

**BEYOND THE BELL**



**CONNECTING WITH  
KIDS & FAMILIES  
AFTER SCHOOL**

**BEYOND THE BELL PROGRAM  
STUDENT & PARENT HANDBOOK  
2018 - 2019**

# **Ridgewood High School**

## **Philosophy**

The purpose of the program is to expand upon the regular school day by providing students and families with a range of high-quality services to support student learning and development which includes homework help, academic enrichment, social outlets that connect students to their school, and community involvement opportunities. The goal of our program is also to help working parents by providing a safe environment for students during non-school hours. Ridgewood's Beyond the Bell After School Program is made possible through a partnership between the Ridgewood Local School District and the Muskingum Valley Educational Service Center. It adheres to all rules, policies and regulations of the 21<sup>st</sup> Century CCLC grant guidelines.

### **VISION STATEMENT**

All schools in Muskingum Valley Educational Service Center (MVESC) service region will offer high quality after school programming to meet the academic, non-academic, health and social service needs of the students and families they service.

### **MISSION STATEMENT**

The mission of Ridgewood's Beyond the Bell After School Program is to provide safe and supportive after school environments where the academic, non-academic, health and social service needs of students and families are met so teenagers experiencing risk factors achieve greater academic success.

### **BEYOND THE BELL PROGRAM GOALS**

- To provide a range of literacy supports and interventions to students who reside in the Ridgewood Local School District.
- To provide a range of math supports and interventions to students who reside in the Ridgewood Local School District.
- To provide college and career readiness resources and supports for students and their families who reside in the Ridgewood Local School District.

## **PROGRAM SERVICES**

- Students will be offered a snack each day. Snacks are free and provided by the school cafeteria food service program.
- Students will have the opportunity to take advantage of the following Tenth Period activities: Study Tables, Test Prep, Reading and Math Intervention, Credit Flex and Recovery, College Credit Plus, Credentialing, and completion of Individualized Student Success Plans designed to assist students with their future planning.
- Clubs will be offered to students and led by a Beyond the Bell Staff member or employee of a contracted agency serving as a community partner. The clubs are designed to reinforce academic skills, expand college and career awareness, promote physical fitness, provide service learning opportunities as well as enhance communication and social skills.

## **ENROLLMENT**

Students in grades 8-12 who reside in the Ridgewood Local School District are eligible for this program. Parents/guardians wishing to enroll their child in the Beyond the Bell After School Program must return a completed enrollment/emergency medical authorization form prior to participation.

## **DAILY SIGN-IN AND SIGN-OUT POLICIES**

Students are **required** to sign in and sign out each day.

## **ATTENDANCE**

Regular attendance in the after school program is strongly encouraged in order to derive the most benefit. Students who attend 30 or more days are shown to improve grades, math and reading proficiency, homework completion, class participation, and decrease behavior issues.

## **DISCIPLINE**

The Beyond the Bell Program is an extension of the school day. Therefore, students will be held accountable for following all school rules and policies contained in the Ridgewood Student/Parent Handbook. If a student's behavior disrupts the activities of the Beyond the Bell Program, or endangers the well-being of students or staff members, the following sequence of discipline measures should be followed:

- 1.) Verbal warning to the student by a staff member
- 2.) Conference between the site coordinator and/or Lead Teacher and the student
- 3.) Communication with parents and the student by the site coordinator and/or Lead Teacher
- 4.) Dismissal from the program

Every effort will be made to help the student correct the behavior including, but not limited to, behavior management plans, incentive systems, redirection, etc. If no interventions are successful, we reserve the right to dismiss the student from the program. A student may also be dismissed from the program immediately for severe offenses such as harming another student/staff member, damaging school property, or other serious offenses.

All Beyond the Bell staff members shall follow the following disciplinary guidelines:

- No staff member shall use cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to a student.
- No physical restraints shall be used to confine a student by any means, unless they are endangering themselves or others.
- No student shall be placed in a locked room or confined in an enclosed area such as a closet.
- No student shall be subjected to threats, derogatory remarks about either the student or the student's family, or other verbal abuse.

### **STUDENT SUPERVISION**

The following Muskingum Valley Educational Service Center/Ridgewood Policies will apply:

- Staff members will be licensed teachers and/or paraprofessionals employed by the MVESC. Volunteers will be board approved and have a current BCI/FBI profile on file.
- The Program Director will visit the program regularly, and be in direct communication with the site coordinator and staff. The site coordinator will be on site daily.

### **COMMUNICABLE DISEASES AND INJURIES**

A staff member trained to recognize the common signs of the common communicable diseases and other illnesses will observe all students daily during sign-in and snack time. If a student appears ill or complains of not feeling well a parent/guardian will be contacted and asked to pick the child up as soon as possible, and appropriate documentation will be completed.

A staff member with current CPR and First Aid training will also always be on site to assist with accidents. In the event of an accident, parents will be contacted as soon as possible and appropriate documentation will be completed. If the injury is serious enough to require emergency medical treatment, a staff member will call 911 and contact parents immediately. The child's Emergency Medical Authorization form will be pulled to determine if the parent/guardian has given permission for emergency transport.

A Medical Alert List will be maintained that identifies those students with allergies and medical conditions that may require special precautions and/or treatments.

## COMMUNITY PARTNERS

The following community agencies and organizations provide valuable program services:

- First Step Family Violence Intervention Services
- Allwell Behavioral Health Services
- Coshocton C.A.R.E.S

### **2017 – 2018 Beyond the Bell Staff**

Ball, Peggy	Teacher/Club Leader
Crilow, Brian	Student Liaison
Dickerson, Carissa	Club Leader
Doberstein, Ann	Paraprofessional/Youth Leader
Duhling, Devon	Club Leader
Edie, Mindi	Club Leader/Community Partner
Evans, Haley	Club Leader
Frey, Adam	Teacher
Gress, Ryan	Club Leader
Hendershot, Autumn	Club Leader
Hicks, Adam	Club Leader
Israel, Dana	Club Leader
Lott, Amy	Teacher
Mast, Penny	Site Coordinator
McCurdy, Lester	Club Leader
Rainwater, Kevin	Teacher
Snider, Robin	Club Leader/Community Partner
Slusser, Savannah	Lead Teacher/ASL Monitor
Wells, Matt	Teacher
Wells, Rebecca	Teacher

### **SUBSTITUTE STAFF MEMBERS**

Ball, Darrell	Substitute
Erb, Kelly	Substitute
Humphrey, Matt	Substitute

# BEYOND THE BELL

## DAILY SCHEDULE

**2:30 – 2:45 Snacks & Sign In Cafeteria**

**2:45 – 5:30 Tenth Period Academic Enrichment Activities/General Assembly Room**

<b>Position</b>	<b>Mon./Staff</b>	<b>Tues./Staff</b>	<b>Wed./Staff</b>	<b>Thurs./Staff</b>
Site Coordinator	Penny Mast	Penny Mast	Penny Mast	Penny Mast
Student Liaison	Brian Crilow	Brian Crilow	Brian Crilow	Brian Crilow
Lead Teacher/ASL	Savannah Slusser	Savannah Slusser	Savannah Slusser	Savannah Slusser
Intervention	Kevin Rainwater	Ty McCleary	Kevin Rainwater	Ty McCleary
Study Tables	Matt Wells/ Rebecca Wells	Adam Frey	Amy Lott	Adam Frey
Credit Flex/Recovery	Savannah Slusser	Kevin Rainwater	Matt Wells/ Rebecca Wells	Savannah Slusser
ACT/Prep/Work Keys	Peggy Ball	Brian Crilow	Peggy Ball	Brian Crilow
CCP & Credentialing	Staff	Staff	Staff	Staff

**3:45 – 4:45 Club/Youth Development Activities**

Power Down		Mindi Edie & Chris Arnold, Allwell Mental Health Support		
Drumming for your Soul	Robin Snider, First Step Family Violence			
STATS		Peggy Ball		Peggy Ball
Pound Fitness			Ashley Klier, Autumn Hendershot & Dana Israel	
Art		Carissa Dickerson		
Weight Lifting		Lester McCurdy & Adam Hicks		Lester McCurdy & Adam Hicks
Bowling	Brenda Starkey			

Our goal is to form more clubs throughout the year that meet the interests of the students based on their suggestions.

## THANK YOU

Thanks for taking the time to review the Parent Handbook. The commitment you have made to support your child's academic and social development is to be commended. Any time you have questions or concerns regarding the Beyond the Bell After School Program, please do not hesitate to contact:

Penny Mast, Site Coordinator

School: 740-545-6345

Cell: 740-502-3292

[penny.mast@ridgewood.k12.oh.us](mailto:penny.mast@ridgewood.k12.oh.us)

Savannah Slusser, Lead Teacher

School: 740-545-6345

[savannah.slusser@ridgewood.k12.oh.us](mailto:savannah.slusser@ridgewood.k12.oh.us)

**Stay up to date on Beyond the Bell activities by following us on FACEBOOK.**

