Academic School Year 2020-2021

*Virtual*

AFTER SCHOOL PROGRAM

Family Guidebook
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Welcome to our Trailblazers after-school program. We are looking forward to a great year with you and your child at our 21st Century Community Learning Centers (CCLC) Trailblazers program. We hope that you will become fully involved in your child’s education and recognize how our program will benefit your child, you, and your entire family. The following information will help you to understand the 21st CCLC operation.

The 21st CCLC Trailblazers After-School Program activities are funded through a 21st CCLC competitive grant funded by the Indiana Department of Education (IDOE) through the U.S. Department of Education. In addition, community sponsors assist with some of our learning activities. As a result, the program services are provided to your child free of charge. The goals of the program are to provide the students and parents of Paul Harding area schools (Prince Chapman, Paul Harding Junior High School, and East Allen University and the surrounding community) with an organized, educational, and recreationally-oriented after-school program for our students. The program is designed to benefit the students and the families.

The 21st CCLC Trailblazers After-school Program can provide homework help, tutoring, recreation, and enrichment opportunities to students who enroll. These opportunities are designed to provide the following for participants:

- A safe environment online with positive adult role models during after school virtual session
- Socialize with peers online in a healthy manner
- Receive assistance with homework as needed
- Engage in learning activities that may not be available during school hours
- Create a partnership with parents to collaborate in the needs of their child/children to enhance the enrichment experience

Our program is constantly changing to meet the needs of our students. Trailblazers enhancements and activities may be modified at any time to best suit those needs.

Mission

The mission of the 21st Century Community Learning Centers (CCLC) is to:

- Help students achieve standards in core academic subjects such as reading and math
- Offer students enrichment programs that supplement regular academic programs
- Provide education services for the families of participating students.

Vision

The vision of the 21st CCLC Trailblazers is to develop students with social emotional wellness, academic success, and prepare them for college, career, and life.
TRAILBLAZER GOALS

The goals of the 21st CCLC Trailblazers are to:

➢ Improve Student Behavior
➢ Increase College & Career Readiness
➢ Build intentional relationships with Families
➢ Increase Parent & Family Engagement

PARTICIPATION REQUIREMENTS

There are limited slots and the program is not considered a drop in program. There are three grant sites for the 21st Century Community Learning Centers (21st CCLC – aka Trailblazers):

• Prince Chapman Academy-PCA (3rd – 6th grades)
• Paul Harding Jr. High School-PHJH (7th & 8th grades)
• East Allen University-EAU (9th – 12th grades)

Each grant site provides students with a wide variety of after school activities such as academic tutoring, homework assistance, academic enrichment sessions, and cultural/fine arts, technological and character education.

The program also provides students with opportunities to participate in Super Saturday Days and to listen to speakers on topics such as life skills, academic motivation, college and career prospects, drug awareness, conflict resolution, and violence/gang prevention.

PARENT/GUARDIAN RESPONSIBILITIES

➢ Ensure that your student attends the Virtual after-school program during program days.
➢ Students are required to sign-in on time and remain for duration of the session or club.
➢ If your contact information changes, please be sure to contact the Program Manager or Site Coordinator and give them the new information.
➢ Attend parent meetings when they are scheduled during the course of the school year.
➢ Complete a short survey at the end of the after school session to tell us how well the program met your student’s needs.
➢ Feel free to contact your site coordinator or other 21st CCLC staff if you have any questions, concerns or ideas.

ATTENDANCE POLICY

This after-school program is provided FREE OF CHARGE to students (and their families) and enrollment is on a first come, first served basis. This is possible because the program is funded through a federal grant, administered by the Indiana Department
of Education and provided to you through the Indiana 21st Century Community Learning Centers.

Good attendance is critical for all participating 21st CCLC Trailblazer students! Please strive for perfect attendance for each session this year! Attendance is a very important part of our program. In order for your child to get the most out of the program, he/she must attend daily. Attendance also impacts how the program is funded. It is important that each student attend each day for the full program length. When students are absent, funding is reduced, increasing the possibility of the loss of the program.

Incentive Program
Attendance is also important because it leads to rewards! Trailblazers Incentive Programs reward students for consistent attendance as follows:

After completing orientation, each student enrolled will receive a backpack and face mask with our 21st CCLC Trailblazers logo.

Students will then receive the following incentives:

**After completing 15 days:** Ear Buds (for private listening while on Zoom)

**After completing 30 days:** Water Bottle with our 21st CCLC Trailblazers logo

**After completing Session:** Certificate of Completion and Gift Card

*Student Leaders programs and other activities may offer additional incentives*

Holiday & School Closing Days
During the regular academic year, the calendar for the 21st CCLC program follows the calendar of the school district. On days when there is no school, including snow days and holidays, the 21st CCLC programs are not in session. If school is released due to bad weather, program will not be provided during after school hours. On school days when regular classes are in session, but bad weather is predicted for late afternoon, the afternoon program hours may be canceled, and parents will be notified.

**Behavior Policy**

The behavior policy at our learning center was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others.

The main reasons for establishing behavior expectations are:

1. to prevent possible harm to self or others while online or in person,
2. to prevent infringement on the rights of others, and
3. to prevent damage to equipment and property.
To provide a safe and secure environment for everyone, the following expectations have been developed which will be in effect at all times. Students are expected to:

- Follow rules of school East Allen Community School district handbook.
- Follow the directions of instructors online the first time they are given.
- Show respect and treat others with kindness.

Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences.

Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior. Inappropriate behavior may lead to dismissal or suspension from the program if he/she has three recorded discipline issues.

**COMMUNICATION**

It is important to keep the lines of communication open between the 21st CCLC Trailblazers instructors and families of enrolled students. Listed below are ways we plan to keep families updated, and a way for families to contact program instructors, too.

**PROGRAM ACTIVITIES:** A newsletter will be sent home the last Friday of each month. A monthly program schedule, and list of contacts will be included in each newsletter.

**QUESTIONS, CONCERNS, SUGGESTIONS:** Should you have any questions, concerns or suggestions regarding our 21st CCLC program, please contact one of the following individuals:

- Dr. Odelet West – Program Director
  onance@eacs.k12.in.us
  260-446-0240, Ext. 7502

- Geraldine DeBruce – PHJH & EAU Program Manager
  gdebruce@eacs.k12.in.us
  260-446-0240, Ext. 7562

- Elsie Duell – PCA Program Manager
  eduell@eacs.k12.in.us
  260-446-0240, Ext. 7502

- Bria Booker – PCA Site Coordinator
  bbooker@eacs.k12.in.us
  260-446-0270, Ext. 6415

- Ka’Vena Williams – PCA Site Coordinator
  kwilliams@eacs.k12.in.us
  260-446-0270, Ext. 6409

- Jeff Holt – EAU Site Coordinator
  jholt@vini.edu
  260-446-0240, Ext. 7523

- Esther Vel – PHJH Site Coordinator
  evel@eacs.k12.in.us
  260-446-0240, Ext. 7325

- Elaine Caldwell – PHJH Site Coordinator
  ecaldwell@eacs.k12.in.us
  260-446-0240, Ext. 7305
In addition to the above, information about the 21st CCLC Trailblazers program is available as follows:

Trailblazers Before and After School
Program@TrailblazersBeforeandAfterSchoolProgram - College & University

21st CCLC Trailblazers@21stCCLC2020

21stcclctrailblazers - Trailblazers PCA-PHJH-EAU

Paul Harding website: https://phi.eacs.k12.in.us/
Go to What’s New-> 21st Century Community Learners Center

East Allen University website: https://eau.eacs.k12.in.us/
Go to What’s New-> 21st Century Community Learners Center

AFTERSCHOOL SESSIONS

Due to restrictions imposed by the CDC due to COVID-19, in-person activities will not be planned or available. Therefore, there will be no field trips or other in-person gatherings during these restrictions.

By now, we all are familiar with virtual programming due to COVID-19. After school programming will pick up with where school ends and extend programming to afterschool so that your child can continue to receive the services that after school programming has to offer.

Each week, your student will receive activities in a special backpack for them to complete during the week. They will not need to return the activity, but will be required to take a picture and upload a completed activity OR write about their thoughts while doing the activity.

During the week, there will be Zoom meetings where instruction and directions will be given and questions answered. They will be required to join the Zoom session during the week to get instruction and ask questions. The facilitator will also check the status of the activities to ensure that learning is occurring. In addition, students will have the opportunity to receive tutoring and homework help online in subjects where they need help.
The following sessions are tentatively scheduled for the Fall and Spring Semesters:

**FALL SESSIONS**

<table>
<thead>
<tr>
<th>ORIENTATION: September 8, 2020 through September 10, 2020</th>
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<tbody>
<tr>
<td>SESSION 1: September 14, 2020 through October 16, 2020 (5 weeks)</td>
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<tr>
<td><strong>INTERMISSION: October 19, 2020 through October 23, 2020</strong></td>
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<tr>
<td>SESSION 2: October 26, 2020 through November 20, 2020 (4 weeks)</td>
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<tr>
<td><strong>INTERMISSION: November 23 &amp; 24, 2020</strong></td>
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<tr>
<td>SESSION 3: November 30, 2020 through December 18, 2020 (3 weeks)</td>
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**SPRING SESSIONS**

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<tr>
<th><strong>INTERMISSION: January 5, 2020 – January 8, 2020</strong></th>
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<tr>
<td>SESSION 4: January 11, 2020 through February 12, 2020 (5 weeks)</td>
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<tr>
<td>SESSION 5: February 15, 2020 through March 19, 2020 (5 weeks)</td>
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<tr>
<td>SESSION 6: March 22, 2020 through April 23, 2020 (4 weeks)</td>
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<tr>
<td>SESSION 7: April 26, 2020 through May 14, 2020 (3 weeks)</td>
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<tr>
<td><strong>SPECIAL SESSION: May 17, 2020 through May 19, 2020 – Awards Ceremony</strong></td>
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**PROGRAM DAYS AND HOURS**

The days and times that the after school program operate will be based on the schools as follows:

**Prince Chapman Academy:**

- Monday through Thursday
- 3:30 PM – 6:30 PM

**Paul Harding Jr. High School:**

- Monday through Thursday
- 5:00 PM – 7:00 PM

**East Allen University:**

- Tuesday through Thursday
- 5:30 PM – 7:30 PM

**SUPER SATURDAY DATES**

Super Saturdays are available for Paul Harding Jr. High and East Allen University students only. The dates for Super Saturday this year are as follows:

- 9/12/2020: 10:00 AM – 12 Noon
- 9/26/2020: 10:00 AM – 12 Noon
- 10/3/2020: 8:00 AM – 10:00 AM
- 10/17/2020: 8:00 AM – 10:00 AM
- 11/7/2020: 10:00 AM – 12 Noon
- 11/21/2020: 8:00 AM – 10:00 AM
- 12/5/2020: 10:00 AM – 12: Noon
- 12/12/2020: 8:00 AM – 10:00 AM
A variety of activities and clubs are available for students enrolled to participate in. Below are clubs that are currently available for each school:

**Prince Chapman Academy:**
- C³ (College & Careers Club) - Mondays
- Destination Science Club - Tuesdays
- Fit 4 U Club - Wednesdays
- Artsy Fartsy Club - Thursdays

**Paul Harding Jr. High School:**
- Mondays
  - Anime Club
  - Tutoring
- Tuesdays
  - Destination Science Club
  - Book Club
  - Tutoring
- Wednesdays
  - Anime Club
  - Robotics (in person)
  - College & Career Club
  - Tutoring
  - Athletics Study Tables (in person)
- Thursdays
  - Girls Rock
  - Arts & Humanities
  - Tutoring

**East Allen University:**
- Mondays
  - Art
  - Tutoring – Biology 100 & 101
- Tuesdays
  - Interpersonal Communication Course
  - Careers Course
  - Tutoring - Physics
- Wednesdays
  - Tutoring
    - Anatomy/Physiology
    - Spanish
  - Destination Science
  - Video Production
  - Interpersonal Communication Course
  - Careers Course
- Thursdays
  - Girls Rock
  - Student Leaders
  - Interpersonal Communication Course
  - Careers Course

**Opportunities for Family Engagement**

Opportunities to be engaged in your child’s enrichment include the following:

- Dedicate yourself to reach out for resources your child may need to be successful – we have many
- Give a few minutes to go over your child’s work with them
- Offer to visit the Trailblazers site your child participates in
- Donate your talents and expertise to programs and clubs at the school – we need you
- Set aside time to ask what your child is doing in the after school program – they have much to share
- Devote yourself to partner with VU Trailblazers for the success and enrichment of your child
- Volunteer to be a parent representative on our advisory team
FREQUENTLY ASKED QUESTIONS

Who May Enroll in Trailblazers?

All students in the Paul Harding Attendance area in 3rd through 12th grades, including private schools, are invited to participate in Trailblazers.

Where will my child be located while participating in the Trailblazers Program?

The after school program is all done virtually. Therefore, students will be at home and will meet online.

What can I expect the schedule to be while my child participates in the Trailblazers Program?

- **Clubs and Activities:** Each day, students can connect through Zoom or Canvas for a different club where the activity for the week has been provided in their backpack. Students are responsible for bringing their activities home in order to participate in the Zoom sessions and assignments, parents are encouraged to check the backpack for the activities to ensure assignments are complete and accurate.

- **Homework Support/Tutoring Assistance:** At the end of each day, students can connect through Zoom and receive homework help and tutoring.

- **STEAM:** Trailblazers students will participate in STEAM activities. STEAM – Science, Technology, Engineering, Art, and Music.

Does my involvement in the Trailblazers Program really matter?

Absolutely! Trailblazers partners with your child’s school to provide many enrichment activities that provide opportunities for academic, social and personal growth. Parents are an important link in that partnership. When parents are more knowledgeable about what their children are learning, there is a hope for success and confidence!

How do I provide feedback about my child’s participation in the Trailblazers Program?

Your comments and suggestions are important to us. As Trailblazers participants, you and your child may be asked to fill out surveys and/or assessments that are used to improve the program and ensure continued funding. All gathered information is held in strict confidence. There are parental surveys available at each site. We also invite you to also contact your Site Coordinator with any ideas or comments you may have.

Does Trailblazers offer field trip opportunities for participants?

Due to COVID-19 and CDC guidelines, all field trips have been currently suspended.
As part of registration, there are forms I am unfamiliar with. What is FERPA and why am I required to complete this form?

The Indiana Department of Education, known as “IDOE” would like to collect data on activities and events taking place in the classroom, schools and any school-related activities (such as Trailblazers program) throughout the state of Indiana. The Family Educational Rights and Privacy Act, known as “FERPA” requires the IDOE and the 21st Century Community Learning Center, known as “21st CCLC” to obtain prior written consent from the parent, guardian, or eligible student before releasing any personally identifiable information about a student. The information requested will be used to calculate the impact the 21st CCLC has on student performance and to meeting reporting requirements as a result of receiving state and federal funds.

What is Consent to Release Information?

The Trailblazers Program works closely with your child’s school site. As part of our program, we will share information between schools from teachers and other school staff, contracting agencies, program evaluators and funders. Sharing this information ensures continued funding support as well as the best possible services and support for your child as a participant.

What is a Media Release of Information?

Trailblazers Program staff may photograph, videotape and/or audiotape participants and others. Any or all of these forms of media may be used at the discretion of the Trailblazers Program for working with and promoting the program. If you do not wish to have your child photographed, recorded or published, please select “no” on the Enrollment Form.

What is the cost of Trailblazers? ABSOLUTELY FREE!
**East Allen County Schools 2020-21 Calendar**

![Calendar Image]

**Grading Periods**

All buildings are on nine-week grading periods:

- **August 10 - October 9**: 43 days
- **October 12 - December 18**: 47 days
- **January 5 - March 12**: 47 days
- **March 15 - May 20**: 43 days

- **Student Days**: 180 days
- **Teacher Days**: 185 days

**Graduation Dates**

- New Haven High School: May 27, 7:00 PM
- Leo High School: May 28, 7:00 PM
- Woodlan High School: June 5, 10:00 AM
- Heritage High School: June 5, 2:00 PM
- EAU: June 6, 6:00 PM

**In-Service Days**

**Make up days**

**Teacher Collaboration**

(30 min. Early Release)

**Approval**

Approved: 7/21/2020