Seminole County Public Schools

21st Century Community Learning Center (CCLC)

2017 - 2018

Parent/Guardian Handbook
Dear Parents/Guardians:

The faculty and staff of the Seminole County Public Schools 21st Century Community Learning Centers (CCLC) are pleased to offer you and your family different and exciting programs for the 2017-2018 school program.

Within this handbook, you will find information regarding the 21st CCLC policies and procedures, as well as information about our organizations.

This Handbook is a valid part of the enrollment agreement between the parents/guardians, the students, and the faculty and staff. Please take a few minutes and read the enclosed material, and sign and return the agreement on the last page. We look forward to providing your child(ren) with, fun, enriching, and engaging programs, within a safe environment.

Please feel free to contact your Site Lead with any questions or concerns that you may have.

Jhamilia Smith, Greenwood Lakes Middle School

Luis Alvarado, Milwee Middle School

Patricia Elkharchafi, South Seminole Middle School

Scott Colangelo and Christina Burrus, Pine Crest Elementary

George Gordon, Wicklow Elementary

Sheryl Jones, Westside Community Center

John Coleman, Midway Safe Harbor

Jennifer MacDonald, Hamilton Elementary

Nichole LaMarr, Altamonte Elementary

Rose Cruz, English Estates Elementary
21st Century Community Learning Centers Purpose and Priorities

21st CCLC Programs provide safe environments for students during non-school hours and may have one or multiple centers/sites which may be located in schools, community facilities, and/or faith-based facilities. All centers must provide a range of high-quality services to support student learning and development. These services may include, but are not limited to: tutoring and mentoring, academic enrichment (e.g., homework assistance, reading, math, science, and technology programs), service learning, character education, physical education, recreational activities, and dropout prevention.

21st Century Community Learning Centers Mission Statement

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

21st Century Community Learning Centers Program Objectives

- 70% of regularly participating students will improve to a satisfactory English Language Arts grade or above, or maintain a high grade across the program year.
- 70% of regularly participating students will improve to a satisfactory Mathematics grade or above, or maintain a high grade across the program year.
- 70% of regularly participating students will improve to a satisfactory Science grade or above, or maintain a high grade across the program year.
- 80% of regularly participating students will achieve satisfactory level or above in English Language Arts/Writing.
- 80% of regularly participating students will achieve satisfactory level or above in Mathematics.
- 80% of regularly participating students will achieve satisfactory level or above in Science.
- 80% of regularly participating students will improve their physical fitness as measured by pre-, mid-year, and post assessment.
- 80% of regularly participating students will impact their engagement in career exploration as measured by perceptual student survey. (Middle and High School Programs)
Target Population

In all grants, this program has been described as an academic intervention NOT a source of after-school care. This is an important distinction during recruitment processes. Focused recruitment will use the following criteria:

- Students who have not scored proficient in Reading, Mathematics, and/or Science. (Level 1 or 2);
- Students who have performed below grade level on standardized assessment;
- Students who are categorized as Tier 2 – 3 in the state’s Multi-Tiered System of Supports (MTSS);
- Students who have demonstrated at-risk behaviors such as truancy, behavior concerns, or documented at-home issues; and/or
- Students who have been retained once and/or are over age for the grade cohort.
- Siblings of students who fall under the above criteria.

Program Enrollment

Participants are enrolled according to existing membership. Upon availability, placements are made according to sign up and grade level space. Additional requirements are:

1. Students maintain a 90% attendance rate. At the end of each month, an attendance review will be conducted. New students will be enrolled from the waiting list, based upon availability.
2. Students arrive at their designated site, on time, and stay for daily programming.
3. Students follow rules that have been established by the administration and staff.
4. A parent and/or guardian must attend a program orientation and are strongly encouraged to attend a minimum of six (6) adult family member activities, during the program year.
5. All students enrolled into the 21st CCLC program must be current students in a Seminole County Public School, targeted by the grant.
6. A parent/guardian must complete all of the proper documents upon registering. A waiting list will be established, if needed.
Attendance

We highly encourage our students to participate in the curriculum daily, in order to receive a greater impact of our programs. Attendance is how we measure your child’s improvements. However, because of our extensive waiting list, and our desire to meet the needs of the program, we are asking that students maintain a 90% attendance rate.

Several unexcused absences (no explanation or documentation for the absence) will result in your child being removed from the program and placed back onto the waiting list. During the school months, please inform a staff member of necessary time off, so that it can be noted as an excused absence. Excused absences include doctors’ appointments, religious obligations, family emergencies, or sports practice (with documentation).

21st CCLC Discipline Policy

Participation in the 21st CCLC Program is voluntary. The district considers participation in the program a privilege, therefore participants in the program are expected to follow the rules that have been established by the administration and staff. These rules align with the Seminole County Public Schools Student Code of Conduct.

<table>
<thead>
<tr>
<th>Course of Action</th>
<th>Action</th>
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<tbody>
<tr>
<td>1st Course of Action</td>
<td>Verbal warning and redirection</td>
</tr>
<tr>
<td>2nd Course of Action</td>
<td>Written warning + Parent phone call</td>
</tr>
<tr>
<td>3rd Course of Action</td>
<td>1 – 5 days suspension from program + Parent phone call</td>
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<tr>
<td>4th Course of Action</td>
<td>Meeting with parent/guardian that may result in suspension and/or removal from the program.</td>
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Please note that drug and alcohol possession, sales or usage, sexual misconduct, theft, bullying, and fighting, are automatic grounds for expulsion from the program.
Dress Code

Due to the nature of the activities students will be participating in, and for their safety, closed toe shoes are preferred, therefore open toe shoes and sandals are highly discouraged. 21st CCLC follows and enforces the Dress Code policies of Seminole County Public Schools, which can be found in the Students Code of Conduct and on the Seminole County Public Schools District Website.

Field Trips

Field trips may be offered at your student’s program site. When provided, field trips will be handled in the following manner. Students MUST maintain a minimum of 90% attendance, with no disciplinary issues, in order to attend any field trips the following week. Field trips are a privilege, so good behavior in the program is not only expected, but required.

All field trips and other special events are free to all students in the program. Information regarding upcoming field trips will be available prior to the trip. A signed permission slip is required in order for your child(ren) to attend.. Students will be supervised properly by 21st CCLC Staff. All transportation will be provided by the Seminole County Public School Buses, or chartered bus company.

Adult Family Member Activities (AFMA)

Per the program grant, attendance at the Adult Family Member Activities is highly encouraged. These activities will be held throughout the school year and during summer programming. Various topics will be covered.

Parent Involvement & Volunteerism

Per the program grant, it is highly suggested that parents/guardians play an active part in the program. Parents are encouraged to participate in a minimum of six (6) monthly workshops and/or family activities, and help volunteer in areas of program planning, chaperoning, attending special events, assist with enrichment activities, and to offer assistance to the staff. Parents/guardians may also be invited to participate on the 21st CCLC Advisory Board.
**Hours and Holidays**

Please refer to your specific site information sheet for program hours and Holiday closings. The SCPS 21st CCLC Program follows the same Holiday schedule as SCPS.

**Pick-up Policy**

Parents are required to pick up their child(ren) no later than the designated closing time. For your child(ren)’s safety, it is required that you sign your child(ren) out daily. Photo ID may be required upon request. If there is anyone who is NOT authorized to pick up your child(ren), you must provide the administrator with that information, in writing, and also submit with the registration form.

It must also be indicated in writing, on the enrollment form, and on file, if you desire to have your child(ren) walk or ride a bike home. It is YOUR responsibility to update your contact information (address and phone numbers) as they change.

To reap the benefits of this program, please allow your child to stay for the entire program day. While we understand that appointments and practices/rehearsals often coincide, we will require written documentation if this becomes a frequent occurrence. Leaving the program early, on a regular basis, may result in being removed from the program and being placed on the waiting list.

**Emergency Closures**

During severe weather conditions, it may be necessary to close the program on short notice. The determining factor in such a decision is the safety of the students and the staff. The 21st CCLC will follow the Seminole County Public Schools emergency dismissal plan. Please contact the school for an updated status.

**Safety Procedures**

Each site will follow the safety procedures set forth by the School Board of Seminole County, Florida.
Site Safety Plan

Each site will have safety procedures (evacuation routes, tornado warnings, etc.) posted in a local area. Parents may ask to review the safety procedures at any time.

First Aid/CPR

It is required that every site have, at minimum, one staff member that is trained in basic First Aid and CPR, on site during programming hours.

Health Information/Medication

In order to maintain a healthy environment, we will not permit sick children in the program. If a child becomes ill during programming, a parent/guardian, or authorized person will be called to pick up the child. In the case of communicable diseases (ringworm, pink eye, lice, chicken pox, etc.), the student will not be able to return to the program until the administrator has received a release note from a physician. We are asking parents to provide an emergency plan for the staff to follow, so the staff can better assist a child that has asthma, allergies, or other medical needs.

It is the policy of Seminole County Public Schools 21st CCLC, that we do NOT administer any form of medication.

Photo Policy

Photographs of your child(ren) may be taken and used by the 21st CCLC Program. If you do not want your child(ren) to be photographed, please send in a written note, and check the appropriate Photo Policy box on the Student Application.

Food

Snacks will be provided, free of charge, to the students, every day of programming.
Data Collection

Per the program grant, data will be collected 3 times per school year. Data will be collected by conducting fitness drills, and will include curl ups, shuttle run, and 90-degree push-ups.

Movie Rating Permission

As part of an educational experience or activity, under the supervision of the SCPS/21st CCLC staff, a movie with a G or PG rating may be shown. Permission will be requested prior to the viewing, and can be granted by initialing the Movie Rating Permission on the Student Application.

Network Access Agreement

As a condition of being granted access to the Internet through the computer network system maintained, operated, and supervised by the School Board of Seminole County, Florida, I agree to comply with the following terms and conditions. By this agreement, access is only permitted from the SCPS/21st CCLC Grant Sites.

1.) I understand that my child has no privacy regarding his/her use of the network access, any material found, detected, or stored on any computer used by my child to access the SCPS network or any material viewed by my child.

2.) I understand that my child’s activities will be monitored.

3.) I understand that if my child violates this agreement that his/her Seminole County School Board network access may be immediately terminated. The violation may be reported to law enforcement, as appropriate.