21st Century Community Learning Centers (CCLC) Grant Program

Riverview Elementary Middle School

276-935-1613

**Student Handbook**



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1. **21st CCLC Staff Contact Information**

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| **Staff** | **Position** | **Email** |
| Lauralee Jackson | Site Director | lauralee.jackson@buchanancountyschools.com |
| Karen Taylor | Central Office Coordinator | karen.taylor@buchanancountyschools.com |
| Taylor Burgess | Boys & Girls Club Director | bgcca@gmail.com |
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1. **Program Goals and Objectives**

The objective of the REMS 21st Century Community Learning Center afterschool program is to provide a safe and positive environment wherein participating students can take part in academic tutoring and remediation, homework assistance, and enrichment opportunities.

**Program Goals:**

1. Students will increase academic performance and SOL test scores.
2. Students will engage in daily physical education activities that will serve to improve their overall health and fitness.
3. Parents of participating students will have an opportunity to participate in educational opportunities offered as part of the 21st Century program.
4. Students will take part in monthly character education activities.
5. Students will improve their attendance and class participation.
6. **Program Overview**

**Location:** All 21st Century activities take place onsite at Riverview Elementary Middle School.

**Dates/Time of Operation:** The 21st Century Community Learning Center operates every Monday-Thursday that school is in session unless otherwise specified. A One Call will be made if the program needs to be cancelled for inclement weather or for any other reason. The program will operate from 3:30 p.m. until 6:00 p.m. each day.

**Instructional Program:** Students in the program receive homework help, tutoring and remediation in all core academic subjects, including reading/language arts; math; science; and social studies. The program is open to REMS students in grades K-8. All instructional activities are carried out by certified teachers who work within the school during the regular school day. The Power Hour model implemented by the Boys & Girls Club program is used to guide the tutoring activities. Instructional activities occur from 3:40-4:40 daily.

**Enrichment Program:** Students in the REMS 21st Century program will have an opportunity to participate in a variety of enrichment activities, including art, drama, music, a cooking club, physical activity/recreational activities, robotics, and coding/computer programming. Enrichment activities occur from 4:40-6:00 p.m. daily

**Family Program Description:** Activities for family members of participating students will be planned throughout the year. Family programming is geared toward providing parents with educational opportunities that will better enable them to assist their children academically.

1. **Attendance Policy**

Students who are enrolled in the 21st Century program are encouraged to attend as frequently as possible. The program will be of the greatest benefit to those who participate regularly. Regular program participation (attendance of a minimum of two days per week) is required in order for students to participate in year-end activities, including planned field trips.

Attendance is taken daily at the beginning of program activities and also during specific tutoring/enrichment activities to ensure that students are in their assigned places. Students may not attend activities not listed on their schedules without the site director’s express consent.

**School Closing:** The 21st Century afterschool program will not operate on days when school is cancelled or closed early. In the event that school must be dismissed early due to inclement weather or other unforeseen events, an announcement will be made schoolwide so that students will have an opportunity to make contact with their parents if necessary. In addition, the One Call Now program will be utilized to notify parents that the program is being cancelled.

1. **Dismissal Procedures**

**Bus Transportation:** Students who use bus transportation will be called to the cafeteria each day when the program ends. Students will sit by bus so that the attendance list can be checked to ensure that all students who will be riding the busses home are present and accounted for. Students will then be walked to their respective busses by program staff. The site director (or another designated individual if the site director is absent) will be onsite at REMS for approximately 30 minutes to one hour after the busses leave to be of assistance to the bus drivers if there are any issues that arise during the trip home. Bus drivers will radio the school/site director if it is apparent that no one is at home or waiting to pick a child up from the designated drop-off location. The site director will attempt to make phone contact with the parent or another authorized individual on the student’s school/program emergency contact form. If no contact can be made, the driver will return to school with the student after completing his or her bus run, and the site director will wait with the child until a parent or another authorized individual can be contacted to pick the child up at school.

**Parent Pick Up/Unauthorized Pick Up:** Parents who choose to pick up their children from the program must come into the school and sign their children out. Only those individuals listed on the school’s official parent-pick-up list or emergency contact form may sign a student out. Students may not be signed out by anyone not listed on the approved pick-up list, ride a different bus, or be dropped off by their bus at a different location unless a signed note from a parent/legal guardian is given to the program site director. The site director or site secretary will make a parent contact by phone any time a note of this nature is received.

**Early Dismissal:** If local weather forecasts suggest that inclement weather is imminent or expected, the central office coordinator, site director, transportation director, and REMS principals will confer to make a determination about whether to cancel the program prior to 3:30. In the event that program activities begin and must dismiss prior to 6:00 due to unforeseen events, including inclement weather, program staff will make every effort to contact the parents/legal guardians of the students who stayed for program activities to notify them of the early dismissal. If a student’s parents/legal guardians cannot be contacted, program staff will contact the individual(s) listed as the student’s emergency contacts on the program application. A One Call Now notification will also be made.

1. **Student Behavior and Expectations**

**Student Behavior Expectations:** Student behavior expectations during the 21st Century Community Learning Center afterschool program are the same as during the regular school day. The school rules and bus rules that are in place during the regular school day are also in place during the afterschool program. Students are expected to behave in a polite and respectful manner to all staff and other program participants.

**Behavior Plan:** Program staff will use the provided discipline referral form to document any disruptive or unauthorized student activities during the 21st Century program. Students may be referred to the site director if the inappropriate behavior continues. The site director will contact a student’s parents or legal guardians to discuss any serious or ongoing behavior concerns that arise during the 21st Century afterschool program. Fighting, bullying/harassment, repeated discipline referrals for refusal to follow program rules, or the use of illegal substances may result in suspension from the program.

Personal electronic devices, including cell phones, may not be openly displayed or used during program activities unless instructor permission is expressly granted for educational purposes. Students must have a signed computer internet use agreement on file before being allowed access to the school’s internet.

1. **Parent Procedures for Communication**

The program strives to maintain regular contact with the parents of program participants. Parents may be contacted in person, by letter, or via phone. The One Call Now program will be used to make notifications about program activities or cancellations. Parents may also visit the program’s website for more information about program activities. Fliers will be sent home to notify parents of upcoming parent/family education activities. Individual parents will be contacted as the need arises regarding student transportation issues or behavior concerns or to encourage more regular program attendance.

1. **Emergency and Safety Procedures**

Students may not leave the school before the 21st Century program ends unless they are checked out by a parent or another authorized person. To ensure student safety, students are not allowed to attend program activities that are different from those listed on their schedules without permission from the site director. For security purposes, all entrances to the school will be locked during program operation. Those who are picking up children from the afterschool program must go to the first floor office to sign their child/children out of the program. Under no circumstances will a student be allowed to leave the program site unless he or she is riding a bus home or signed out by a parent or another authorized individual.

The emergency protocols that are in place during the regular school day, including those for emergency evacuations or lock-downs, are also in place during the afterschool program. After school drills will be conducted once per semester to ensure staff and student compliance with emergency procedures.

**Student Health/Medical Needs:** A file will be maintained by the site coordinator documenting any health/medical needs of participating students. All staff will have access to injury report forms for documentation purposes. If a student is injured during the afterschool program, the student’s parents/guardians and, if necessary, emergency services, will be contacted immediately.

**Video/Picture Consent and Release:** A video/picture consent release form is attached to the student application. Students whose parents do not sign this form may not be videoed or photographed.