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BOB BURDETTE CENTER, INC.  
VIRTUAL ENRICHMENT PROGRAM  
PARENT/STUDENT HANDBOOK

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1401 West Washington Street  
Charleston, WV 25387  
Phone: (304) 342-1158  
[www.bobburdettecenter.org](http://www.bobburdettecenter.org)  
Facebook: Bob Burdette Center, Inc.  
Twitter: @BobBurdetteCntr

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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 presently operates at four sites – Edgewood Elementary, Emmanuel Baptist Church, Mary C. Snow West Side Elementary, and North Charleston Baptist Church.

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.

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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

## REGISTRATION

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### WHO CAN PARTICIPATE IN THE VIRTUAL ENRICHMENT PROGRAM?

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Beginning in January 2021, the Bob Burdette Center will be offering a Virtual Enrichment Program. We realize that many families have been impacted medically, physically, and emotionally by the COVID-19 pandemic and believe that their child(ren)'s after school enrichment could be better met through a virtual platform.

Any child 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. 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' Schoology platform for virtual programming. During the COVID-19 Pandemic, sixth through twelfth grade students will be referred to partner organizations providing services to older students.

### REGISTRATION GUIDELINES

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- A parent or legal guardian must submit a completed registration form each school year. Registration forms may be completed online at <https://online.traxsolutions.com/bbcinc/main#/dashboard>. Parents/legal guardians have the right and choice not to sign this document electronically and may sign it normally and return it in hard copy form to the Bob Burdette Center, Inc. main office located at Emmanuel Baptist Church. 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.
- **FOR IN-PERSON STUDENTS ONLY** - Students who participate in the Virtual Enrichment Program when in-person programming is unavailable will have priority over those who choose not to participate in the event of a waiting list for all of our in-person after school program locations.
- 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 before the student may begin attending the afterschool program. During the COVID-19 pandemic, orientation will be conducted by telephone for new enrollees.
- Every participant is required to fill out a new registration form each school year.

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## HOW TO REGISTER

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Registration forms may be completed online at <https://online.traxsolutions.com/bbcinc/main#/dashboard>. Before registering, a parent or legal guardian must establish a Trax Online user account.

**Establishing a Trax Online User Account - If your child has never participated in a Bob Burdette Center program and you do not have a Trax Online user account or your child has previously participated in a Bob Burdette Center program but you do not have a Trax Online User account, please complete the following steps to create a user account:**

- You will need a working and accessible email address to create a user account.
- Call Bob Burdette Center Program Secretary, Jamaica Hayes, at (304) 342-1158 and let her know you are interested in enrolling your student in a Bob Burdette Center program and need to establish a Trax Online user account.
- Provide Jamaica with the following contact information:
  - First and last name of parent/guardian
  - Full street address
  - Parent/guardian email address
  - Parent/guardian telephone number

If you do not have an email address or do not have access to the email account, we ask that you please establish a working and accessible email address prior to calling to register.

- Jamaica will use this information to create a Trax Online user account for you and you will receive an email at the email address provided to activate the user account and create a password. Emails will come from [noreply@nfocus.com](mailto:noreply@nfocus.com).
- Once you have activated the Trax Online user account, you will be prompted to complete a household information form. Please only enter information for parent(s)/guardian(s) and household contacts. DO NOT enter participant information on this form.
- All required information must be provided on the household information form before the form will be accepted. You may call Jamaica if you have any issues or need help completing this step.

**Once a Trax Online user account has been established, please complete the following steps to register your child for a Bob Burdette Center program:**

- Go to <https://online.traxsolutions.com/bbcinc/main#/dashboard>. Links to the registration website and handbooks can also be found online at [www.bobburdettecenter.org](http://www.bobburdettecenter.org) or on Bob Burdette Center's Facebook page.
- Click "Sign In" and enter your Trax Online user account user name and password to sign in to the portal.
- Parents/guardians must first register their child(ren) for the appropriate membership type by clicking "Memberships" then clicking "Select" on the membership type based on the school the child attends as follows:
  - Edgewood Elementary - Virtual and Learning Labs Only
  - Grandview Elementary - North Charleston Baptist Church
  - Mary C. Snow West Side Elementary - Emmanuel Baptist Church
- Household members included in the user account will appear on the next screen. If the individual you wish to register for the afterschool program is not listed, click "Add New Person" on the bottom left-hand side of the screen and complete the Add New Member form.

- All required information must be provided on the participant information form before the form will be accepted. You may call Jamaica if you have any issues or need help completing this step.
- Once all the individuals you wish to register are listed on “Memberships” page, select the individual(s) you wish to enroll and click next.
- A cart summary will display where you will have the opportunity to add additional memberships or activities. Once you have selected all the memberships in which you wish to enroll, click next and complete the participant information form.
- Once you have registered your child(ren) for the appropriate membership, then you can enroll them for the Bob Burdette Center activities in which you want them to participate.
- Click on “Activities” at the top of the screen.
- Click on “Select” for the activity in which you wish to enroll your child.
- Select the individual(s) you wish to enroll in the activity and click next.
- A cart summary will display where you will have the opportunity to add additional memberships or activities. Once you have selected all the activities in which you wish to enroll, click next to complete enrollment.
- If you are unable to access registration online or have any issues with online registration, you may call the Bob Burdette Center at (304) 342-1158 to request assistance.

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#### MANDATORY ORIENTATION

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- A parent or legal guardian must attend a parent orientation before the student may begin attending the afterschool program. During the COVID-19 pandemic, orientation will be conducted by telephone for new enrollees.
- A parent or legal guardian must confirm they have read the Parent/Student Handbook as part of the registration process.

## VIRTUAL ENRICHMENT PROGRAM INFORMATION

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### PROGRAM GUIDELINES

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1. A parent or legal guardian must confirm he or she has read through the Virtual Enrichment Program Parent-Student Handbook for online registration.
2. The Virtual Enrichment Program operates Monday-Thursday between 3 PM and 4:45 PM at [kanawha.schoology.com](http://kanawha.schoology.com). The Virtual Enrichment Program schedule is as follows:  
3 PM - 4 PM Homework assistance with Afterschool Enrichment Leaders and Certified Teachers  
4 PM - 4:45 PM Concurrent enrichment activities for participants to choose from  
Enrichment activity options will have a schedule of Monday/Wednesday or Tuesday/Thursday. Participants may only participate in one enrichment activity each day.
3. Children must attend at least two days a week. Excessive unexcused absences could result in child's dismissal from the program.
4. All misbehavior will be documented in each child's folder. The parent/legal guardian is welcome to view this folder at any time. Reoccurring or serious infractions could result in suspension or dismissal from the program.
5. **In-person only** - Participation in the Virtual Enrichment Program is **REQUIRED** to maintain your child's spot in the afterschool program in the event that the Bob Burdette Center is required to temporarily cease in-person programming due to elevated risk of COVID-19 transmission in the community and/or Kanawha County Schools implements remote learning for all students.

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## STUDENT EXPECTATIONS

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1. Students are expected to follow the Bob Burdette Center's code of conduct to provide a safe and respectful environment for teachers and students.
2. Participants are required to have their camera on at all times.
3. Students should dress comfortably as long as clothing is not revealing and does not depict offensive language or graphics.
4. Students are expected to display proper behavior as it relates to the use of computers, is no different than proper behavior in other aspects of school activities.
5. The Bob Burdette Center reserves the right to monitor participant activity during the Virtual Enrichment Program.
6. Students are responsible for the content posted through their login and account activity during program hours.
7. Students will attend virtual enrichment activities on each scheduled days of Monday & Wednesday and/or Tuesday & Thursday.
8. Student attendance will be recorded daily.
9. Students are expected to be active participants in virtual activities as directed by the instructor of the class.
10. Students should advocate for personal needs and additional support when needed.
11. Students will be held accountable for meeting Virtual Enrichment Program policies.
12. If students are having technical difficulties during virtual programming you may call the Bob Burdette Center at (304) 342-1158 or you may email or call the Program Director Briana Zeigler at [briana@bobburdettecenter.org](mailto:briana@bobburdettecenter.org) or (304) 561-8443.
13. Students will maintain best practices for virtual learning sessions.

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## BEST PRACTICES FOR VIRTUAL LEARNING SESSIONS

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- Consider the environment behind you that can be seen in video conferences and ensure there are no inappropriate images, materials, etc.
- Mute audio when entering video conferences.
- Mute audio when not speaking.
- Be appropriate and respectful in your actions.
- Listen to the educator or individual speaking.
- Stay engaged throughout the lesson or activity.

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## PARENT EXPECTATIONS

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1. Parents are encouraged to set up a dedicated learning space in the home - free from distractions and interruption (pets, siblings, television, etc...). This may include a quiet space, no movement behind the student, and appropriate background
2. Parents are encouraged to participate in the virtual enrichment activities with the student if interested.
  - Some virtual programs offered, i.e Technology 101, could also be helpful in getting parents adjusted to virtual learning!
3. Parents are expected to provide the Bob Burdette Center with the most current contact information (phone numbers, emergency contact, and address) when completing the online registration.
4. Parents are expected to maintain open lines of communication (phone and email) with the Bob Burdette Center and communicate any concerns or questions to the instructor and/or Program Director. Instructors and Program Director are expected to return communication within one (1) business day.
5. Parents are expected to ensure that the student follows the dress code expectations as stated above in the student expectations.
6. Parents are expected to ensure that the student follows the established classroom rules and expectations for virtual learning.
7. If parents are not participating in the activity taking place, parents are encouraged to support academic integrity by allowing students to work independently and by monitoring resources used.
8. Parents are expected to follow federal and state laws regarding student privacy which includes not recording sessions and not posting photos and/or videos on social media.

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## PROGRAM ACTIVITIES

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Participants engage in the following activities between 3:00pm-4:45pm Monday - Thursday:

- Homework help
  - Tutoring (as scheduled by each individual tutor)
  - Math and Reading enrichment sessions
  - Varying enrichment activities will be offered on a Monday/Wednesday or Tuesday/Thursday schedule. A schedule of activities offered will be sent out every 4 weeks for students to choose from. Students should participate in the activity chosen for the duration of the session. Below is a list of options that may be available, however, there is no certainty when each class will be offered:
- Crazy 8's
  - Origami
  - Cooking
  - Book Club
  - Calligraphy / Cursive
  - Poetry
  - Rhythm and Poetry
  - Crafting
  - Photography
  - Music
  - Dance
  - Yoga
  - Acting
  - Zumba
  - Karate
  - Engineering
  - Coding
  - Robotics
  - Citizen Science
  - Gardening
  - Technology 101
  - Second Step
  - Substance Abuse Prevention
  - Show and Tell
  - Talk Time / Social Hour
  - Coping Skills
  - Communication Skills
  - Problem Solving Skills
  - Self-Awareness and Self-Care
  - Goal Setting Skills
  - Essential Domestic Skills
  - Personal Hygiene
  - Spanish Language
  - Spanish Culture
  - Sign Language
  - Game Day
  - Boy and Girl Scouts
  - Community Service
  - **Please note will are still offering programming with our Arts in Action partners with Dance, Drumming and Improv Comedy!**

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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 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. Tutoring sessions are scheduled on individual basis by the assigned tutor. Tutoring session will also be scheduled on a Monday/Wednesday and Tuesday/Thursday schedule

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## PARENT INVOLVEMENT

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During the course of the year, the Bob Burdette Center works with other organizations to provide a variety of opportunities for parents including nutrition and parenting courses.

If you are interested in GED or Adult Basic Education courses, the Bob Burdette Center can also connect you with programs that provide these opportunities.

The Bob Burdette Center encourages parents to participate in these classes and in opportunities for parental engagement in the virtual enrichment program.

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## HOLIDAY CLOSURE

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- The Bob Burdette Center will NOT be open on holidays observed by Kanawha County Schools.

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## CODE OF CONDUCT

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1. Play fairly and be honest.
2. Be respectful to Bob Burdette Center staff and volunteers.
3. Remove hats before entering the building.
4. Resolve disagreements in a positive way.
5. Say only good things about other people.
6. Be respectful to other participants and their property.
7. Avoid use of improper language.
8. Walk in the hallways.
9. Show respect to the facility and equipment.
10. Participate only in program areas open to your group.
11. Dress appropriately at all times.
12. Outside food is not permitted in the afterschool program.
13. Smoking, drugs, alcohol and weapons are prohibited.

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## DISCIPLINE

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### Minor Offenses-

1st Offense: Verbal warning

2nd Offense: verbal warning and speak with parent

3rd Offense: contact parent; suspended from next virtual class

4th Offense: Suspension and or expulsion from program

- A parent or legal guardian will be notified and required to electronically sign/acknowledge all Behavior Slips.

### Major Offenses-

- All major offenses can constitute an automatic suspension without warning
- Major Offenses include but are not limited to:
  - Disrespecting staff or volunteers
  - Inappropriate language
  - Inappropriate touching or sexual behavior
  - Gang activity
  - Bullying
- The length of a suspension may range between one and five days, depending on the severity of the offense and previous offenses.

**Note: This is only a guideline. Actual consequences are determined on a case-by-case basis and at the discretion of the Program Director and/or the Executive Director. In lieu of suspension, other consequences such as on-site suspension may be implemented.**

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## CACFP GRAB AND GO MEALS

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The Bob Burdette Center provides Grab and Go meals for school-aged children Mondays, Wednesdays, and Fridays between 3 PM and 4 PM at our Emmanuel Baptist Church location. Two suppers and two snacks are provided per child on days meals are distributed. The program operates when school is in session. The address for the pick-up location is

Emmanuel Baptist Church  
1401 Washington Street West  
Charleston, WV 24387

You may contact the Bob Burdette Center at (304) 342-1158 for more information.

## SUPPORTERS

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21<sup>st</sup> Century Community Learning Centers\*  
A.M. Scott Charitable Trust  
American Baptist Home Mission Societies  
Believe in West Virginia-Youth Encouragers Network  
BB&T 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  
North Charleston Baptist Church  
Poffenbarger Foundation  
United Way of Central WV

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## 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)

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