

# Leipscic After School Program Staff Handbook 2022-2023



The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC)

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The after school program has adopted the following policies and regulations so that duties can be handled efficiently, and working relations between employees can be understood. All staff are required to know the policies and regulations contained in this manual.

## Staff Policies

### **A. Hiring Practices**

- a. Equal Opportunity Statement: We do not discriminate on the basis of color, race, religion, sex, national origin, age, or disability.
- b. Employment qualifications - see job descriptions
- c. Employment procedures
  - i. Submit interest to the program manager
  - ii. Program manager and/or ESC Superintendent will conduct any necessary interviews to determine employment and check references/recommendations
  - iii. The ESC Board shall approve the employment of each staff member, fix the compensation and establish the term of employment. Such approval shall be given only to those candidates for employment recommended by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would be a violation of ORC 2921.42
  - iv. Upon employment, staff will be required to complete any necessary paperwork and training.

### **B. Personnel Files** - Staff files at the Putnam County ESC will include

- a. Wixey employment paperwork
- b. Appropriate license/education credentials
- c. Current background checks
- d. Non-Conviction statement
- e. Medical statement/Physical
- f. Current Child Abuse certification as appropriate
- g. Current Communicable Disease Prevention certification as appropriate
- h. Current CPR & First Aid certification
- i. Professional Development documentation
- j. Orientation & Handbook documentation

### **C. Working Hours & Time Sheets**

- a. The Leipsic After School Program will operate from the time school dismisses until 5:00 PM. The program is offered 5 days per week (Monday through Friday) provided that school is open. Staff must be at the program, ready to work at the designated starting time. A staff member or site coordinator is required to remain at the site until the last child at the program leaves and all clean up and transportation responsibilities are completed.
- b. Time sheets should be filled out on a daily basis. All time sheets must be turned in to the site-coordinator by Friday at the end of the pay period. The site-coordinator is responsible for approving the sheets and forwarding them to the program manager and/or ESC treasurer. All time sheets must be correctly and accurately completed to include all information asked for dates and hours worked. Falsification of any data will be grounds for dismissal. Timesheets not turned in on time will result in a delay of pay. Staff members will only be paid if all required paperwork is on file with the ESC employment agency. Any hours worked prior to completion of required paperwork will NOT be paid.

### **D. Staff Development**

- a. All staff are required to attend orientation and regularly scheduled staff meetings.
- b. Attendance is required at all training sessions scheduled by the program manager.
- c. Meetings and training may be held outside of regular program hours.
- d. Staff will be paid for these hours based on grant guidelines.

- e. Staff working 1-29 hours per week are required to have 2.5 contact hours and staff working 30+ hours per week are required to have 5 contact hours per year.

#### **E. Staff Absences**

- a. All absences from the program must be approved through a request to the site-coordinator. Consistent and regular attendance is expected for all staff members.
- b. Illness - when a staff member is unable to report to duty due to an illness, the following procedure must be followed:
  - i. Notify your site-coordinator at the earliest possible time.
  - ii. Contact another staff member if there is some information that would be helpful for a smooth operation of the program in your absence
  - iii. Follow notification procedures each day you are unable to work.
  - iv. If your co-workers do not report to work, contact the site-coordinator immediately
  - v. According to employment guidelines, sick leave is unpaid.
- c. The Site-Coordinator is responsible for collecting attendance of all staff members.

#### **F. COVID**

The Leipsic After School Program students and staff will follow the policies and procedures regarding COVID as set forth by the Putnam County Schools in conjunction with the Putnam County Health Department and CDC guidelines. These guidelines can be found on the Putnam County Health Department website.

#### **G. Terminating Employment**

- a. Resignation - Staff is employed for the entire program year. If resignation is necessary, please give as much notice as possible to the site-coordinator and/or program manager (preferably two weeks or longer).
- b. Immediate Dismissal will occur as a result of any of the following violations:
  - i. Striking or physically abusing a child. Humiliating, cursing at or around a child, or verbally abusing a child. Withholding food, rest or toilet use as a punishment. Using cruel or unusual methods of punishment with a child.
  - ii. Leaving children unattended or without proper supervision.
  - iii. Abuse or inconsiderate treatment of other leaders, parents, school staff, visitors, volunteers or other supervisors.
  - iv. Unauthorized removal of program supplies, property, or records.
  - v. Divulgence of program, parent, or child's confidential information.
  - vi. Refusal to work or follow instructions.
  - vii. Gross negligence or carelessness, willful destruction of property, falsifying records or reporting to work in an impaired state.
  - viii. Other actions deemed serious by the program manager or administrator.

#### **H. Professional Expectations**

- a. Staff is expected to follow the dress code in accordance with the Leipsic Local School guidelines.
- b. Smoking is not permitted anywhere on the school property.
- c. The Putnam County ESC and Leipsic After School Program prohibits the use, selling, trading, or offering for sale illegal substances. Being under the influence of alcohol or other drugs while on duty, on school property, or at a school related activity/event is not acceptable. Failure to correct unsatisfactory job performance, attendance or behavior and/or working or reporting to work under the influence of alcohol or other drugs will result in appropriate corrective or disciplinary action as determined by the Board, up to and including termination.

## **I. Harassment**

We are committed to providing a work environment in which its employees are treated with courtesy, respect and dignity. We are further committed to providing an environment that is free of discrimination on account of race, color, national origin, veteran status, ancestry, citizenship, religion, disability, age and sex. Discrimination based on any of these factors is considered harassment. We will not tolerate any action by any person, which constitutes harassment. Employees who believe that they are being subjected to harassment must immediately report it to the Program Manager who follows the ESC process with an ESC harassment officer. Any employee who is aware of a harassment situation is obligated to report it immediately to the Program Manager. Harassment will be dealt with in a prompt and confidential manner. Employees will not be penalized for reporting an incident of harassment.

## **J. Injury on the Job**

Employees must report any injury incurred during the performance of their duties. Details are to be reported as accurately as possible to the program manager.

## **K. Professionalism and Confidentiality**

- a. Professionalism means being part of the team, that you must be willing to work together and share ideas with each other toward the common goal of providing quality care for children. Professionalism is conveyed by one's behavior, language (oral/written), dress, and appearance. Problems, gripes, complaints, etc. must be worked out with the site-coordinator and should never be directed to parents, other staff members or anyone outside of the program.
- b. Information regarding children and their parents should be held in strict confidence and is not to be discussed with anyone. Such information should be discussed only if it will benefit the care we offer children or in cases of mandatory reporting due to harm and/or threats. Refer any inquiries about children or parents to the site-coordinator.

## **L. Staff Expectations**

- a. Employees should never be left alone or go anywhere alone with a single child, out of sight or unobservable by other staff. Always have at least one other child or adult with you.
- b. When counseling children, an observer (adult or child) should join. If this is not possible, keep the counseling session (conversation) in the open where you can be viewed by others.
- c. Staff must supervise children at all times to prevent sexual contact and/or aggression.
- d. Staff may permit children to use the restroom by themselves as long as a staff member monitors their safe return.
- e. Children younger than Grade 3 must be within hearing distance of a staff member at all times.
- f. In working with children, under appropriate circumstances, the following may be permissible forms of non-verbal communication:
  - i. Hand to shoulder contact
  - ii. Side by side hugs
  - iii. Rustling of hair; pats on the head
  - iv. High fives/fist bumps
  - v. Handshakes
  - vi. Eye contact
  - vii. Smiles
- g. Staff may NOT pick up, carry children, or permit children to sit on their lap.
- h. Staff may NOT touch children on areas of their bodies covered by a swimsuit.
- i. Physical restraint is only to be used in situations where a child puts him/herself or others in danger and this must be documented in writing.
- j. Staff will portray a positive role model by maintaining an attitude of caring, honesty, respect and responsibility. Conversations concerning one's personal life within earshot of the children must be appropriate and limited. Staff should not discuss personal issues such as dates. Staff

should be aware that families have differing definitions of offensive and appropriate, and staff must be respectful of all family beliefs.

- k. Staff is to refrain from the use of language, physical conduct or behavior which is sexually suggestive, harassing or intimidating to others. Examples include, but are not limited to, put downs, puns or phrases such as “shut up”.
- l. Staff is to treat persons of all sexes, races, religions, and cultures with respect and consideration.
- m. Anyone observing any inappropriate behavior, conduct or abuse noted above, or which they believe to be inappropriate, should report it to their supervisor immediately. This applies to any inappropriate behavior between child and child, staff and child, staff and staff, or adult and adult.
- n. Staff is expected to be punctual. Missing or late staff could result in the inability of the program to operate as normal or in a child being injured.
- o. Staff is expected to maintain a safe and clean environment.
- p. Staff is expected to provide weekly or monthly lesson plans for the groups they are working with. These must be either turned in weekly/monthly or easily accessible to the site-coordinator daily.
- q. Staff has immediate access to a working telephone at all times.

#### **M. Communicable Disease**

- a. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as the child enters the group. This trained staff member must be available to make decisions regarding the child’s condition, isolation and exclusion due to illness. The trained staff member will follow procedures for documenting health conditions and contact parents/guardians regarding the child’s health.
- b. The following precautions shall be taken for children suspected of having a communicable disease:
  - i. The parent shall be notified immediately of the child’s condition when a child has been observed with signs or symptoms of illness.
  - ii. Any child or staff member exhibiting any of the following signs or symptoms of illness is considered to be carrying a communicable disease and cannot remain at the program:
    - 1. Diarrhea (more than one loose stool in a 24 hour period)
    - 2. Severe coughing, causing the child to become red/blue in the face or to make a whooping sound
    - 3. Difficult or rapid breathing
    - 4. Yellowish skin or eyes
    - 5. Conjunctivitis (pink eye)
    - 6. Temperature of 100 degrees Fahrenheit or above
    - 7. Untreated, infected skin patches, unusual spots or rashes
    - 8. Stiff neck
- c. A child with any of the following signs or symptoms of illness shall be isolated immediately. Decisions regarding exclusion from the program shall be determined by the site-coordinator and the parents. While isolated, the child shall not be left unattended and shall be observed for the following symptoms, as well as those listed above: Sore throat or difficulty swallowing, elevating temperature, vomiting, evidence of lice, scabies or other parasitic infection.
- d. A child suspected of having a communicable disease shall be
  - i. Isolated in a room or portion of a room not being used in the program.
  - ii. Within sight or hearing of a staff member.
  - iii. Made comfortable in a warm, safe environment.
  - iv. Observed carefully for worsened conditions.
- e. All staff members will be trained in handwashing and disinfection of surfaces, materials, & equipment.

- f. A communicable disease chart is posted in the school clinic/office area.

## **N. Accidents & Emergencies**

- a. Staff is responsible for seeing that all possible dangers and hazards are eliminated.
  - i. Keep your first aid kit in a neat and orderly fashion and in good supply. Requests for supplies should be made to the site-coordinator. First Aid Kits should be readily accessible and taken to outdoor areas when children are present.
  - ii. In the event a child sustains an injury, staff who witness or care for the child should fill out a detailed injury report in a timely manner. A copy of the injury report should be given to the parent/guardian and a copy should be filed with the site-coordinator.
  - iii. Treat minor abrasions and cuts.
  - iv. In the case of serious injury:
    - 1. If the injury appears to be serious and emergency treatment is needed, call 911. When placing the call, state your location and briefly describe the injury and the action taken.
    - 2. If staff deems that emergency treatment is not necessary (you don't need to call 911), the parent/guardian should be notified and further action is placed on the parent/guardian.
    - 3. Staff should inform the site-coordinator. Site-coordinators will inform the program manager.
    - 4. It is not easy to determine whether an injury is serious enough to seek emergency care. When in doubt, call 911.
  - v. Liability - It is understood that when staff are arranging for transfer of a participant to a doctor or hospital for emergency care, it is acting as a medium of mercy and is not thereby assuming responsibility. Instruction for care of children and arrangements for the payment of hospital or doctor charges are matters strictly between parents and the doctor or hospital. Children are not permitted to move or lift heavy or large equipment.
- b. The Leipsic After School program holds monthly fire drills and tornado drills. Emergency instructions are posted in each classroom.
- c. A staff member trained in CPR and First Aid will be on site at all times during program hours.
- d. Unusual or unexpected events might refer to an intruder or unauthorized parents entering the building with the intent to abduct or harm a child or staff member. In an event such as this, a building lock down will occur and teachers will implement safety procedures. Each staff member is trained in lockdown and evacuation procedures, as well as, procedures are posted in each classroom.

## **O. Field Trips**

- a. Promote upcoming field trips well in advance.
- b. Obtain permission slips in advance of the trip. No permission slips-no trips. An emergency contact number should be included on the permission slip.
- c. Have a planned system and schedule for the trip. This includes time schedules, buddy systems, procedures, etc.)
- d. Make parents aware of departure/arrival times, dress, lunch and other details regarding the trip.
- e. Site-coordinator will take emergency forms, rosters, children's medications and first aid kits that will be available at all times.
- f. Always count heads to make sure children are accounted for before leaving sites.

## **P. Volunteers**

- a. Volunteers who meet the following criteria may be used as a staff member that can be counted in the staff/child ratios:
  - i. Satisfy the requirements of criminal background checks
  - ii. Possess a current medical statement/physical

- iii. Provide a signed non-guilty statement
- iv. Completed required orientations

#### **Q. Facilities**

- a. The site will have a current fire inspection report on file.
- b. Safe indoor and outdoor environments are free of hazards as follows:
  - i. Safe handling and storage of hazardous materials
    - 1. Blood spills are to be treated cautiously and decontaminated properly. Disposable gloves are to be worn during contact with bodily fluids, such as blood, vomit, or feces.
    - 2. Surfaces contaminated with blood or bodily fluids are to be cleaned with hot, soapy water and then sanitized with an appropriate bleach solution.
    - 3. Disposal of materials that contain blood are to be kept in a sealable, leak proof plastic bag. Non-disposable items, such as child clothing, are to be kept in a sealable, leak proof bag and are to be sent home with the child if appropriate
  - ii. Sharp items used for procedures, such as lancets for finger sticks or syringes are to be kept in a disposable, durable container called a "sharps container", which will safely house sharp items.
- c. Children may use cleaning supplies with adult supervision
- d. The program facility must be cleaned and sanitized daily.

#### Policies Affecting Children

##### **A. Registration & Fees**

- a. A registration form, emergency medical form and parent authorization for each child must be completed prior to a child attending the program. Registration forms include but are not limited to the following:
  - i. Child's name, date of birth, date of admission, parents name, home address, telephone number, special concerns of dietary needs and allergies.
  - ii. Telephone numbers of 3 authorized persons to take the child from the program in case of an emergency
  - iii. Parental consent for first-aid, medication and transportation to an emergency care facility
  - iv. Name and telephone of child's physician, dentist or other healthcare provider.
  - v. Signed parental permission slip for administration of medication
  - vi. Transportation plan that will include parental designations of any authorized persons to take the child from the program.
  - vii. Written permission for swimming
- b. The Leipsic After School Program is licensed as a school-age child care program through the Ohio Department of Education. There is no fee for the program. The program is a federally-funded program through the Nita M. Lowey 21st Century Community Learning Center grant.

##### **B. Ratios & Supervision**

- a. Staff/child ratios are at least one staff member caring for 18 children who are between the ages of 5 and 11 or one staff member for every 20 children between the ages of 11 and 15.
- b. The maximum group size will not exceed twice the maximum number of children allowed per staff member.
- c. One staff member and at least one other responsible individual will be accessible in the building during program hours. At least two staff members are present during field trips involving 7 or more children.
- d. One administrator/site-coordinator will be present on site at least 50% of the program operating hours.
- e. Staff members will at all times accompany and supervise children at swimming sites. Water that is a minimum of 18 inches in depth must have a certified lifeguard present.
- f. Children may run errands or use the restroom without direct supervision in the area designated for the program use if the children are within hearing of a staff member, a staff member knows



the whereabouts of the children at all times, and a staff member checks on the children every five minutes.

- g. When a group of children are outdoors, a staff member will be able to summon another adult without leaving the group alone or unsupervised. A school child in fourth grade or higher may leave the group to summon an adult.

### **C. Child Attendance & Tracking Procedures**

- a. To ensure the safety of your child, the following attendance procedures will be followed:
  1. After school staff will take daily attendance and record on a weekly check sheet.
  2. Staff will cross-check absences with the regular school day absence or early dismissal list, check with the regular day school office staff, check phone/email messages, & written notes for absences.
  3. If a child is unaccounted for, phone calls to the parent/guardian or other adult authorized contacts will be made.
  4. If the child is unable to be located, 911 or local police will be called to report the missing child.
- b. If the child has more than 3 unexcused absences, it will result in the child being dropped from the program.

### **D. Reporting Child Abuse**

Each employee of the after school program is required under Section 2151.421 of the Ohio Revised Code to report any suspicion of child abuse or neglect to the local children's service agency.

### **E. Arrival & Dismissal**

- a. Students will arrive at a designated location where they will be checked in by the staff member assigned to arrival duties. Staff members will mark attendance and attempt to locate any missing child. A staff member certified in communicable disease prevention will do a visual health check before allowing the child to join the group.
- b. It is the responsibility of each staff member to know who is authorized to pick up each child at the site. Parents are required to provide a list of people authorized to pick up their child during the registration process. Staff members may ask the person picking up the child to present identification before releasing the child. If the person picking up the child is not on the list and we do not have authorization from the parent to release the child to that person, the parent must be contacted. We will never release a child to someone without authorization.
- c. The program closes at 5:00 PM. In the event that a child is picked up after that time, a staff member will attempt to contact the parent/guardian. If a child is not picked up within 20 minutes after the program closes and we have been unable to reach the parent/guardian, the staff will contact the police department.
- d. Early dismissal and Calamity Days
  - i. The program only operates on the days school is in session. The program will not be held on scheduled holidays. On the days school is closed for any reason, the program is closed also.
  - ii. The program will not operate on district planned early dismissal days or waiver days.
  - iii. The program will not be held on calamity days.
  - iv. The program will not be held if school is dismissed early because of emergency situations or incoming inclement weather.
  - v. The Early Bird/Morning program will not operate on delay days.

### **F. Emergency Procedures**

- a. An emergency flip book is available in all classroom and large group areas. Staff is to refer to the emergency book for procedures for medical emergencies, fire drills, tornado drills, lockdown, dental emergencies, and evacuation.
  - i. Tornado & Fire - drills will be held once per quarter during the school year and once during the summer; staff members are expected to know procedures as outlined in the emergency books. Students are expected to demonstrate appropriate behavior and know fire/tornado procedures.

## **G. Medication**

- a. Prescription and Nonprescription medication shall be administered only with written permission of the parent and only by a staff member who has been trained to administer medication.
- b. All medication must be current within the last 12 months, kept in its original container and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner, or dentist. Medication shall be stored in a designated locked storage place, except drugs that require refrigeration may be kept in a refrigerator not accessible to children. An inhaler or non-prescription medication may be available to a child with special health conditions with parent permission in accordance with program policy.
- c. Except in cases of emergency, parents shall give the first dose of any newly prescribed medication so that they may observe the child's reaction.
- d. Any administering of medication will be recorded on the child's health log.

## **H. Snacks**

- a. All children will be provided with a nutritious daily snack. Food needs to be developmentally appropriate in size, amount, and texture. Provide for safe storage of all food.
- b. Both staff and children shall wash hands before food service.
- c. All staff members involved during food preparation or service shall be trained in sanitary procedures.
- d. The program shall provide for a child's special dietary needs as prescribed by the child's source of medical care or require the parent to provide the prescribed diet items that are not part of the program's menu plan. In the child's record, keep a list of allergies suffered by the child in attendance. All staff, including those in food service, shall be informed of these allergies.
- e. Safe drinking water shall be provided throughout hours of operation. If drinking fountains are used, there has to be sufficient water pressure so that the child's mouth does not come in contact with the water dispensing mechanism.
- f. If parents are providing food for meals or snacks, they shall be provided with written nutritional information.
- g. There are to be no screens (television, computer, etc.) on during snack time.

## **I. Parent Access & Communication**

- a. Any custodial parent/guardian of a child enrolled in the program is permitted unlimited access to the program during operating hours for the purpose of contacting the child or evaluating the premises. Upon entering the premises the parent or guardian will notify the staff of his/her presence.
- b. Ongoing communication is important to the after school program. Communication between parents/guardians and after school staff will take place via email, digital, face-to-face conversation, phone calls, memos, fliers, and newsletters. Parents should feel free to communicate with after school staff in regards to their children or programming questions or concerns. After school staff members will communicate with parents any changes in schedules/program calendar, special events, updates on progress, disciplinary issues, injuries, or any other information regarding the parent/guardian's child.
- c. The Leipsic After School Program will utilize Parent Square as a means of digital communication with parents through the Leipsic School District.

## **J. Personal Belongings & Searches**

Parents are responsible for sending the child dresses appropriately and comfortably. If the child brings personal items to the program, he/she must be responsible for those items. The program staff is not responsible for any damaged or lost items. The program staff will follow established school policy on what items are/are not permitted at school. General searches of students and personal belongings will follow district policy.

## K. Discipline

Children need clear limits set in ways that do not negatively influence their self-esteem. Limits are set to protect each child from hurting him/herself and others. Constructive, developmentally appropriate child guidance and management techniques will be used at all times and shall include measures such as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior. Discipline shall be constructive and educational in nature and follow the Leipsic After School Discipline policy.

- a. Program staff will receive in-service training regarding the program discipline policy and procedures.
- b. The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - i. There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
  - ii. Discipline shall not be delegated to a child.
  - iii. 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 in a protective hug, so that the child may regain control.
  - iv. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
  - v. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
  - vi. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
  - vii. Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.
  - viii. Discipline shall not include the withholding of food, rest, or toilet use.
  - ix. Separation shall be brief in duration, and age and developmentally-appropriate.
- c. Act of Disrespect/Insubordination - no students be disrespectful or insubordinate to any program staff or authorized personnel on or off school property. Program staff is acting "in loco parentis", which means that the staff are allowed to direct a student as a parent would. Disrespect/insubordination shall be defined as being abusive, obscene, profane, or using offensive language, gestures, or signs toward a staff member or unwilling to comply or cooperate with a reasonable request or directive by a staff member.
- d. Hazing - Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No students, including leaders of student organizations, shall plan, encourage or engage in any hazing. Hazing is defined as doing any act or coercing another, concluding the victim, to do any act of initiation to any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by any individual subjected to hazing does not lessen this prohibition. Subjects failing to abide by the district hazing policy is subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.
- e. Harassment - O.R.C. 3313.666 defines "harassment, intimidation or bullying" as "any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior of both: Causes mental or physical harm to the other student; Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student." The harassment of other students or members of the staff, or other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:
  - i. Fighting and Physical Abuse of another student while on the school grounds, school property, or at any program function. A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to another student may be suspended from the program. Instigating a fight through action or words may also result in disciplinary action.
  - ii. Verbal/Physical Harassment, Threatening: No student shall direct to another student words or phrases which are considered to be slanderous, degrading in nature, obscene, or profane as defined by the majority of our society. No student shall physically harass

another student. Actions such as pushing, shoving, unwanted touching or any kind of physical intimidation shall be construed as physical harassment.

- iii. Cyber-bullying is using the Internet or other mobile devices to send or post harmful or cruel text or images to bully others. Cyber-bullying can occur on school premises or can take place off of school premises. Cyber-bullying will be dealt with according to the situation and circumstances in which they may occur.
  1. On site: If cyber-bullying is found to originate on the school campus the situation will be investigated and treated accordingly.
  2. Off site: If cyber-bullying is reported to be occurring off site the following guidelines will be followed:
    - a. Parents of the victims and cyber-bullies will be notified with the information that has been presented or discovered.
    - b. If the cyber-bullying involves threats or other inappropriate behavior the parents will be encouraged to notify the police.
    - c. If the threat indicates an action relating to the program, the threat will be treated according to the student code of conduct.
    - d. Police will be notified if there is a threat of violence, extortion, obscene messages, stalking, hate crimes or child pornography.

#### **L. Curriculum**

- a. Mission - It is the mission of the after school program to provide students the opportunity to receive tutoring in reading and math, enriched academic activities, character education, family engagement, and service learning projects. It is our belief that various teaching strategies, hands-on materials, use of technology, and small class size in a pressure free environment can help ensure happy, successful students.
- b. Goal – Our goal is to provide a safe, educationally sound program where students will have the opportunity to engage in activities that will benefit them academically, physically, socially, and emotionally. The program is conducted and planned by trained staff to meet the needs of children and to provide positive adult role models. Our main objective is to give students supplemental support connecting with what they are learning during the regular school day and provide enrichment opportunities that may not occur at school.
- c. Students will be given choices of learning experiences that include the following creative construction, group and individual reading of literature, building and imaginative play, fine arts, individual quiet space, puzzles and games, science, math, exploration, dramatic play, health, safety, personal care, active outdoor and indoor activities, clubs/groups, and field trips.
- d. Teachers will submit daily lesson plans to include Reading and Math skill development, character development, physical activity, and enrichment clubs. After school daily schedules will include 30 minutes of Reading skills, 30 minutes of Math skills, approximately 40 minutes of STEAM related enrichment clubs. 20 minutes are reserved for snacks, transitions, and daily exercise. Any homework not completed during program hours will become the responsibility of the student/parent.
- e. Objectives –
  - i. By the end of program year, 80% of regularly attending students will make at least one academic year of grade-level progress in reading and math, as measured by STAR Reading/Math assessments, which in turn will have positive effects on state assessment data by advancing from limited to basic or proficient or above.
  - ii. By the end of program year, 80% of regularly attending students will demonstrate improved personal management/self-regulation & leadership skills, as measured by social, emotional, and academic indicators on parent, teacher, and student surveys.
  - iii. By the end of the program year, 75% of parents participating in family events will indicate they feel more engaged in their child's learning and are more connected to school, as measured by parent surveys.
- f. Lesson activities and direct instruction will follow Ohio's Learning Standards, Ohio's Social and Emotional Learning Standards, and Ohio's Extended Standards. Evidence-based curriculum resources and apps used during the program may include, but are not limited to, STAR, AR, eSpark, MobyMax, IXL, Wonders Reading, Project More, Learning A-Z, Leveled Literacy Intervention, Prodigy Math, STEAM, PAX, and Positive Behavioral Interventions and Supports.

**M. Special Needs**

The program will enroll any child regardless of race, disability, religion, sex or ethnic background. We strive to provide quality services to all children and youth. To better care for a child, we need all pertinent information regarding special needs. This could include information regarding physical, emotional or behavioral needs, medications, allergies, or any other special circumstances. All information shared with program staff or contained in program files will remain confidential. All efforts and reasonable program modifications will be made to meet the special needs of the children enrolled in the program. However, a child requiring individual aid is beyond the scope of our resources. All children must follow the program rules and adhere to the Discipline Policy.

**N. Non-Discrimination**

The program affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices.

**O. Outdoor Play**

We go outside daily as weather permits. The amount of time outside will be limited when the temperature is extreme. The program will follow the school's temperature policy. Time outdoors will also be adjusted due to rain, lightning, threatening weather, ozone warnings, etc. On days that outdoor play is not provided, time will be included for indoor large motor activities.

**P. Transportation by School Bus**

Bus transportation is provided by Leipsic Local Schools and the after school program will follow the bus policies and procedures set forth by the Leipsic After School Program. All teachers will be aware of the bus policies affecting students. Transportation will be provided at the conclusion of the afternoon program hours, if a student regularly rides the bus. There will be NO Early Bird transportation.

**Q. Technology**

We have many wonderful technology items in our program that allow students the opportunity to expand their knowledge base. Staff and students will follow the Leipsic Local School District policy for Technology and Internet usage.

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**HANDBOOK AGREEMENT**

I have read and understood the Leipsic After School Staff Handbook and my signature below indicates my agreement with all information as written.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_