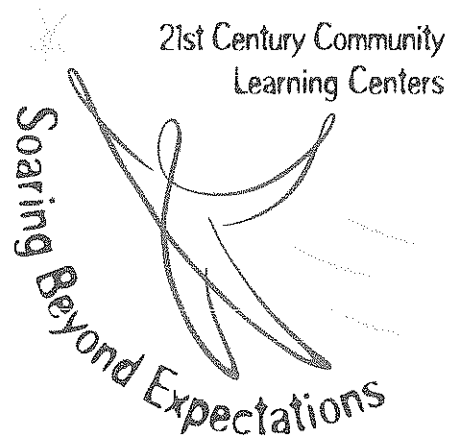


Liberty Learners  
Parent/Student  
Handbook  
2016-2017



Hours of Operation: Morning - Monday-Friday - 8:00 - 9:00

Afternoon - Monday -Thursday - 3:40 - 6:00

Friday: 3:40-5:00

Serving Grades: 1st - 5<sup>th</sup>



## *Liberty Learners*

*Hours of Operation: Monday, Tuesday, Wednesday, Thursday, Friday 8:00-9:00 a.m.*

*Parent must provide transportation for a.m. session.*

Students are not required to attend both morning and afternoon sessions.

*Monday, Tuesday, Wednesday, and Thursday*

*3:40-6:00 p.m.*

*Serving Grades 1st -5<sup>th</sup>*

*1<sup>st</sup> Graders will start in January 2017*

**Fun Friday- 3:40-5:00- No Bus Transportation**

Dear Parents,

*Welcome!*

Please read the enclosed handbook, fill out and return the attached forms to the school office.

- Parent Agreement
- Parent Authorization Form
- Emergency Medical Form

This handbook has been prepared for your convenience to inform you of our policies, procedures, and goals. We hope the handbook will answer many of the questions you might have about our program. Parents and students are responsible for reading and understanding the information in this handbook. Please keep the policies for your records and return the forms as soon as possible. Your child will be unable to start the Liberty Learners Program until the above mentioned forms have been completed and returned.

If you have any questions, concerns or comments, please attend the following parent meeting at Liberty Elementary in the Cafeteria.

**Monday, September 26<sup>th</sup> at 5:30 p.m.**

Bus transportation is provided for the afternoon session. Please note that the bus will not drop your child off at your individual home. The bus will stop at the Square in Caledonia, the Office at Avalon Lakes, and between Mercer and Burriss on Harris and Ellen Drive in Grandview. It is your responsibility to be on time and meet the bus at the drop off site.

Sincerely,

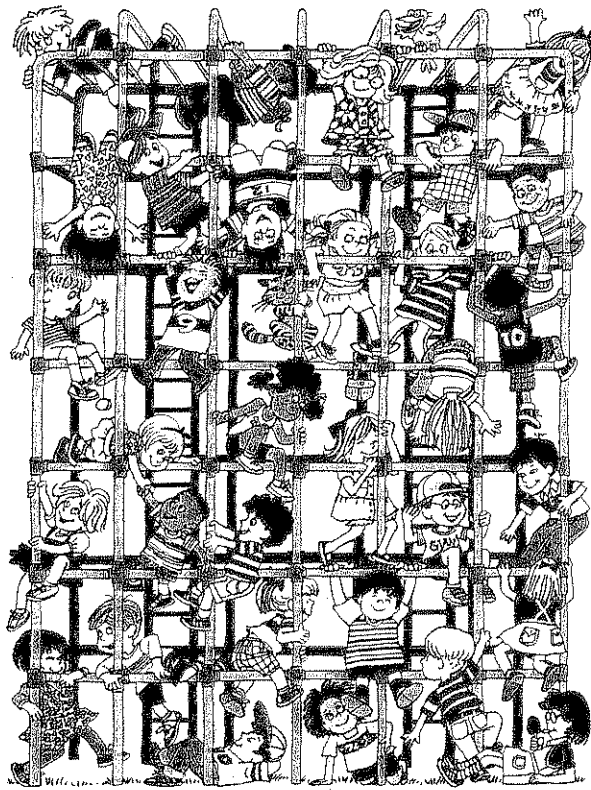
Denise Fraysier

Contact: [dfraysier@rvk12.org](mailto:dfraysier@rvk12.org)

Phone: 21<sup>st</sup> Century Cell: 740-360-4903

Site Coordinator

Liberty Elementary



## Program Philosophy, Policies and Procedures

### Program Goals and Philosophy

The primary goal of the Liberty Learners program is to help students increase reading and math skills in a safe, supportive environment. This will be accomplished through small group and individual tutoring by licensed teachers or qualified adults. We aim to provide a broad range of activities including academic, youth development, recreation, cultural and enrichment opportunities.

### A. Registration, Fees and Payment

An Enrollment Form, Emergency Medical Form and Parent Authorization Form must be completed prior to your child attending the program

#### Fees and Payment

There is no fee to attend the program. All materials and supplies will be provided to the students.

### B. Attendance

Attendance will be taken each day for safety and security.

*If your child is ill, will not be at the program or if you will be picking up your child early, it is your responsibility to email the Site Coordinator [dfraysier@rvk12.org](mailto:dfraysier@rvk12.org) or call the 21<sup>st</sup> Century Cell at 740-360-4903. Please call by 1:00 p.m. to leave a message to inform staff of the circumstances. We appreciate advance notification when possible.*

### C. Attendance Follow-up Procedure

When a child does not show up for the program on any given day and we have not received a note, call/text telling of his/her absence, the following steps will be taken to locate the child:

1. Staff will check the school office to find out if the child was absent from or signed out of school that day.
2. If child was in school, then the staff will check the site's voice mail to see if the parent called/text in the absence.
3. If no message, the staff may contact the parent to confirm the child's absence from the program.

The program reserves the right to remove my child from the program if my child is/are absent for three or more consecutive days without an excused absence.

#### **D. Dismissal:**

Our program will end at 5:40 p.m. The children will be provided transportation to the following three sites: Caledonia, Avalon Lakes, and Grandview. It is the parent's responsibility to be at the drop off site on time to get your child. The estimated times for drop off are: Caledonia Square 5:45, Avalon Lakes Office 5:55, and Grandview between Mercer and Burris on Harris and Ellen Drive at the dead end at 6:05. If a child is not picked up within 30 minutes of the program closing, or drop off, and we have been unable to reach a parent, the staff will notify the local Police Department.

In the event of three late pick-ups, my child may be dismissed from the program.

#### **E. Sign Out**

Persons picking up the child must enter the building and inform the staff that the child is leaving. No child will be allowed to exit the program with any person not authorized on the emergency form. The program staff must be notified in writing if there is a specific person who should not pick up your child. **A child may not sign him/herself out unless the parent or guardian has provided the program with permission in writing for their child to walk home alone.**

#### **F. Early Dismissal and Snow Days**

**The program operates only on the days school is in session, Monday through Thursday 3:40-6:00 and Friday 3:40-5:00**

The program will not be held on scheduled holidays.

On the days school is closed for any reason, the program is also closed.

**The program will NOT operate on district planned early dismissal days or waiver days.**

**The program will NOT be held on snow days.**

**The program will NOT be held if schools are closed 30 minutes prior to their regular dismissal time because of an emergency situation.**

If school is dismissed early in the day (30 minutes before the end of the school day) because of incoming severe weather, or for any other type of emergency, the program will be closed. You should have arrangements made for your child.

#### **G. Emergency Procedures**

The program has several procedures to follow in the event that an emergency would occur while a child is attending the program. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children arrive at the designated "safe spot". In order to prepare children for the rare need to evacuate, the program does conduct monthly fire drills, and periodic tornado drills.

##### **a. Tornado Drills**

In case a tornado alarm sounds, students will go immediately to the assigned places. Students should keep calm and quiet while making every effort to stay in line. Attendance will be taken once the class has reached the shelter area. Students should squat with hands locked at the back of the neck.

##### **b. Fire Drills**

In case a fire alarm sounds, students are to stop working and leave the program in a rapid and orderly way, single file from the building. The first two students to reach an exit door are to open it and hold it open until all have exited the building. The last student out of the program is asked to close the door.

Upon leaving the building, students are to move far enough away to allow all to get out without crowding at the outside door. Attendance will be checked when an outside position is reached. Students should remain quiet until the signal to return to the building is given.

### **c. Evacuation Drills**

Should we need to evacuate due to fire, weather conditions, the loss of power, heat, or water to the program, you will be notified. Parents/guardians will be contacted as soon as possible to pick up their child. If a parent/guardian cannot be reached, we will contact the emergency contacts as listed on your child's registration information.

### **H. Parent Access**

Any custodial parent or 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.

### **I. Snacks**

All children will be provided with a nutritious daily snack. Parents will receive a monthly snack menu.

### **J. Clothing and Personal Belongings**

Send your child dressed appropriately and comfortably. If your child brings personal belongings to the program he/she must be responsible for those items. We will not be responsible for any damaged or lost items.

### **K. Medication Administration**

The only way we can dispense prescription medication to your child is by having a form filled out by the physician. The medicine must be in the original container with clear directions given. The parent must complete the Administration of Medication form if medicine is to be given during the program. We are not permitted to administer over-the-counter medication at any time such as aspirin, cough syrup, Tylenol, allergy medication, etc. Parents are permitted to come to school to give these medications as needed.

### **L. Emergency Medical forms**

Emergency Medical Form must be on file with the school office.

### **M. Discipline Policy**

The program's discipline policy is an extension of the established school rules and regulations. Our guiding philosophy is that children need clear limits set in ways that do not negatively influence their self-esteem. In the after school program, these expectations are specifically outlined in a Children's Rights and Responsibility code. Limits are set to protect each child from hurting him/herself and others. The goal is for each child to become a problem solver and conflict resolver. Constructive, developmentally-appropriate child guidance and management techniques will be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

Children's Rights and Responsibilities (see below) have been established and are posted at each site. Discipline problems will be handled through redirection, conflict resolution or other non-threatening manners. On those rare occasions when further discipline is necessary, the following steps will be taken:

- a. Parents will be asked to discuss Children's Right's and Responsibilities with child
- b. Staff /Child conference
- c. Staff/Parent/Child Conference
- d. Staff/Site Coordinator/Parent/Child Conference

A child at step "d" will be considered on warning. A child on warning may lose privileges or have appropriate consequences implemented.

A child at step "d" may be suspended for one day or removed from the program. Dismissal from the program may also occur in some cases of extreme behavior.

### **Children's Rights:**

Every child in the program has the RIGHT:

- To be happy and treated with kindness.
- To be treated fairly.
- To be safe.
- To participate in all activities.

### **Children's Responsibilities:**

- To honor others and their feelings. This means they will not laugh at or ignore the other people in the program.
- To treat others fairly. They will treat other people like they expect to be treated.
- To keep others safe. This means that they will not hit, kick, push, pinch or shove anyone.
- To listen when others are speaking and speak respectfully to others.
- To participate in activities and encourage others to participate with them.

### **N. Special Needs Policy**

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.

The Site Coordinator will request a "team" meeting before the first day of enrollment and as needed during the program. The "team" will include the student's parents, case workers, counselors, social workers, probation officers, or any other persons who deal directly with the child/youth. The purpose of these meetings would be to share information about the student including behavioral problems, past problems, what can be expected and discuss any means of interaction or discipline which should and/or could be used. 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 an individual aid is beyond the scope of our resources. All children must follow the program rules and adhere to the Discipline Policy.

### **O. Non-Discrimination Policy**

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. Inquiries concerning the application of this policy may be referred to the Program Manager. This policy shall prevail in all policies concerning employees and students.

### **P. Limits of Jurisdiction**

The program assumes responsibility for students who ride our school busses from the time they are picked up until which time they are returned to their designated drop-off point. Supervision prior to pick-up and following drop-off rests with the individual parents.

Responsibility for non-bus students begins when the student reaches the program and ends when the child leaves the program following dismissal. Should a student arrive at the program 15 minutes or more prior to the scheduled starting time, or remain at the program after they are signed out of the program, the program assumes no responsibility for supervision unless special arrangements have been made. In

most cases the program will attempt to assist in dealing with problems that occur outside our jurisdiction, but such assistance shall not be a statement of responsibility.

**Q. Transportation By School Bus**

Students on a school bus are under the authority of and directly responsible to the driver. Students who violate bus rules will be subject to disciplinary action including, but not limited to, verbal reprimands, parental contact, written warnings, and denial of bus riding privilege.

**R. Technology**

We have many wonderful items in our program that allow students the opportunity to expand their knowledge base: computers, printers, televisions, digital camera, scanner, and numerous other small technology items.

Although it is wonderful to have all of these items, we must make certain that the equipment is being used properly and with caution. The Internet is available and we have software in place to block inappropriate sites. Staff will screen web sites before students visit them and closely monitor student usage. Students are to use these items only with teacher permission and supervision. Any student who abuses equipment or uses it for illicit purposes will be denied further usage. Parents will be held liable for damage caused by their child to any of the above-mentioned technological items.

**S. Acts of Disrespect/Insubordination**

No student shall be disrespectful or insubordinate to any program staff, volunteer or authorized personnel on or off program grounds. 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 or program volunteer.

**V. Harassment and Abuse**

The Ohio Revised Code 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 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 administration of the program believes that every individual deserves to be able to come to the program without fear of demeaning remarks or actions. The harassment of other students or members of the school and staff, or any 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:

1. Fighting and Physical- Abuse of another student while on at the program or at any program function (home or away) will not be tolerated. 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 indefinitely. Instigating a fight through action or words may also result in disciplinary action.
2. Verbal Harassment- 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.
3. Physical Harassment - 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.

4. Cyber-Bullying - 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 program premises or can take place off of program premises. Cyber-bullying will be dealt with according to the situation and circumstances in which they may occur.

#### **W. Searches**

**General searches of students and personal items such as, book bags, pockets, purses, and any electronic equipment:**

Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, program staff have the right to search a student or any student's possessions if such official has reasonable suspicion that such a search will find any object or thing which violates the law or school regulations. If a student is asked to voluntarily acknowledge the item or thing or to cooperate with the search and refuses, the student may be detained by program staff and appropriate law enforcement officials contacted. Such refusal to cooperate with the search may also subject the student to program disciplinary procedures for insubordination.

#### **X. Student Injury Procedures**

Anytime a student is injured at school or in a school sponsored activity, an Incident Form will be completed by a staff member involved or witnessing the accident as soon as possible. This form will be sent home with the injured student.

#### **Y. Staff to Student Ratios**

The following staff-to-child ratios shall be observed:

- For school children ages five through 10---at least one staff member for every 18 children.

**Please keep the program policies for your records! Complete the attached forms and submit to the school office for the program staff as soon as possible!**

Students are not required to attend both morning and afternoon sessions.

#### **Daily Schedule**

Math and Reading Intervention Monday-Friday Mornings

8:00 -9:00- Math or Reading intervention and organization skills.

**Parent Must Provide Transportation for Morning Session.**

We will not be in session for scheduled 2 hour delays or weather delays



**Afternoon Program Schedule: Monday, Tuesday, Wednesday, Thursday**

3:40-4:00-Take attendance/snack

4:00-5:00- Intervention/iReady Program (30 minutes each)

Monday and Wednesday-Reading Groups

Tuesday and Thursday- Math Groups

5:00-5:35- Clubs

5:35-5:40- Prepare to dismiss

5:35-Parent Pick-Up

5:40-Dismiss to Bus

**Staff will leave at 6:00 p.m.**

Fun Friday

**No Bus Transportation/Parent Pick-Up at 5:00**

3:40-4:00-Take attendance/Snack

4:00-5:00-Complete homework if needed

Students will be able to select from the following:  
Computer time, board games, art, videos, indoor and outdoor play

**Staff will leave at 5:00**