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BOB BURDETTE CENTER, INC.  
PARENT+STUDENT HANDBOOK  
2021-2022

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## ABOUT THE BOB BURDETTE CENTER

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### HISTORY OF THE BOB BURDETTE CENTER

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The Bob Burdette Center, Inc. is an after-school program that serves West Side children in grades K-12. It operates at four sites – Edgewood Elementary (program paused), Emmanuel Baptist Church, Mary C. Snow West Side Elementary, and North Charleston Community Center.

The program began in 1996 as the James Paige Learning Center and operated successfully under that name for two years. Much of the impetus for the program's inception came at the urging of Rev. Bob Burdette, for whom the present Center is named. Rev. Burdette was the Associate Pastor of Emmanuel Baptist Church from 1986 until 1995. It was his long-time vision to see an after school program opened at the church to serve the children of the West Side community.

In 1998, when the James Paige Learning Center was threatened with closure due to the lack of funding, the Emmanuel Baptist Church, realizing the devastating effect of such closure, voted to organize and support a new non-profit organization to be named the Bob Burdette Center, Inc. Thus, the Center continued operation without interruption.

In the beginning, the Bob Burdette Center served twenty children (grades K-5) from Tiskelwah Elementary School. Since then, the Center has expanded and now serves over 150 children in grades K through 12 from all West Side schools and Capital High School.

The program provides a safe haven and enrichment opportunities for children who might otherwise go unsupervised after school. Its overwhelming success emphasizes the need for afterschool programming on the West Side. The Bob Burdette Center is making a difference in the lives of children and families.

The Bob Burdette Center receives operating revenues from a combination of federal and state grant funding and contributions from foundations, churches, individuals, and businesses. Volunteers also assist in making the program successful.

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### MISSION STATEMENT

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The Mission of the Bob Burdette Center is to provide West Side children and their families with opportunities for holistic (social, emotional, spiritual, educational and physical) development for healthy futures.



## The BBC is a 21ST CENTURY COMMUNITY LEARNING CENTER!

The West Virginia Department of Education (WVDE) implements a program, 21st Century Community Learning Centers (21CCLC), to provide opportunities for communities to establish or expand activities in communities that:

- provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet state and local student academic achievement standards in core academic subjects, such as reading and mathematics;
- offer students a broad array of additional services, programs, and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, and recreation programs, technology education programs, and character education programs, that are designed to reinforce and complement the regular academic program of participating students; and,
- offer families of students served by community learning centers opportunities for literacy and related educational development.

### ***Programs and Data Collection***

Bob Burdette Center, Inc. is obligated to provide certain types of programming throughout the year. These programs are meant to strengthen and grow our community youth's academic, social, mental, and physical experience. BBC receives 21CCLC federal grant funding to operate the out-of-school time programs, and in-turn, we document the experience and are held accountable for the quality and quantity of the programs we offer. The BBC works in agreement with Kanawha County Schools to securely obtain each student's 9-weeks and semester grades. The BBC asks that any parent/caregiver whose child has an IEP to please share the IEP with BBC so that appropriate accommodations may be made, however sharing of the IEP is not mandatory. No personal information is shared outside of the BBC administrative staff and the WVDE 21CCLC WVEIS app. No student specific-identifying information is utilized in reporting. The BBC aims to provide academic enrichment and growth, and through this monitoring we may tailor tutoring and program activities to improve academic performance.

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## GOALS & OBJECTIVES

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**Goal # 1: To raise the academic achievement in reading/language arts of students who attend 30 days or more (regular attendees) on an annual basis.**

**Objective 1:** By the end of each school year, at least 60% of regular attendees in third through fifth grade will improve their Lexile reader measure by the Houghton Mifflin Harcourt estimated average annual growth corresponding to their Fall Lexile measure.

**Objective 2:** By the end of each school year, at least 10% of regular attendees in kindergarten through fifth grade who have a Fall Lexile reader measure below the typical Lexile reader measure range for their grade level will increase their score to within or above the typical Lexile reader measure range for their grade level.

**Objective 3:** By the end of each school year, at least 60% of regular attendees will maintain or improve their Reading/Language Arts grade as measured by report cards.

**Objective 4:** By the end of each school year, at least 10% of regular attendees who had a failing grade in reading/language arts on their first semester report card will earn a “C” or higher on their second semester report card.

**Goal # 2: To raise the academic achievement in math of students who attend 30 days or more (regular attendees) on an annual basis.**

**Objective 1:** By the end of each school year, at least 60% of regular attendees in third through fifth grade will improve their Quantile student measure by the Houghton Mifflin Harcourt estimated average annual growth corresponding to their Fall Quantile measure.

**Objective 2:** By the end of each school year, at least 10% of regular attendees in kindergarten through fifth grade who have a Fall Quantile student measure below the typical Quantile student measure range for their grade level will increase their score to within or above the typical Quantile student measure range for their grade level.

**Objective 3:** By the end of each school year, at least 60% of regular attendees will maintain or improve their math grade as measured by report cards.

**Objective 4:** By the end of each school year, at least 10% of regular attendees who had a failing grade in math on their first semester report card will earn a “C” or higher on their second semester report card.

**Goal # 3: To raise the skill level of parents/caregivers to better support/assist students’ academic achievement.**

**Objective 1:** By the end of each school year, at least 50% of parents/caregivers who participate in family engagement activities will report improved skills in communicating positively with their student(s) about school as measured by parent/caregiver survey.

**Objective 2:** By the end of each school year, at least 50% of parents/caregivers who participate in family engagement activities will report improved skills in monitoring their student(s) as measured by parent/caregiver survey.

**Goal # 4: To raise the social-emotional learning skills of students who attend 30 days or more (regular attendees) on an annual basis.**

**Objective 1:** By the end of each school year, at least 60% of regular attendees will have a “Strength” or “Typical” rating for social-emotional skills for learning as measured by the Devereux Student Strengths Assessment.

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SCHOOLS SERVED

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Edgewood Elementary  
Grandview Elementary  
Mary C. Snow West Side Elementary

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SITES

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Edgewood Elementary School  
550 Hawk's Ridge Road  
Charleston, WV 25302  
(304) 348-6635

Emmanuel Baptist Church  
(Mary C. Snow West Side Elementary K-5)  
1401 Washington Street, West  
Charleston, WV 25387  
Phone: (304) 342-1158

Mary C. Snow West Side Elementary  
100 Florida Street  
Charleston, WV 25302  
Phone: (304) 348-1902

North Charleston Community Center  
(Grandview Elementary K-5)  
2009 7<sup>th</sup> Avenue  
Charleston, WV 25387  
Phone: (304) 342-1158

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## REGISTRATION

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### WHO CAN ATTEND?

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Any child currently enrolled in kindergarten through fifth grade who lives or attends school in the Bob Burdette Center's service area (West Side and North Charleston) is eligible to participate regardless of race, religion, culture, gender or socio-economic status. During the COVID-19 Pandemic, sixth through twelfth grade students will be referred to partner organizations providing services to older students.

During the COVID-19 Pandemic, only students who have chosen to attend school in-person may participate in in-person afterschool programming.

The Bob Burdette Center may also offer a Virtual Enrichment Program. Eligible participants may enroll in the Virtual Enrichment Program regardless of whether they have chosen the in-person, eLearning, or virtual option for school. The Bob Burdette Center will be utilizing Kanawha County Schools' platform for virtual programming. A separate handbook will be available for the Virtual Enrichment Program.

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### REGISTRATION GUIDELINES

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- A parent or legal guardian must submit a completed registration form each school year. Applications that are not complete will not be processed until all required information is provided.
- Enrollment is considered on a first come, first served basis. We will not assign or hold spots in the program without a fully completed registration form submitted.
- Regular afterschool attendees are given priority and then registration is opened to additional eligible participants.
- The applicant will be notified by the Bob Burdette Center whether the child can be enrolled or is placed on the waiting list.
- If space is not available at the time of registration, your child will be placed on a waiting list. Site enrollment is reviewed regularly by the Bob Burdette Center Program Director to determine if there are children no longer attending who can be removed from the roster, allowing wait-listed students to be enrolled. If space becomes available, wait-listed families will be called in the order their registration was received.
- A parent or legal guardian must attend a parent orientation for their child to continue participation in the afterschool program.
- Every participant is required to fill out a new registration form each school year or summer program.

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## HOW TO REGISTER

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- You may call the Bob Burdette Center at (304) 342-1158 and request a paper registration form which **MUST** be fully completed before submitting.

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## MANDATORY ORIENTATION

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- A parent or legal guardian **MUST** attend a parent orientation for their child to continue participation in the afterschool program.
- A parent or legal guardian must confirm they have read the Parent/Student Handbook as part of the registration process.

## PROGRAM INFORMATION

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### PROGRAM GUIDELINES

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1. **Children must attend at least three days a week.** Extra-curricular activities (academic, arts, and athletics) may be excused absences; please see Program Director for approval. Excessive unexcused absences will result in child's dismissal from the program.
2. The afterschool program begins after school dismissal, Monday-Friday. School year program ends at 5:30 PM and students should be picked up no later than 5:30 PM. Summer program hours are typically 8:30 AM to 5:30 PM. Repeated failure to pick up child on-time may result in a late fee charge or child's dismissal from the program. Additional program hours may apply to special events.
3. Parents/legal guardians or authorized pick-up persons will not be admitted inside the program area. Parents/legal guardians and authorized pick up persons will be required to wear a mask/face covering when they come to pick up a child. A staff person will bring the child to the pickup location. The person picking up the child should have his or her ID available for verification if requested.
4. Behavioral issues will be documented and kept in each child's folder. The parent/legal guardian may view a copy of documented issues. Reoccurring or serious infractions may result in suspension or dismissal from the program.
5. Permission to participate in special activities and certain programming events may be withheld due to behavioral issues.
6. Each child will be expected to participate fully in program each day. This includes, but is not limited to, STEM, reading, math, writing, computer lab/iPad, homework, arts, and physical recreation. Failure to do without approved excuse may will result in disciplinary action and/or dismissal from the program.
7. Each child is expected to follow the COVID-19 safety and social distancing guidelines to ensure every participant is safe as possible. Please refer to the COVID-19 Supplemental Handbook.
8. A parent or legal guardian must confirm he or she has read the Parent + Student Handbook and provide signed consent to the program activities and data collection listed within. See pg. 16.

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## WALKER POLICY

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The BBC Walker Policy has been developed to give parents/legal guardians of BBC children in 4th through 12th grade the option to authorize the release of their child to walk home or to a designated activity/destination. To help assure the safety of the child, the following conditions must be met for the BBC to release the child:

- The child must be in 4th through 12th grade. **\*\*\*Younger siblings in kindergarten through 3rd grade are not permitted to accompany the child authorized and identified as a walker.**
- Written permission from the parent/legal guardian must be on file before the child can be released.
- It is the responsibility of the parent/guardian to determine that the child has the necessary maturity level and skills, and to review safety procedures with the child before authorizing release. Parents are also responsible for obtaining all communication from the BBC including parent letters, behavior reports, incident reports, permission slips, etc.
- There are no adverse safety factors, including but not limited to inclement weather conditions, as determined solely at the discretion of BBC Program Director or the BBC Program Director's designee. In this circumstance when a child will not be released, the parent will be contacted to pick up the child. If the parent does not arrive by 5:30 PM, the BBC will designate this as a late pick-up.
- The time of release is no later than 5:30 PM or sunset, whichever comes first. If the participant is to walk home earlier than closure or sunset, please communicate with site staff regarding what time the student should be released.
- The child must first get permission from a BBC staff member and then sign out before leaving.
- The child must walk home or to a designated activity/destination. Children are not permitted to wait to be picked up on grounds used by the BBC.
- The BBC is not responsible for direct, indirect, incidental or consequential injuries to the point of death resulting from child being authorized by parent to walk home from the center.

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## LATE PICK-UP POLICY

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The Bob Burdette Center afterschool program closes promptly at 5:30 PM during the school year and summer program. If a child will not be picked up on time, the BBC must be contacted by phone. If the BBC has not been contacted within five minutes of closing, staff will attempt to contact the parent/legal guardian. If the parent/legal guardian cannot be reached, the BBC will call contacts from the child's Authorized Pick-up list. The BBC will continue to attempt contact with the parent/legal guardian and/or the contacts for up to 30 minutes after closing.

The first time a child is late being picked-up, the parent will receive a written notification of the late pick-up policy. A second late pick-up will result in a written warning. A third late pick-up will result in a mandatory meeting with the afterschool Site Coordinator and/or Program Director to discuss the excessive late pick-ups and collect the applicable late fee. Frequent late pick-ups may result in your child's dismissal from the program.

In the event that a child remains at the afterschool program beyond 30 minutes after closing, and the parent/guardian has not made successful contact with BBC staff, a staff member will call Child Protective Services and/or the local police department to seek assistance in caring for the child until the parent (or alternate pick-up) can pick up the child.

Please note that proper identification is required when picking up your child. The BBC will contact you before releasing your child to any person not included on the Authorized Pick-up list.

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## PROGRAM ACTIVITIES

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Participants engage in the following activities on a daily basis:

- Full supper meal and evening snack, provided through the WVDE Child and Adult Food Care Program
- Homework assistance
- Physical recreation

Participants also engage in the following activities on a weekly or bi-weekly basis:

- Reading enrichment
- Math enrichment
- Science, technology, engineering and math (STEM) enrichment
- Second Step anti-bullying curriculum
- Botvin Life Skills and Positive Action social and emotional learning curricula
- Arts and culture
- Urban Stage Dance and Tai Chi classes
- Computer lab and iPad access
- Faith-based opt-in programs

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## VIRTUAL ENRICHMENT PROGRAM

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With the current implementation of COVID-19 procedures, virtual programming has become a part of the Bob Burdette Center's program activities. When virtual learning is in session, participants may choose which virtual class(es) they are interested in taking via our online registration process. To ensure we continue providing our participants with daily enrichment activities, in the event of having to cease in-person programming, virtual programming will be required by each participant to account for their daily attendance. We will follow in accordance with Kanawha County Schools whether we host virtual programming or not.

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## SECOND STEP

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*Second Step* is an award-winning curriculum designed to teach children in their earliest school years to recognize and understand feelings, to make positive and effective choices, and to keep anger from escalating into violence.

Every participant engages in a 20-30 minute Second Step lesson once per week. During the lesson the children role play hypothetical situations that could escalate to violence. The children learn ways to deal with their emotions and possible violence in a positive way.

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## TUTORING

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Participants performing below grade level or failing to achieve passing grades in math or reading are eligible to receive free tutoring services provided by the Bob Burdette Center. Each child enrolled in the tutoring program receives at least 30 minutes of one-on-one or small group tutoring twice a week. Tutors are certified teacher, often from schools served by the Bob Burdette Center.

Virtual tutoring sessions will also be available to those participating in the Virtual Enrichment Program.

If you would like to enroll your child in the tutoring program, please contact the Bob Burdette Center.

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## PARENT INVOLVEMENT

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As a 21<sup>st</sup> Century site, the BBC focuses heavily on parent and caregiver engagement, offering several “parent night” activities throughout the year and an open invitation to join the BBC Parent Committee to help provide support and feedback about the BBC program.

If you are interested in GED or Adult Basic Education courses, the BBC may also be able to connect you with community resources.

The BBC encourages parents to participate in these classes and in opportunities for parental engagement in the afterschool program.

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## INCLEMENT WEATHER

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**The Bob Burdette Center will NOT be open on days when Kanawha County Schools is closed or dismissed early due to inclement weather. This includes emergency dismissals.**

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## MEDICAL/INJURY

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- The Bob Burdette Center assumes no responsibility for injuries or illness sustained as a result of a child’s participation in the afterschool program or any of its related activities.
- The Bob Burdette Center will administer basic first aid (i.e. band aids, ice, etc.) including certain occasional over-the-counter medications, with written permission.
- The Bob Burdette Center will contact an ambulance for emergency medical or dental care as indicated by the parent/legal guardian in the participant Emergency Medical Transportation form.
- If the Executive Director of the Bob Burdette Center or their designee believes that a child is facing a life threatening circumstance, he or she will call an ambulance for transport to emergency care without regard to whether the parent has given permission or refused to give such permission and the parent/legal guardian will be responsible for payment of any medical expenses incurred for such transport.

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## CODE OF CONDUCT

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Be Safe. Be responsible. Be respectful. Be ready to learn.

1. Play fairly and be honest – practice good sportsmanship.
2. Be respectful to peers and Bob Burdette Center staff and volunteers.
3. Resolve disagreements in a positive way and communicate calmly.
4. Be respectful to students', staff and BBC property.
5. BBC is a No-Tolerance Zone for bullying and/or improper, aggressive, and offensive language and physical behavior.
6. Practice safety – use walking feet in program areas and be aware of your body and those around you.
7. Listen and follow instructions.
8. Appropriate dress is required: 1) no overly-sagging/baggy clothing 2) no overly-tight/revealing clothing is permitted, 3) appropriate footwear (sneakers/closed toes shoes are mandatory for ALL physical activities), 4) weather-appropriate clothing (e.g. no outside play allowed without coat during cool/cold days; proper swimming attire for pool trip; etc.)
9. No outside food is permitted in the BBC program unless with prior written approval.
10. The use or possession of illegal drugs, alcohol, and weapons are strictly prohibited.

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## DISCIPLINE

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Minor offenses result in progressive discipline approach, utilizing THINK cards to address behavioral issues.

- 3 THINK cards may be given before a consequence is assigned (these re-start each day).
- 2 Consequences result in a Conference with the Site Coordinator and/or Program Director
- A parent or legal guardian will be notified and required to sign the student behavior form
- Repeated offenses or increased severity (major offenses) may result in suspension and/or dismissal from program

Major Offenses include but are not limited to:

- Fighting
- Disrespect and/or insubordination toward BBC staff or volunteers
- Inappropriate language
- Theft
- Vandalism/Destruction of property
- Inappropriate touching or sexual behavior
- Bullying
- The length of a suspension may range depending on the severity of the offense and repeat offenses.

Note: This is only a guideline. Please see the Program Director for a full copy of our discipline policy. Actual consequences are determined on a case-by-case basis and at the discretion of the Program Director and/or the Executive Director.

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## PERSONAL PROPERTY

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- **Personal cell phone usage is prohibited.** If you need to contact your child during program at any time, please call the Bob Burdette Center. Please note that your child's phone will be kept in a secure location during their time in program if they are unable to withhold using their device.
- Participants are responsible for all of their personal items. Please label all belongings to increase the chances that a lost or stolen item is returned.
- The Bob Burdette Center is not responsible for any lost or stolen items.

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## EMERGENCY PROCEDURES

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In the event of an emergency that requires evacuation, the Bob Burdette Center will evacuate participants to a designated meeting location where the Site Coordinator will conduct a roll call. If unable to re-enter the building, participant will be transported to another site where their parent or legal guardian will be contacted to pick them up.

In the event of an emergency that requires shelter-in-place, the Bob Burdette Center will follow shelter-in-place procedures and conduct a roll call. If you need to contact your child during shelter-in-place, please contact the Site Coordinator who will be the designated contact person during the emergency.

Emergency procedures will be communicated to participants and drills will occur once a semester.

## SUPPORTERS

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21<sup>st</sup> Century Community Learning Centers Program\*

West Virginia Statewide Afterschool Network

The Education Alliance

A.M. Scott Charitable Trust

American Baptist Home Mission Societies

Believe in West Virginia-Youth Encouragers Network

Truist WV Foundation

Child and Adult Care Food Program

City of Charleston

The Daywood Foundation

Emmanuel Baptist Church

FestivALL Charleston

The Greater Kanawha Valley Foundation

Human Resource Development Foundation

The Bernard McDonough Foundation

Mary C. Snow West Side Elementary

Edgewood Elementary

Poffenbarger Foundation

United Way of Central WV

The Pallottine Foundation

Generous Contributions by Individuals and Supporting Businesses

\*Funding for this 21st Century Community Learning Center is provided 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.

## CACFP NONDISCRIMINATION STATEMENT

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In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

MAIL:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

FAX:

(202) 690-7442; or

EMAIL:

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## ACKNOWLEDGEMENT OF RECEIPT PARENT+STUDENT HANDBOOK

I \_\_\_\_\_ (Parent / Guardian Name) have received, read, and understand the Bob Burdette Center (BBC) Parent+Student Handbook and I agree to adhere to all center policies.

Please note: BBC's policies and procedures are subject to change to reflect the needs of the program, children, and families we serve. We may also make changes or modifications in our policies if required by our licensing agencies. Any changes made to the Handbook will be distributed by the BBC to program participants.

Signature \_\_\_\_\_

Date \_\_\_\_\_