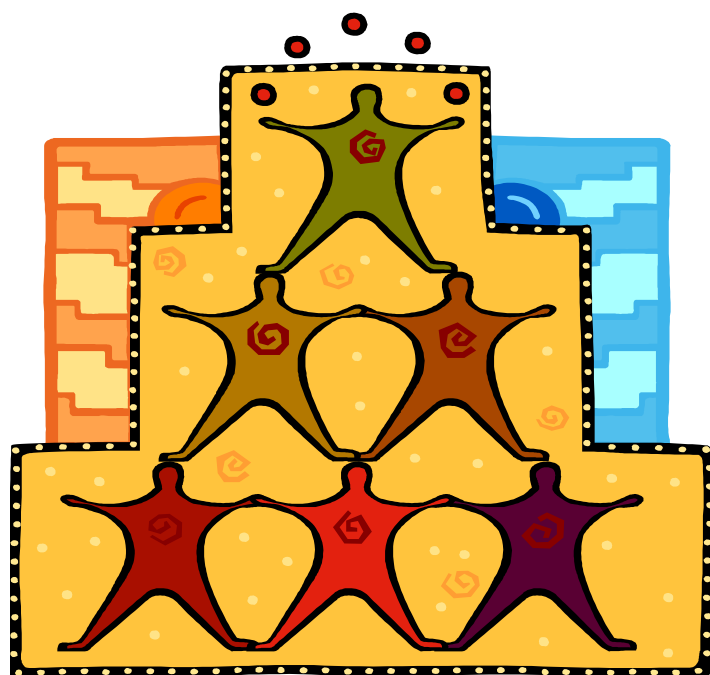


21st Century
Community Learning
Centers Program



Program Handbook

Welcome to our 21st Century educational programs. We are looking forward to a great year with you and your child at our 21st Century Community Learning Centers (CCLC) program. We hope that you will become fully involved in your child's education and recognize how our programs will benefit your child, you, and your entire family. The following information will help you to understand the operations of our sites, the responsibilities of our site staff and your role in helping provide a quality experience for your child. Should you have any concerns regarding the program at any time, please feel free to call.

Contact Information: Melanie Shannon, 21st CCLC Project Director
Phone Number : 662-534-1800

Mission Statement

The District 21st Century Community Learning Centers (CCLC) program is dedicated to enriching the educational, social and cultural opportunities of students and families in the communities served by the District.

Goal of the Program

The 21st CCLC program is held at New Albany Elementary School, New Albany Middle School, and New Albany High School, three afternoons per week during October through April. In addition, programming is offered four mornings per week at each school during the months of October-April. A special summer program is available to students who qualify for twelve days during the month of June.

The afternoon program hours are immediately after school until the students are released for pickup at 5:15 p.m. each afternoon of operation. Morning hours are 7:00-7:30 a.m. All program activities are funded by a

21st CCLC competitive grant funded by the MS Department of Education through the U.S. Department of Education. Therefore, all program services are provided to your child free of charge. The goal of the 21st

CCLC Program is to provide the students and parents of the New Albany School District and the surrounding community with an organized, educational, and recreationally oriented before-school, after-school, and summer programs for students. It is the intent of the program to ensure that the students are cared for in such a way it will be beneficial for both the parents and child.

Admission of Students

Students will be admitted using the following considerations and procedures:

Before School & Afterschool Educational Program

1. Student must reside within the New Albany School District attendance area and/or have teacher and principal recommendation that meet grant requirements.
2. Students scoring Basic or Minimal on the Mississippi Curriculum Test, 2nd edition, will receive priority for admission to the program. Additionally, students academically at-risk as determined by report card grades, classroom performance, and teacher referral will receive priority consideration. All other available program admission slots are on a “first come – first serve” basis.
3. All required registration and admission paperwork is received by the program site. Any change to this information must be communicated to the Site Coordinator immediately so that current information is always on file. This is for the safety of your child.
4. Space availability.
5. Consideration of sibling participation.
6. Student’s ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations.

Summer Program

1. Student must reside within the New Albany School District attendance area and/or have teacher and principal recommendation that meet grant requirements.
2. Students academically at-risk as determined by report card grades, classroom performance, and teacher referral will receive priority consideration. All other available program admission slots are on a “first come – first serve” basis.
3. All required registration and admission paperwork is received by the program site. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.
4. Space availability.
5. Consideration of sibling participation.

6. Student's ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations.

Hours and Days of Operation

After-school program hours are 3:00 p.m. to 5:15 p.m. three days per week from October through April. Students are escorted from their individual classrooms to the program by school staff. The program does not operate on school vacation days, on days of early release for threat of inclement weather or days of school cancellation for inclement weather.

Summer enrichment program hours are 9 a.m. to 12 p.m. Tuesday thru Thursday during June.

Enrollment Forms

A complete set of enrollment forms must be on file before your child may stay for the 21st CCLC program. These forms include, but are not limited to, the enrollment form and the signature page of the New Albany School District Student Handbook. No child will be allowed to stay for any reason unless the forms are signed and dated. It is the parents' responsibility to notify Site Coordinator and 21st CCLC staff of any changes. These changes would include change of address, change of contact numbers, change in those persons authorized for pick-up, and changes in family arrangements.

Orientation

Upon completion of required paperwork, a staff member is available to sit down with the parent and/or student to review paperwork, go through the Program handbook, provide an overview of the program, and give a tour of the facility if desired. This should be arranged with the site coordinator.

Attendance Policy

If your child is enrolled in the 21st CCLC program, he/she is expected to attend each program day. If a child is absent, we will make every attempt to determine why the child is not present. It is for your child's safety and your peace of mind that we do this. **If your child is going to be absent, please call the school office and ask that the Lead Teacher/Site Coordinator be notified.**

***In order for students to benefit from the 21st Century After School Program, regular and consistent attendance is required. Regular and consistent attendance is defined as attending, on average, two of the three scheduled days every week, unless ill or other unavoidable conflict. Once a child is enrolled, attendance will be monitored and inconsistent or sporadic attendance will be documented and placed in the student's file.

The program sites serve a limited number of students. There may be a waiting list for students who qualify for the program. If a student is not going to attend regularly, that “spot” needs to be made available to the students on the waiting list.

Research done on 21st CCLC programs indicate that students who attend regularly experience much more academic and behavioral benefits than those whose attendance is irregular. Likewise national 21st CCLC evaluation data collected on the New Albany School District program, indicate that students who attend regularly, experience greater benefits, academically, socially, and behaviorally. Program participants are expected to attend for a minimum of one (1) hour each program day, unless there are unavoidable scheduling conflicts or emergencies.

Scheduling

Students who participate in the after-school program are provided with 15-30 minutes per day for homework assistance and/or tutoring. Enrichment classes will be offered weekly at each site. All tutoring sessions are conducted by certified teachers, or other program staff directly supervised by certified teachers. All Volunteers not regularly employed by a governmental agency or non-profit community organization are subject to background checks and screenings.

Dismissal/Release of Students

1. Pick up may ONLY be made by authorized parties. Permission MUST be in writing and signed by the legal parent or guardian on the Registration Form that is completed on the first day of program attendance, or previously.
2. At pick up time, the parent, guardian, or authorized person MUST come into the School building to personally pick up the student, or the student will be accompanied to the vehicle by a program staff member.
3. If an emergency should arise and you should need to take your child from school before the close of day, we would appreciate if you would notify office staff that your child attends the after-school or summer program.
4. In the event of illness, or other absences, please notify the 21st CCLC program staff if at all possible.
5. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

The after-school program ends exactly at 5:05 pm and pickup should occur no later than 5:15 p.m. Please be

on time! Parents should arrange for an authorized back-up person to pick up their child in the event of lateness. Chronically late pick-ups create hardships on the program staff and could result in our inability to continue serving your child. Parents are **strongly encouraged not to pick up their child before 5:05 pm.** This will allow sufficient time for full participation in the program.

Supervision Policy

All students served in the 21st CCLC program will be supervised at all times by appropriate staff.

After School Program: Appropriate staff members will meet students in designated area at 3:00 p.m. to begin the daily schedule.

Supervision: Students may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: children are within hearing distance of a staff member, the staff checks on the students at least every 5 minutes until they return and the restroom is for exclusive use of the program. One group of not more than 6 students, 4th grade and older, may engage in activities that pose no physical risk to their safety in a room without a staff member as long as the staff member can see or hear the students at all times and checks on them at least every 5 minutes. All students will be under the direction and supervision of program staff.

Custody Agreements: If there are custody issues involving your child, you must provide the center with court papers at the time of registration indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation. If custody changes, the parent is required to notify the center and provide a copy of the changes.

Child Abuse Reporting: All staff members are trained and mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the students is always our first concern.

Fieldtrips/Transportation of Children:

The center will **not** transport a child in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

Parents will receive written notification and will be required to sign authorization forms prior to any field trips requiring transportation or to an additional walking destination.

Field trips are arranged by sites. Trained staff members will be assigned a group of children to supervise. Before departing the center, each staff member will take a count of all the children in their group on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, the staff member will take another count to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of fieldtrip, each staff member will have specific

children that they are responsible for supervising. Before any child participates in a fieldtrip, the center will obtain written permission from the parents. Phone calls and handwritten notes are not acceptable.

Guidance Policy

The goal of the child guidance and management policy at each site is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others; to prevent infringement on the rights of others; and to prevent damage to property. To provide a safe and secure environment for everyone, the following rules have been developed which will be in effect at all times. Students will be expected to:

- Follow rules of school district handbook.
- Follow the directions of staff the first time they are given.
- Show respect and speak kindly to others. (no swearing, put-downs, name-calling, threats, etc.)
- Keep hands and feet to yourself. (no hitting, kicking, pinching, etc.)
- Ask permission to leave an area.
- Use equipment and materials properly, carefully, and with respect.
- Clean up after themselves.
- Refrain from chewing gum.

These guidelines are also required of all staff members at the program site.

Children 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. Students must understand that undesirable behavior cannot, and will not, be tolerated. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations. If at any time, the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff, himself/herself, or the program, a parent conference will be scheduled. If the behavior continues, the child may be dismissed from the program.

Snacks

A nutritional snack will be provided each day. Please include any food allergies on your child's enrollment form. Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service.

Accidents/Emergencies:

The school has devised several procedures to follow in the event that an emergency would occur while a child is in the care of 21st CCLC staff. In the event of a fire or tornado, staff will follow the written instructions posted in the school. The instructions describe emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the school does conduct periodic fire drills and tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, children will be evacuated to designated emergency locations. A sign will be posted in the front door of the school indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible; contact and follow the directions given by the proper authorities; and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available center health records. Staff will not transport children in staff owned vehicles. Only parents or EMS will transport.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. All District policies and procedures regarding injury shall be followed, with appropriate reporting.

Management of Illness:

The 21st CCLC sites provide children with a clean and healthy environment. A child with any of the following symptoms will be isolated and parent or emergency contact notified:

- Temperature of 100+ degrees F – in combination with other signs of illness
- Persistent Diarrhea

- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness on the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with an elevated temperature
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

Medications: The center will administer medications to a child only with written parental request. Medications will be stored in a designated area inaccessible to the children. Medications may NOT be stored in a child's bookbag. The only exception to this requirement is for children who require the immediate use of an inhaler for a medical condition. Parents must sign a release stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler in his/her backpack and the backpack must be kept in the office.

Prescription medications must be in their original container and administered in accordance with instructions on the label. Over-the-counter medications must also be administered in accordance with label instructions. If parents request any different dosages or uses, a physician must provide written instructions. Over-the-counter medications will not be administered for more than three consecutive days without instructions from a physician.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. If the situation requires, we will adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the winter time.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have access to all areas of the building used for activities during hours of operation but should check in with front office to be accompanied by a staff member. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Scheduled appointments allow the staff to focus on you and your child. If you have any concerns or questions at any time, please feel free to bring them to the appropriate staff member when they occur. Often problems can be addressed when they are little, before they grow into bigger issues. We want the relationship between you and the center to be positive. Parents are also encouraged to:

- Participate in appropriate activities & programs that support the education of their child.
- Get involved with the Parent Advisory Committee and help make program decisions.
- Make contact with other parents to encourage participation.
- Attend site-sponsored parent trainings and workshops.
- Help plan and participate in healthy activities as appropriate.

Parent Conferences: Parent conferences are scheduled by your child's regular classroom teachers. 21st CCLC staff provide input to your child's classroom teacher on a continuous basis regarding academic and behavioral performance measures. All parents/guardians are encouraged to take advantage of meeting with the academic staff of the 21st CCLC center often.

Additional Policies:

Dangerous Weapons – Zero Tolerance: Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school or the center. Offenders will be subject to disciplinary action and dismissal. Under no circumstances are concealed weapons permitted at any center.

Zero Tolerance: The New Albany School District has a Zero-Tolerance policy for incidents involving threats, weapons, harassment, and drugs, etc. Students will be disciplined according to the New Albany School District Serious Misconduct Code, which could include suspension and expulsion from school and dismissal from the 21st CCLC program.

You may refer to the Student Handbook that was provided to you on the first day of the current school year for additional behavior consequences, dress code, and other pertinent procedures and regulations. If you do not have a copy of the Student Handbook, please contact the District Office and an additional copy will be provided to you at no cost.

Smoking and Tobacco Use: All school buildings and school grounds within the New Albany School District are designated as smoke-free environments. All employees, students, parents, and visitors are required by Mississippi law to refrain from smoking and/or using tobacco products anywhere on district and school property.

Sexual Harassment: Sexual harassment is a form of misconduct that undermines the integrity of our programming. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and should promptly process a complaint with the site director.

Telephones: The telephone in the center office is used for business purposes and is available to students for **EMERGENCIES ONLY**. Students are not called to the phone for messages or personal calls during program periods; however, messages can be given to students by staff members. Staff members will return calls to parents at their earliest opportunity. Please refer to the New Albany School District Student Handbook for regulations regarding cell phone use by students.

Safe School: Help keep our schools and learning centers safe! When you spot any activity that could hurt students or our center, please call the School/District Office M-F 8:00 a.m.-4:00 p.m. to report the activity/situation. If you wish, you do not have to identify yourself when you call.

Title IX – Discrimination: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Personal Property: Personal property, such as balls, toys, games, etc., should be left at home. We cannot assume responsibility for such items. Children should not wear expensive watches or jewelry items. All electronic devices, including but not limited to pagers, laser pointers, CD players, cell phones, etc., are prohibited. Please refer to the New Albany School District Student Handbook for details regarding personal property regulations and requirements.

Homework/Internet Use: Students will be assisted with homework as time allows. Unless special programming is taking place, students will have minimal time to work on homework each day. Homework **may**

or may not be completed when the student leaves the center. It is the responsibility of the parent to check homework and assist with completion.

Students will have access to the Internet at the 21st CCLC. Each student of the New Albany School District reads and signs an Acceptable Use Policy statement regarding Internet use. Inappropriate usage of the Internet will result in loss of privileges.

Confidential Information: All information about children and their families including all records will be handled as confidential information. Access to child and family records will be restricted to appropriate administrative and instructional personnel. A parent/guardian may request to view their child's records at any time. All volunteers will abide by the confidentiality policy. Breach of confidentiality by an employee may result in immediate dismissal.

Playground Safety Rules: The school playground will be used for recreational and physical activities and games. The same behavior rules and regulations to which students must adhere during regular school hours will be observed during the time the child is enrolled in the 21st CCLC learning program.

Publicity and Program Information: The New Albany School District has a website: www.newalbany.k12.ms.us. This website has important information that is helpful to parents. Additionally, each school within the district has a link with school news and events posted regularly.

Responsibilities

Student responsibilities include:

1. taking care of equipment
2. cleaning up after activities
3. sharing equipment with each other
4. keeping hands and feet to themselves
5. using appropriate language
6. treating staff with respect
7. finish what they start
8. being responsible for all personal belongings
9. leaving all toy weapons and personal toys at home
10. obey all school rules while participating in the program

Parent responsibilities include:

1. being on time to pick children up
2. treating staff with respect

3. bringing concerns to staff
4. keeping up with policy changes
5. notifying staff of changes in enrollment information
6. informing staff of contagious illness
7. keeping child's records up to date
8. cooperating with staff on discipline matters
9. completing program surveys and questionnaires

Staff responsibilities include:

1. treating children and parents with respect due them
2. motivating the children
3. providing a safe, comfortable, and enriching environment
4. introducing students to new and innovative hands-on activities not available during the regular school day