



# **Synergy**

A 21<sup>st</sup> Century Community Learning Center

## **Handbook 2015-2016**

### **Mission Statement**

The mission of Hermitage High School 21<sup>st</sup> CCLC program, Synergy, is to provide Hermitage youth with out-of-school enrichment and learning activities designed to promote growth academically, socially, and culturally. We believe all youth should have access to STEM (science, technology, engineering, and math) opportunities as well as art and music enrichments. To that end, we will provide a safe, caring environment with staff members trained to help our youth achieve success.

### **Program Statement**

Synergy is a 21<sup>st</sup> CCLC Afterschool Program funded by a 21<sup>st</sup> CCLC grant. Synergy is offered to all Hermitage students in grades 7-12. The program provides the following enhancements to the regular school day:

- Quality afterschool enrichment activities.
- A structured, safe environment stressing responsible behavior, respect for others, teamwork, and positive attitude.
- A dedicated staff trained to provide enrichment and project-based learning activities.
- Assistance with homework and school assignments.

## **Attendance Policy**

**Before-School:** Synergy before-school sessions meet from 7:00-7:30 a.m. Students attending must be enrolled in the Synergy program. Students who attend the before-school sessions are not required to attend afterschool sessions if they do not wish to do so. Students should enter the high school building by the front door in order to sign in for the before-school session.

**Afterschool:** Synergy afterschool sessions meet from 3:15-6:00 p.m. Monday through Thursday. Students must be enrolled in the Synergy program to attend. While we encourage students to attend sessions daily, students may choose to attend only those sessions of interest to them. A schedule of enrichment activities will be posted, and all Synergy participants will receive a copy. Students who wish to leave early must have a parent consent form.

## **Homework**

Each Synergy participant will be assigned to a homeroom for homework. Students should bring homework materials with them. Students needing specific homework help will be allowed to go to teachers certified to teach in that subject area after checking in with the homeroom teacher. Homework sessions last 45 minutes, during which time students are expected to work on assignments.

## **Discipline**

Because Synergy is an enrichment program designed to promote positive youth involvement, discipline problems will not be tolerated. Our youth are encouraged to have fun and be actively involved; however, basic rules must be followed. Students will show respect to all employees of the program and other students in the program. Bullying behavior, foul language, and other behaviors not allowed during regular school hours will not be allowed in the before or after-school program either. Depending on the severity of the discipline issue, the following consequences will apply:

- **1<sup>st</sup> Offense:** Parent will be notified.
- **2<sup>nd</sup> Offense:** Student will be suspended from the program for one week.
- **3<sup>rd</sup> Offense:** Student will be dismissed from the program for the remainder of the quarter (9 week period).
- **4<sup>th</sup> Offense:** Student will be dismissed from the program for the remainder of the semester.

Safety for our students is our top concern. If at any time, a student's behavior is deemed to be threatening or violent, staff will notify the proper authorities.

## **Bus Riders**

**Discipline:** Riding the bus is a privilege, and students must follow the rules established by the bus driver. Students will remain seated while the bus is moving. Students will keep their hands, feet, and other objects to themselves. Students will not yell or use profanity. Bullying behavior will not be tolerated. Bus drivers will turn in a discipline referral form for students who do not follow bus rules. Depending on the severity of the discipline issue, the following actions will be taken:

- **1<sup>st</sup> Referral:** Student will receive a warning.
- **2<sup>nd</sup> Referral:** Student will not be permitted to ride the bus for 3 days.
- **3<sup>rd</sup> Referral:** Student will not be permitted to ride the bus for a semester.
- **4<sup>th</sup> Referral:** Student will not be permitted to ride the bus for the remainder of the program year.

**Bus Stop Locations:** Limited bus transportation is available in the afternoon. Bus riders will have designated pickup locations. Parents should be at the designated pickup location to get their children, or we will bring them back to the school. In no circumstance will a child be left alone at a pickup location. After the third late pickup, a student may be suspended from riding the bus in the afterschool program.

**Car Riders:** Parents should pick up their students no later than 6:00 p.m. in the parking lot adjacent to the superintendent's office. Under no circumstances will a student be allowed to wait alone for a ride after 6:00 p.m. Students who are consistently picked up late may be dismissed from the afterschool program. Students who drive themselves must have proper forms (license and insurance) on file in the high school office. Students who drive and choose not to stay for the entire afternoon session must have a parent permission form on file.

## **Cancellation of Synergy Program**

Synergy will follow the Hermitage School District calendar. If school dismisses early, Synergy will be cancelled. If a planned cancellation occurs, students will be notified well in advance of the cancellation. If Synergy is cancelled because of weather or other unforeseen circumstance, parents will be notified of early dismissal by the automated School Reach phone system. Please make sure that you have a current phone number on file so you can be notified by the system.

## **Emergency/Accident Procedures/Illness**

If your child is not feeling well, a parent will be contacted to come and pick up the child. Please make sure your contact information is current. If you cannot be reached, we will contact someone on your emergency contact list. Staff members are trained in CPR and first aid. A minor injury will be treated by a staff member. An accident report will be completed and placed in the child's personal file. Parents will be informed of all injuries. If

**a student requires emergency medical attention, staff will call 911 and notify the parent/guardian or emergency contact person.**

### **Computers/Technology**

**Synergy provides students opportunities to use computers and Internet access to allow students to perform research and participate in enrichment sessions requiring technology. Use of technology equipment and Internet is for educational purposes only. Our technology is equipped with filters designed to prevent users from accessing materials that may be harmful to minors. If a student misuses technology equipment or the Internet, he/she will lose technology privileges. All students must have a technology use form on file with the high school office.**

### **Field Trips**

**Synergy students will take educational field trips. Students must have a parent permission form for each field trip event. Parents are invited to attend field trips. Students must attend the Synergy program 75% of the days during each period prior to the field trip in order to qualify to attend the field trip. Students may lose the privilege of attending a field trip for discipline issues.**

### **Synergy Facebook**

**Synergy will have a Facebook page where pictures of events and activities will be posted. Student pictures may be shared on our page. The Synergy staff will closely monitor all Facebook content to make sure that our program is represented in a positive manner. Students must have a Photo Release and a Website Permission Form turned in before any pictures of them may be used on the site. Parents who do not wish their student's pictures to be included should indicate their wishes on the Photo Release and Website Permission Form. These forms should be returned to Alicia Mann, Synergy Site Coordinator.**

### **Snack/Dinner Meal**

**A snack and a dinner meal will be served in the Hermitage High School Cafeteria for all students in the Synergy program. Food service is provided by the Afterschool Meal Program (CACFP). Snacks will be provided from 3:15-3:30, and dinner will be provided from 5:30-6:00 Monday through Thursday unless the program is cancelled for the day. These meals meet child nutrition guidelines and are provided free to students. Students who are not members of Synergy may also come to eat.**

## **Community Involvement**

**Community partnerships help Synergy provide a wide variety of activities for our students. From volunteers who teach specific skills to Career Night speakers, community members allow Synergy to showcase our diverse, active community. We encourage parents to participate in any of the activities offered at Synergy. Each month a calendar of activities will be sent home. Parents may choose to come to any activity offered; activities marked with an asterisk (\*) are particularly parent-friendly.**

## **Advisory Committee**

**A Synergy Advisory Committee was established during the grant-writing process. This committee's purpose is to maintain the mission and goals of the Synergy program in order to meet the needs of our students. The committee meets each semester.**

**Committee members are the following:**

- **Kristi Clanton            Business Education Teacher**
- **Leslie Huitt             Business Manager/Treasurer**
- **Alicia Mann             Synergy Site Coordinator**
- **Lori McDougald        Migrant Education**
- **Mistie McGhee         Hermitage School Principal**
- **Tabitha Robinson      Parent**
- **Raynette Wilson        Stem Coordinator**

**Once the program is established for the year, a Synergy Student Advisory Committee will be selected to advise program staff about activities and goals.**

## **Credit Recovery**

**Along with our regularly scheduled enrichment activities, Synergy provides a credit recovery program to students who have failed a core class. Students who wish to participate in credit recovery will be selected solely upon the recommendation of the Hermitage High School counselor and administrators. Students attending credit recovery must be signed up for Synergy and must follow all policies and procedures of the Synergy program.**