program. Throughout the year, additional resources may be provided for you. Please keep the handbook in a convenient location and refer to it as needed. You are expected to understand and work in accordance with the policies contained in this handbook. This handbook is subject to change due changes in federal or State guidelines or in response to identified needs of the program.

## Important Phone Numbers

\*If there is an emergency requiring immediate attention by the fire department, law enforcement, or an ambulance, call 911. Make sure you know the street address of the school you are calling from. Please call parents and tell them what is happening and where to meet their student, if applicable (at the hospital, for example).

### Emergency Number for all centers 911

#### Big Otter Elementary School

59 Ossia-O'Brien Road  
Duck, WV 25063  
Phone: (304) 286-3111  
Principal: Anthony Boggs  
Site Coordinator:  
Teresa Drake

#### Clay Elementary School

219 Church Street  
Clay, WV 25043  
Phone: (304) 587-4276  
Principal: Megan Starcher  
Site Coordinator:  
Kathi Linkinoggor  
Pam Woods

#### Clay Middle School

419 Church Street  
Clay, WV 25043  
Phone: (304) 587-2343  
Principal: Leslie Goe  
Site Coordinators:  
Pat Black  
Michelle Hamrick

#### Clay High School

1 Panther Drive  
Clay, WV 25043  
Phone: (304) 587-4226  
Principal: Allen Tanner  
Site Coordinators:  
Luella Dancy  
Tara Tanner

#### Clay County Schools

**21<sup>st</sup> CCLC Grant Director**  
Crystal Gibson  
Clay County Board of Education  
285 Church Street  
Clay, WV 25043  
Phone: 304-587-4266  
[crystal.gibson@k12.wv.us](mailto:crystal.gibson@k12.wv.us)

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

### **Goal 1: Increase Academic Achievement**

**Objective 1.1 – By the end of each school year, at least 72% of all participants will increase their reading scores by 2.0 Normal Curve Equivalents (NCEs) or more on the STAR Reading assessment pre-test (fall) to post-test (spring).**

**Objective 1.2 – By the end of each school year, at least 72% of all participants will demonstrate significant progress (a gain of 2 NCEs or more) on the STAR Math assessment pre-test (fall) to post-test (spring).**

**Objective 1.3 – By the end of each school year, at least 95% of all participants who attend programming 90 hours or more will achieve a passing grade in reading/English language arts as measured by end-of-course grades.**

**Objective 1.4 – By the end of each school year, at least 95% of all participants who attend programming 90 or more hours will achieve a passing grade in mathematics as measured by end-of-course grades.**

### **Goal 2: Increase Family Engagement**

**Objective 2.1 – By the end of each school year, at least 85% of families of participants will report feeling confident in their ability to support their child's education at home based on responses provided in the annual family engagement surveys.**

**Objective 2.2 – By the end of each school year, at least 50% of parents/caregivers of participants will strongly agree that they feel welcome at their child's school based on responses provided on the annual family engagement surveys.**

### **Goal 3: Increase School Engagement among Participants**

**Objective 3.1 – By the end of each school year, at least 75% of participants will demonstrate improvement in school engagement through homework completion, class participation, and attendance, as indicated on annual teacher surveys.**

**Objective 3.2 – By the end of each school year, 90% of participants will demonstrate improvement in school engagement as measured by reported number of failed courses, discipline incidents, and retention rates.**

***\*A minimum of 90 hours of participation is recommended by the federal government.***

## History and Funding

The Clay Afterschool Program (CAP) is funded through a combination of federal and State grants and county funds. The program is for all students in Kindergarten through twelfth grade in Clay County and is committed to fostering an enriching, community-based experience for students with support from parents, community members, and local agencies.

## Daily Schedule

CAP begins when school is dismissed for the day, at approximately 3:15 P.M. ***It is critical that you are ready to start the program before students come for the program.*** The program ends at approximately 5:30 – 6:00 P.M. The schedules vary from site to site. In general, each day includes time for supper, homework, academic support in language arts and mathematics, exercise, and enrichment.

When there is a scheduled early dismissal, there will be **no** afterschool program on that day. For instance, when school is dismissed early for inclement weather, CAP **will not** be held on that day. There may be times when schools meet for the entire day, but inclement weather is reported for the evening, and CAP may need to be cancelled. If this occurs, schools will be notified as early as possible in order to let students and families know.

## Attendance

It is important that we know who attends CAP each day. Aside from the requirement of keeping and reporting attendance, we need to know who is present at the program since we are responsible for the students who attend the program. Attendance will be taken at the beginning of each day. If a parent arrives early to pick up a student, please make sure that they sign them out using the appropriate form (See Appendix). CAP is accountable for children after attendance is taken and until they are signed out. Accurate attendance records are a crucial part of the data we must track.

## Supper

A nutritious evening meal or supper will be served every day during the CAP. These meals are prepared by the school cooks who are paid by county funds and the afterschool program. The meals are prepared according to the USDA guidelines. Each child must take at least 3 of the food items and 1 cup of vegetables or ½ cup vegetables and ½ cup fruits in order for the meal to be reimbursable. If a child has an allergy to a food item, the cooks will have the order from the doctor on file and will prepare something else for that child. While no child should at any time be forced or coerced into eating a food they do not wish to eat, encouragement to eat what is provided is certainly appropriate. Due to state policy, staff is responsible for payment of any meals that they incur during the program.

Staff members are responsible for recording the number of students eating on the appropriate form. We need to report this information to the food services department so Clay County can be properly reimbursed for the meals prepared.

Meal time provides an opportunity to talk with students in a relaxed setting. Staff members should sit at the table with students whenever possible and talk with students. This time and staff attention provides an opportunity for students to learn about making appropriate conversation and about table manners.

The USDA is an equal opportunity provider, employer, and lender.

## Afterschool Activities

### Homework Time/Tutoring

Children need to have time every day to work on their homework during CAP. We strongly encourage communication regarding student's educational needs between CAP staff, regular day teachers, and parents. Forms have been developed for ensuring these communications (See Appendix). CAP staff will be available if students need help with their homework, but parents will maintain full responsibility for ensuring accuracy and completeness of all assignments. Students who do not have homework will have the opportunity to complete other academic activities during homework time (i.e., read, practice spelling words, etc.).

In order for homework time to be used effectively, it must be consistently a part of afterschool schedule. Students are responsible for bringing their homework with them. Due to the structure of the CAP schedule, time cannot be spent tracking down student work. At the elementary level, staff members should consider keeping copies of spelling lists from all teachers who have students attending the program.

If students need help during homework time, please provide help if you are comfortable with the subject matter. There is nothing wrong with not knowing everything, but we do not want to mislead students or teach them incorrectly. By working together, each grade group should have staff members that are comfortable with most homework areas. Teachers may offer support, examples, and model for students; however, students need to do their own homework.

### Academic Time

#### Elementary

In meeting the guidelines of the 21<sup>st</sup> Century grant, we have formed a partnership with Save the Children. This partnership allows us to provide structured, engaging instruction for students in the areas of literacy and mathematics. Through the partner portal made available by Save the Children, teachers in these areas have access to a variety of lessons. Students will spend 30 minutes in literacy instruction and 30 minutes in math instruction each of the four days of CAP. In addition to mathematics, science, technology, and arts activities will be offered at least once per week.

#### Secondary

Students at the middle and high school levels will have available four evenings of support in all subject areas. Additionally, students will receive support in completing projects/assignments in other subject areas. Time is also available for student organizations and their sponsors to hold meetings, practice for competitions, etc.

## Healthy Choices -- Physical Activity

The Healthy Choices curriculum is also offered as part of the Save the Children partnership. Using the research-based Joy of Movement curricula, the Healthy Choices program encompasses physical activity and nutrition education. At the elementary level, students will engage in moderate-to-vigorous activity that will include a warm-up activity, a cool-down activity, and at least two non-competitive, non-elimination games and activities. At the secondary level, students will focus on lifetime sport activities—physical activities they can enjoy all throughout their lives.

Each month, the Healthy Choices teacher will focus on a nutrition theme to help students understand the major concepts of nutrition. These concepts include learning about the MyPlate food groups; understanding the benefits of each food group; learning about portions and preparation; and making positive food and lifestyle choices.

Children need to feel safe in CAP, and these feelings of safety must extend to recreational activities. Whenever students are engaged in physical activity, they should be well supervised to ensure their safety and well-being. Awareness and close proximity of the teacher is essential for keeping students safe.

## Enrichment

One of the main purposes of CAP is to enhance and extend the learning that goes on during the school day. Enrichment opportunities may be provided by school staff, parents and community members, and/or guests from other agencies. At the secondary level, enrichment will also involve career exploration. The emphasis will be on hands-on learning and having fun while learning in unconventional ways.

## Activity Logs

Teachers will maintain weekly Activity Logs for each week they teach. Completed logs are to be turned in weekly to Site Coordinators. A blank log and a sample log may be found in the Appendix.

## **Linking Regular Day with Afterschool/Communicating with Parents**

In order for afterschool learning to truly translate to academic success for students, there must be communication between regular day teachers and afterschool staff. In the Appendix of this handbook, you will find a sample form which allows regular day and afterschool staff to communicate regarding the academic needs of students. Such communication may also be documented through curriculum team, grade-level team, and faculty meetings.

## **Student Sign-Out**

Parents/Guardians list people who have permission to pick up their son or daughter on forms returned to each school during the beginning of the year. It is important the site coordinator(s) for each school have access to this information, as he/she will be responsible for supervising sign-outs of students from CAP.

If the site coordinator does not recognize the person who comes to pick up a student, he/she should please ask to see photo identification (such as a driver's license) and ensure the person is listed on the student's approved pick-up list. No student may be released to someone not on the approved emergency contact list.



## Eligibility

Any child in Kindergarten through twelfth grade who attends school in Clay County is eligible to attend CAP. However, before a child attends CAP, the parent/guardian will need to return a permission form to the school. Site coordinators are responsible for maintaining all permission forms. Afterschool staff are to be made aware of any behavioral plans, accommodations, and/or modifications designated for students attending the program who receive special education services.

## Discipline

The rules for behavior during the Afterschool Program are the same as those for the regular school day. By having the same rules both during the school day and during the afterschool program, children will know how they are expected to behave and these rules will be reinforced.

The Afterschool Program follows the West Virginia Student Code of Conduct: In order for every student to have the opportunity to reach his/her potential, every student in the public schools of West Virginia shall: 1. Attend school faithfully, complete all assignments on time, and work to his/her full potential 2. Behave in a manner that does not disrupt classroom learning or the operation of the school 3. Obey teachers, principals, and others in authority 4. Refrain from any intimidating, aggressive, or threatening behavior toward fellow students, teachers, or other school staff 5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products

Because CAP is different from the regular school day, there may be some additional rules that need to be made, enforced, and followed. Students are much more likely to follow rules they understand and that they helped decide upon. At the beginning of the year, students and staff members should discuss appropriate behavior and list any rules specific to the program in words the students can understand. Reminding students of the rules often will help students remember how to behave appropriately.

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 staff will work closely with parents and students to ensure proper behavior. However, if a problem-behavior persists, a discipline referral will be made. In the event of inappropriate behavior, parents may receive a phone call or note from the Site Coordinator. Consequences for repeated misbehavior 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.

## Student Illness

If a student is absent from school due to illness, he/she may not attend CAP that day. In general, a student must have attended school during the school day to attend the Afterschool Program. If a student becomes ill or is injured during the afterschool program, their parents need to be contacted and asked to

come and pick up their student. If a parent cannot be reached and the student is in need of urgent medical attention, staff will contact emergency medical services (911) and parents/guardians. CAP requires that each student have emergency contact information on file before they attend the program. In addition to listing contact information for parents or guardians, this form asks for information on other people who may be contacted in an emergency situation when the parents or guardians are not available.

## **Medication**

As a rule, CAP staff cannot administer medication to students. Staff may only dispense medication if they have had the applicable in-service training from the school nurse. If a situation arises in a classroom, please see the site coordinator, so he/she may speak with the school nurse or secretary if they are available or telephone the parents and explain that afterschool staff are not able to give medication.

## **Child Abuse Reporting**

All staff members of CAP are mandatory reporters of child abuse. We are required by law to report suspected abuse to the West Virginia Department of Health and Human Resources.

## **Emergency/Crisis Preparedness**

Please review the information for your particular school regarding emergency/crisis preparedness and be ready to enact those same procedures during afterschool.

**Three (3) fire drills are required to be held and documented during CAP. One drill must occur within the first month of the program. ALICE drills and tornado drills must be held two (2) times during the Clay Afterschool Program. Copies of the fire drill form, tornado form, and the ALICE drill forms can be found in the Appendix.**

## **Afterschool Staff Responsibilities**

### All Afterschool Staff (Daily)

All staff members are expected to report to the site's designated afterschool areas on time every day the program is held and as special events are scheduled. Staff members are to dress business casual or as related to the activity. Staff will act as role models and mentors for students, volunteers, school day staff, parents, and community.

### Site Coordinator (Daily)

1. Supervise daily operations at the site (be the first to arrive and the last to leave).
2. Schedule substitutes in absence of regularly scheduled employees when needed. In the event no substitute can be found, the Site Coordinator may have to fill in for absent employee.
3. Collaborate with site staff, regular day teachers, school staff, and district personnel.
4. Ensure fidelity to the afterschool schedule.
5. Monitor the site as the program is taking place.
6. Ensure site safety, closely monitoring site entrance once regular day staff have left for the day.
7. Monitor student sign-outs, using appropriate documentation (See Appendix).
8. Plan and execute afterschool fire drills three times per year.
9. Provide support to teachers in the classroom when needed
10. Utilize technology to maintain records for afterschool program.

11. Identify and collect numbers for any other groups utilizing the school facility for afterschool activities (i.e., Boy Scouts, Girl Scouts, etc.).

#### Site Coordinator (Monthly/Weekly)

1. Collect and turn in all employee time sheets and Activity Logs. Please review all forms for accuracy, legibility, and completeness.
2. Develop and maintain a substitute teacher list.
3. Monitor instructors' lessons and discuss with Program Director.
4. Promote the program through informing local media of afterschool events and activities.
5. Keep accurate records of all volunteers recruited.
6. Coordinate Volunteer schedules.
7. Maintain regular contact with school day staff and parents—at least monthly ideally weekly. Document meetings with regular day staff.
8. Work with afterschool staff to plan and implement Family Night programs (6).
9. Submit all reports to Director and ensure attendance is up to date. To be turned in promptly at the end of each week.
10. Submit family engagement activities/sign-in forms each month.

#### Instructors (Daily)

1. Perform daily duties as listed in schedule.
2. Assist the site coordinator with informing local media of program events and activities.
3. Keep track of student attendance, activities, and additional records.
4. Identify opportunities for service learning, community projects, enrichment and Project Based Learning.
5. Disseminate registration information for the program to students, parents, teachers, and community members.
6. Keep accurate records of partner contributions.
7. Implement a daily activities/lesson plan. Focus on teaching content standards in a fun, engaging, and hands-on way. Use information provided by classroom teachers to assist you in developing plans. Utilize curricular materials provided to you.
8. Plan activities to meet the grant goals and objectives.
9. Collaborate with regular education teachers to align instruction to help meet student needs by communicating on a regular documented basis.
10. Follow discipline procedures for the school.
11. Take time to create and prepare meaningful lessons. Use various teaching techniques.

#### Instructors (Monthly/Weekly)

1. Submit correct and complete time sheet to the site coordinator per CCS schedule.
2. Communicate with regular day teachers and site coordinator about student progress or needs. Please document communication.
3. Identify and recruit students based upon needs for participation in CAP.
4. Attend staff meetings and trainings as required.
5. Communicate with parents about student progress.
6. Work with the Site Coordinator to plan and implement Family Night programs (6).
7. Duties as assigned by Site Coordinator.

## **Classroom Walkthroughs**

Throughout the afterschool program, the Director will provide feedback to staff (Site Coordinators and Teachers) via electronic walkthroughs (See Appendix). This information is intended to support the work of afterschool staff and ensure appropriate programming is being offered for students.

## **Time Sheets**

A special time sheet has been created for afterschool staff (See Appendix). Time sheets should be turned in to the school Site Coordinator for his/her signature. Afterschool staff time sheets are due on the same dates as regular time sheets. Site Coordinators verify time sheets are correct by reviewing and signing them. After signature, the time sheets are to be provided to the Director for signature. Staff can only be paid for sanctioned afterschool activities (regular afterschool, family nights). Unless an academic component is provided during an activity (i.e., homework help), it cannot be counted as an afterschool activity.

## **Purchase Requests**

A special purchase order form has been created for afterschool to designate use of 21<sup>st</sup> CCLC funds (See Appendix). Items purchased must be for use during the afterschool program. When deciding to make purchases, staff should please consider items with sustainability that students/teachers will be able to reuse. Also, staff should take into consideration the federal guidelines for allowable and non-allowable expenses (See Appendix). Purchase requests must be signed by the school principal and turned into the Site Coordinator. Site Coordinators should review purchase requests and send these to the Director for approval and signature.

# **APPENDIX**