

# Student/Parent Handbook

# Smith County

# Extended Learning Center

---

Smith County Schools  
126 Smith Co. Middle School Lane  
Carthage, TN 37030  
Program Director – Kristie Glover  
[windhamk@smithcoedu.net](mailto:windhamk@smithcoedu.net)

Telephone 615-735-9625

School Site: Smith County High School	Site Manager: Dillon Reed
Phone Number: 615-735-9219	Email: <a href="mailto:dillon.reed@smithcoedu.net">dillon.reed@smithcoedu.net</a>

## Mission Statement

Our mission of the Smith County Extended Learning Program is to build upon a partnership of schools, parents, community and individuals to provide safe and supportive school-based centers, where youth and adults will experience positive academic, social and recreational activities that maximize their potential for achievement.

## Major Objective

The objective of the Smith County Extended Learning is to establish safe and supportive centers where students, teachers, parents, volunteers, and community partners interact with each other in a positive manner. In these centers, students will experience academic, social and recreational activities that maximize their potential for achievement.

## COVID-19 Information

Extended learning will follow the same procedures and protocols as the regular school days. In the event of schools are closed for COVID, Extended Learning will participate in all three scenarios for reopening schools: in person, hybrid and distance learning. Students will have homework help and academic enrichment available using google classroom. Information will be available through each school site. Please watch your school website and social media.

## Foreword to Parents and Students

Smith County Extended Learning is an academic, enrichment after-school program that functions within the umbrella of the Smith Co. Schools. This Student/Parent Handbook

states official guidelines for SC Extended Learning Center. Additionally, SC Extended Learning Center honors all guidelines stated in the Smith County School Student/Parent Handbook. Parent input concerning the program is important. Please share your comments with your Site Manager. All question concerning policies and procedures of the program should be addressed to the Program Director at 615-735-9625.

### Nondiscrimination Policy

It is the policy of the Smith County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

### Guidelines to Enrollment

State childcare laws require that all students be officially registered in the program in order for service to occur. Program staff cannot and will not be responsible for any child who is not officially registered in our program. A parent may apply for a student's enrollment in the Smith County Extended Learning Program by completing and submitting the following forms to the site coordinator:

1. Enrollment Forms
2. Parent Notification Form
3. Transportation Form
4. Permission to Treat Form

Forms are considered complete when it contains ALL information. Any medication taken by the student on a regular basis must be listed even though it may not be taken during the program time. It is the parents'/guardians' responsibility to notify the program personnel if there are any changes in the parent contact and /or emergency information.

### Curriculum

Smith County Extended Learning Program endeavors to support the curriculum objectives of the Smith County School System through its curriculum and academic time. The Smith County Summer Program curriculum is designed to guide the students to:

- raise achievement;
- develop proper study habits;
- experience career exploration;
- expand thinking skills, problem solving skills, technology skills;
- develop a level of importance of the benefits of STEM and STEAM;
- improve interpersonal and socio-emotional skills;
- develop an interest in recreational reading; and,
- revel in the joy of learning

### Summer Enrichment/Summer Bridge Program Schedule

Students will be given an opportunity to do career exploration, use technology, and work on STEM and STEAM projects. They will be visited by business professionals who can give them first-hand information about career choices and go on several in-county field trips to do career exploration.

Students attending the summer programs must be picked up no later than 2:15 p.m. If a student is late being picked up more than three times, that student will be removed from the program.

### Program Schedule Regular School Year

SC Extended Learning offers a variety of enrichment and academic activities. Snacks, Homework Assistance, Recreation, STEM activities and Arts are planned for students.

On all scheduled days the program begins at 3 p.m. and ends according to the schedule at your school site as provided in the packet at enrollment along with the calendar. Morning schedules are also provided with the enrollment package.

### Incident Weather

When severe weather creates hazardous conditions, the program may be suspended to ensure students' safety. Parents will be notified of any cancellation. It is then up to the parent to pick up the student. If the regular school day is dismissed, you must have a plan in place for your child to ride the bus or be picked and will not receive a call from the SC Extended Learning Program. You will receive a call from your school only.

### Transportation

Transportation to and from the program is not provided. It is up to the parent/guardian to provide transportation to the morning portion of the program (students will then join their class for the regular school day). It is also necessary for the parent/guardian to provide transportation from the after school portion of the program. Students will be allowed to simply stay after school to participate once the parent/guardian has completed all forms in the enrollment package including a signed transportation form. Notification of any change in transportation must be given to the site director and/or the child's teacher.

### Student Personal Communication Devices and Electronic Devices

Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse or similar type of personal carrier, locker, locker room, or vehicle (not carried on their person) and may not be used during school hours. Students may not use cellphones in the classroom; however, the principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion.

### SCHOOL RULES

Weapons, including knives of any type, are not allowed on school property. Possession of such may be considered a felony. There is also a Smith County School Board zero tolerance policy in effect regarding weapons. Toy weapons are prohibited as well.

The use or possession of a controlled substance (drugs or alcohol) is not allowed. State law requires law-enforcement officials to be contacted in the case of an

occurrence of either of the above. In addition, the Smith County School Board has also adopted a zero-tolerance policy with regard to drugs.

Students are not to possess or use any form of tobacco product during school or any school activity. This includes lighters and matches.

Students are expected to follow the Smith County Board of Education policy on use of electronic devices, including beepers and cellular phones.

The defacing or destruction of school equipment or school property is not allowed. Destroyed or defaced equipment must be paid for. Students are expected to wear clothing that is appropriate for school. See school system Dress Code for further guidelines. Students are to refrain from any type of inappropriate language. Fighting is never allowed in the school building, on the playground, or on the bus. Chewing gum is not permitted in school.

### General Discipline Rules

The student will be under the supervision of qualified personnel familiar with his/her school. Guidelines and rules for the Smith County Extended Learning Program are the same as the regular school day as listed below. More specific rules and consequences may be found in the Smith County Extended Learning Program Disciplinary Policy, which is included with this handbook.

### Extended Learning Discipline Policy

Children enrolled in the Extended Learning Program are expected to exhibit behavior that does not disrupt or interfere with the school climate or the learning process and social interaction of other children. The program staff will enforce school rules throughout the program hours. Parents will be notified in writing when a major discipline problem occurs. After three write-ups a child is suspended from the program for the year.

An exception to the above is when a major incident (deemed by the Site Manager & Project Director) occurs. This will result in immediate suspension or expulsion. The Zero Tolerance Policy for the school district applies for the program.

Parents are asked to cooperate with the Extended Learning staff in stressing the importance of good behavior patterns for all children. It is imperative that parents work with the Site Manager to correct any behavior that is interfering with the child's success in the program. This helps to keep the program fun as well as instructionally sound.

Parents who demonstrate abusive language and /or inappropriate scenes or disturbances to children, staff, or other adults during the program hours will be asked to withdraw their children from the program. Harassment or bullying will not be tolerated by students, staff, or parents.

The following behaviors are considered inappropriate and unacceptable in the program.

These behaviors will result in immediate expulsion from the program.

1. Possession of weapons, contraband, and other dangerous objects (Zero Tolerance Policy Applies)
2. Fighting, wrestling, spitting (with or on Peers or staff)
3. Destruction of center/school property
4. Destruction of person a property of another person
5. Improper display of private body parts
6. Stealing
7. Physical attacks on staff or other students (Zero Tolerance Policy Applies).

The following behaviors may result in suspension and possible expulsion from the program:

1. Vulgar Language, Cursing
2. Disrespectful behavior to other children or staff
3. Climbing on desks, tables, cabinets, etc.
4. Playing in the bathrooms (crawling under stalls, climbing on sinks, splashing water, turning on/off lights, etc.)
5. Throwing balls, or other outside equipment while inside the building
6. Improper use of program and school equipment
7. Throwing objects (rocks, sticks, desks, tables, etc.)
8. Leaving group without permission (i.e. running away, hiding, etc.)
9. Behavior deemed inappropriate and unacceptable by the Site Manager

The program reserves the right to immediately withdraw a child for any of the following reasons:

- Repeated failure to turn in work to the day teacher
- Repeated failure of parents to pick the child up from the program on time
- Failure to provide the Site Manager with current emergency/medical information as stipulated by state
- Continuous disciplinary problems. Three parent signed write-ups is cause for withdrawal
- Refusal of parent to sign and return discipline forms to Site Director
- Inappropriate conduct of parent or guardian

For the first offence: Loss of remaining activities for the rest of the day.

For the second offence: Two days' suspension/detention from the program (must stay in detention if provided by the school for two afternoons). If the school has no detention program, the student may not attend the program for two days- not allowed in Extended Learning Program during those two detention days.

For the third offence: Dismissal from the program and not allowed to return to Extended Learning for the remainder of the school year.

### Emergency Procedures

Should an emergency situation (example inclement weather) arise during program time the staff will notify parents. In such circumstances, parents will be required to make

arrangements for immediate pick-up of their student. Please make sure current phone numbers are on file at all times.

### Illnesses/Communicable Diseases

Should your child become ill or injured during the program, you will be notified and you must make arrangements to pick-up the student immediately. Should a student be sent home from school by the school nurse or has not attended school on any given day, the student will not be allowed to participate in the after-school program until he/she returns to his/ her regular class schedule.

### Safety Drills

Every precaution is taken to ensure the safety of your child during the program. Periodic fire, tornado, and other safety drills are executed to make sure students learn proper safety procedures and adhere to all safety guidelines.

### Snack

The Smith County Extended Learning Program will provide for the students who are enrolled and participating in the program a snack. If for any reason your child is unable to eat the snacks provided or has special food restrictions, please notify the site director in writing.

### Surveillance/School Visitors

All sites are equipped with video surveillance cameras inside and out for the safety of each student.

### Checkout Procedures

The policy for the 21<sup>st</sup> Century Community Learning Centers Grant states that no child will be dismissed to a person that has not been designated to pick up the student by the custodial parent/guardian. Even if the person who is picking up the student is on the list; they may be asked to present an ID. Parents/guardians will receive a phone call in order to clarify any issues with pickup. Please include ALL names of people who will pick up your student. A student will not be called to the pickup area until the person is cleared as a designee by the parent/guardian.

\*\*The Department of Children's Services requires child care centers (including after-school programs) to have a written policy regarding intoxicated adults or adults who display behavior which may place the child/children in immediate risk when picking up. Smith County School Extended Program will inform adults who appear intoxicated or display "erratic" behavior that they allow us to call another adult from the transportation list to pick up the child. Should the adult take the child in the car anyway, we are required to contact the police or child protective services and report the incident.

### Dress Code

Students are expected to follow the Smith County Schools policy as is stated in the Dress Codes policy.

### Harassment and Sexual Harassment

The Smith County Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment and/or sexual harassment. The school system prohibits any form of sexual harassment or harassment based upon age, religion, disability or race/national origin.

### **Bullying**

The Smith County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

### **Attendance Policy**

Attendance is crucial for your child to succeed in our program. It has been found that intensity and duration are necessary for students to have improvements in report card grades, behavior, and state assessment scores. If your child(ren) misses more than 7 consecutive days of the program, they will be withdrawn from the program.

### **Parent/Family Involvement**

Families are a part of the program. Family nights, news about the program activities, bulletin boards with announcements, and individual feedback to parents on each child's participation in the program will help in creating the best experiences for the children in the program. Parent suggestions on enrichment offerings are always appreciated. The Site Manager will keep parents informed about special events in the program through postings and newsletters.