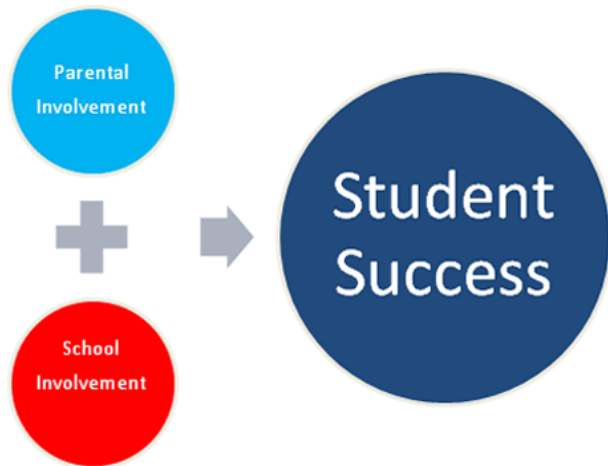


## Parent Involvement

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.

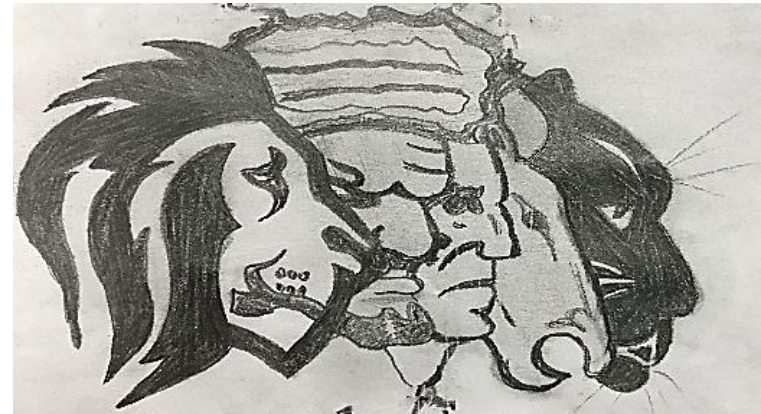
Often, CAP collaborates with other organizations to provide family-oriented activities. Watch for notices in local media and from the schools and Site Coordinators. Family Engagement Activities are an important part of afterschool programming, and parents and family members are encouraged to attend these events.



***THANK YOU FOR YOUR SUPPORT OF  
THE CLAY AFTERSCHOOL PROGRAM!***

## Clay Afterschool Program

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



**2024-2025**

**Parent/Student  
Handbook**

## **Background Information**

In June 2022, 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.

- Improve math and reading performance

Goal 2: To increase family engagement.

- Help families support their children academically

Goal 3: To increase school engagement among participants

- Improve classroom participation, attendance, homework completion, and behavior

*\*According to federal guidelines, students who attend the program at least 90 hours see the most benefits.*

## **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. Three fire drills, tornado drills, and two ALICE drills are practiced with students 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.

## **Site Coordinators**

Big Otter Elementary 304-286-3111  
Teresa Drake

Clay Elementary 304-587-4276  
Kathi Linkinoggor and Pam Woods

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

Clay High 304-587-4226  
Luella Dancy and Tara Tanner

## 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 5:40 P.M. to pick up students at Clay Middle and Clay Elementary. Buses arrive at Big Otter Elementary, 5:30 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

## 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 Crystal Gibson at 304-587-2809.**

## Afterschool Activities

The Clay Afterschool Program (CAP) will be in session through April. Programs run from 3:30 P.M. to 5:45 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, elementary students will participate in a variety of activities, including the following:

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

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

Homework Help will be offered each of the four evenings for middle and high school students. Additionally, students will receive support in completing projects/assignments. Time is also available for student organizations and their sponsors to hold meetings and practice for competitions.

***Rewards are provided to students who attend the Clay Afterschool Program 90 or more hours during the school year.***

## 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 child/ren know what to do in the event afterschool is cancelled.**

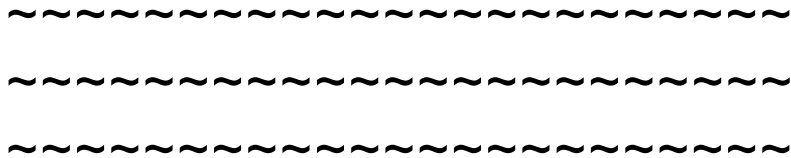
## Early Pick Up

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. Only those individuals named on the students' contact list maintained at the school will be permitted to sign out students.



## 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 and video on the CAP registration form. If a parent or guardian does not wish their child to be photographed or videoed, please indicate this request on the enrollment form.



## Internet Use

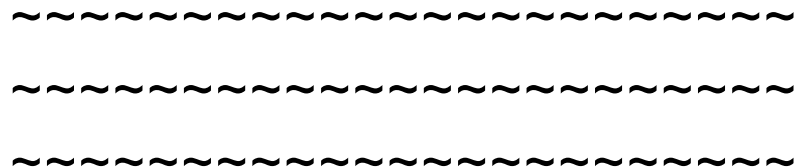
The same Internet usage rules and guidelines that are in effect during regular school hours apply to afterschool as well. Students may be using technology during afterschool enrichment activities, as well as part of some online academic programs. All use of the Internet will be supervised by afterschool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

## Academic Support

Students in Grades K-5 will receive 30 minutes of literacy instruction and 30 minutes of math instruction each evening. All students are provided time to complete homework with teacher support provided.

While the afterschool program specifically provides students in Grades 6-12 the opportunity to receive support in math and English from a certified teacher, students may stay to work on any subject area during the afterschool program. Enrichment activities are provided, so that the student may enjoy other activities at the school that are not necessarily literacy or math related.

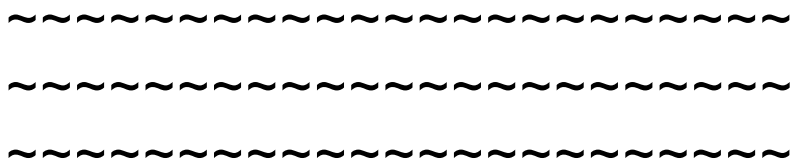
Parents/guardians are encouraged to enroll their students in the afterschool program to receive additional time and support in any subject(s) in which they may be struggling. It is also an opportunity to have fun with crafts, other activities and to be with friends in a safe, structured, but not necessarily a regular school day environment.



## 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 should 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 a summer program. The summer program camps offer academic, as well as structured recreational activities for students. Programs at the secondary level include credit recovery, as well as career and technical education camps and enrichment camps (art/music,crafts).

## 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.

