



Nita M Lowey 21 Century Community Learning Center Grant Program

Student & Parent Handbook

Spooner Elementary (SES) and Spooner Middle School (SMS) are grant recipients to **Out-of-School Time (OST)** programs for the Spooner Area community.

These grants are provided through the **Wisconsin Department of Public Instruction (DPI)**. The goal of the program is to support and strengthen day school learning with hands-on activities.

Our OST programs are open to **students in grades K–8** who attend:

- Spooner Area School District
- St. Francis Catholic School
- Spooner Homeschool Community

Nina M Lowey 21 Century Grant Guiding Principles:

- Program has clear youth-centered vision, mission, and goals developed in partnership with important stakeholders
- Program has strong leadership and a team of qualified staff in place
- Program manages funding sources appropriately and plans for sustainability
- Program gathers and reviews high-quality data for decision making and continuous quality improvement
- Program offers a broad array of programming and employs multiple methods of instruction
- Academic enrichment activities complement, but do not replicate, the school day
- Social and emotional learning is integrated across all areas of the program
- Youth have a voice in programming and have genuine opportunities for choice and leadership
- Program ensures youth feel safe, supported, and welcomed
- Program engages and collaborates with community stakeholders
- Families are treated as essential partners in program's efforts to support youth

Program Schedules

Our clubs are student choice, offered by grade level and are registered each school quarter for new Club options. We follow SASD policy on weather related closing and indoor recess, as well as facility usage.

Mighty Engines (Morning club meets at 7am)

- 3:00 Meet in Lunch/Commons Area for Snack and Attendance
- 3:15 Recess
- 3:45 Clubs begin
- 5:00 The school doors are open at 5pm to enter the building for pick up

Middle School Rails Clubs (Morning club meets from 7-8 am)

- 3:15 Meet in Lunch/Commons Area for Snack and Attendance
- 3:30 Club begins
- 5:15 A Spooner Rails Club employee will be waiting at the pick up area door to check out each student safely for pick up. (except The OAK Club which is pick up only at the OAK)

Attendance

Our grant requires an Average Daily Attendance, and we need our students to be present as much as possible. Our funding relies on it! If we have too many absences, we may need to offer your student's club time to another person on the **wait list**, to make sure that we can hit our goals of the grant.

Van Rides

We offer transportation for the following household needs:

- Gas insecurity
- Transportation deficient
- Pick up time is not efficient

Our grant requires safe transport but does not require that we offer everyone a ride home. We have focused our grant on those families who need it most. We follow the **Van Behavior Policy**. There are 3 warnings. If there is a safety concern from behavior, we have the right to turn a student away from van rides to make sure all students are safe in their transport. The Spooner School District has a 550 square mile radius, and one of the largest in the state. Be prepared to have your student on the bus anywhere between 15-60 minutes. If your child is a middle schooler, The OAK Youth Center is a later pick up option. We can either release your child to walk to the OAK after the OST program and/or we offer our OST program on certain days at the OAK.

Discipline

Our program is designed as a group-based enrichment experience. We are not able to provide one-on-one supervision. Students must be able to:

- Participate appropriately in club activities
- Follow staff directions
- Interact safely with peers and adults
- Maintain safe behavior toward themselves and others

We understand that all children are still developing self-regulation skills. When a student is struggling, we are committed to working with them to build positive behaviors and strong learning habits. Our goal is always to support growth first. If behaviors continue to interfere with safety or the program environment, we will follow these steps:

1. **Behavior Reflection & Plan** – Staff will complete a Behavior Modification form with the student to reflect on the situation and create a plan for improvement.
2. **Family Contact** – The Community Education Director will contact the family to discuss concerns and partner on next steps.
3. **Short-Term Suspension** – If needed, a short suspension from the program may occur to ensure the safety and well-being of all students.

Our priority is maintaining a safe, respectful, and supportive environment for every participant. We value partnership with families and will communicate openly if concerns arise.

Program Cancellations & Announcements

Program cancellations and important updates will be communicated through:

- ParentSquare <https://www.parentsquare.com/signin>
- SASD Facebook <https://www.facebook.com/SASDRails/>

We strongly encourage families to download the **ParentSquare app**. You will be invited to join Spooner School District ParentSquare to receive program announcements and updates directly by text message.

Dismissal Plan Change

Contact the OST program for change in schedule or an emergency.

- Contact the school office before **2:30pm**
- **After 4pm** please contact (715) 635-2171
 - Mighty Rails Extension 1217
 - Rails Club Extension 2114

Our program is fully funded through a grant. As a result, program start and end dates are determined by available funding, staffing, and the school-year calendar. While we strive to support families as much as possible, we are not able to provide programming during all times of the year. Thank you for choosing **Spooner Mighty Engines** and **Spooner Rails Clubs**. We are grateful to partner with your family in supporting your child's growth and success.

Thank you,

SASD Community Ed Director

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SES Mighty Engines

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SMS Rails Club

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