

Hyde 21st Century Community Learning Center

2019-2020 Parent and Student Handbook



21st Century Community Learning Center

Hyde County Schools

Ocracoke Campus

Hyde County Board of Education

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Dear Parents, Guardians, and Extended Family Members,

Hyde County Schools 21st Century Community Learning Center (21st CCLC) staff and community partners are pleased to offer you and your child the services of our 21st Century Community Learning Center afterschool program. Within this handbook you will find information regarding the program's policies and procedures.

The handbook contains the enrollment agreement between the program and the parents/guardians of the child. Please take a few minutes with your child to read over all the material enclosed. After reading the handbook we ask that you and your child sign the Parent and Student Agreement form located in the program application and return to school.

Our goal is to offer a 21st CCLC afterschool program that offers academics and a variety of enrichment activities – recreation and games, arts and crafts, academics, music, and more! We look forward to a fun, enriching, and safe school year!

Sincerely,

**Claire Senseney
21st CCLC Site Coordinator**

**Nancy Leach
Director of Student Services
21st Century Community Learning Center
Hyde County Schools**

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Program Registration

Program registration procedures will proceed as follows:

- Parents/Guardians will complete a program registration form for each student.
- This form captures all of the student's basic information such as name, grade, address, demographics, medical information, and parent/guardian and emergency contact information.
- This form only needs to be completed for the student once a school year unless information on the form (address, contact information, medical information, etc.) changes. This form requires a parent/guardian signature.
- Parents/Guardians will review the **Parent and Student Handbook** on the school website (hyde.k12.nc.us). The handbook must be read, and the Parent and Student Agreement form including in the application must be signed and returned within a week of the program starting. If you need a printed copy of the Parent and Student Handbook, please contact the site coordinator.
- Initial registration will take place prior to programming beginning.

Students may not begin the 21st CCLC program until all of their registration materials are received, including the Student Participation Letter of Commitment and the Student Information Form.

Any registration forms received **after Deadline**, will need to be submitted to the site coordinator. The site coordinator will contact the student's parents/guardians in regards to availability and when the student may begin attending the program.

Please do not send your student to the program until you have been contacted.

Program Information, Policies and Procedures

Absences

If your child will not be attending the program because of a scheduled appointment, vacation, or other planned absence, please notify the 21st CCLC Site Coordinator in advance.

Academic Enrichment

One of the purposes of the 21st CCLC program is to enhance the learning that takes place during the school day. While no extra homework is given, students should plan on extended learning opportunities. The 21st CCLC program may make use of the computer labs or the library.

Accidents/Incidents

If an accident occurs while a child is attending the 21st CCLC program, the staff will assess the injury and take appropriate action. First aid boxes are kept at the site to deal with minor scrapes, cuts, and bruises. If a more serious injury occurs which requires medical attention, 911 will be called and the parent will be notified. An accident/incident report will be prepared and a copy will be sent to the parent regarding all accidents/incidents.

Athletes

21st CCLC students in grades 6-12 who participate in sports are asked to check in at the program and pick up a snack before heading to practice so that they will not be counted absent. After practice, students should return to their classroom for regular program activity.

Athletic Events

Students enrolled in the 21st CCLC program who wish to attend athletic events held on campus must bring a note signed by the student's parent/guardian with the following information:

- Name of student attending the athletic event
- Date and time of the athletic event the student wishes to attend
- Name of the adult who will be responsible for supervising the student at the athletic event (Students are expected to have adult supervision at all athletic events.)

Students who do not bring a signed note from a parent/guardian containing the above information do not have permission to leave the 21st CCLC program to attend athletic events. Previously purchased tickets for the athletic event do not replace a signed note from a parent/guardian.

Once a student has signed out of the 21st CCLC program to attend an athletic event, the 21st CCLC program is no longer responsible for that student. **Parents and guardians who give permission for their students to leave the program to attend an athletic event accept full responsibility for that student and their transportation home.**

Attendance Policy

Hyde County's 21st Century Community Learning Center afterschool program is a tutoring and enrichment program and NOT aftercare. As per grant guidelines, it is mandatory for your child to attend a minimum of four afternoons per week, three hours per day. Attendance will be taken by our staff and reported daily. Unexcused absences may result in your child's removal from the program. If a student misses more than 5 consecutive days from the program, he/she must submit a doctor's note. After 5 consecutive days of unexcused absences, the student will be withdrawn from the 21st CCLC Program.

Please see *Withdrawal/Removal* for information on how a student may rejoin the 21st CCLC program.

Bus

The bus ride home and the bus ride on field trips are viewed as an extension of the 21st CCLC program. Any behavior that is inappropriate, disrespectful, or would threaten the safety of students and/or the bus driver will not be tolerated. Any infraction of this policy will result in a student's immediate removal from the program. Please see *Withdrawal/Removal* for information on how a student may rejoin the program.

Check-In Procedure

All participants who are enrolled in the 21st CCLC program are required to sign in at a designated location. No student may sign themselves in after the designated time. If a student comes to the 21st CCLC program late they will need an appropriate note from a teacher or will need to be signed in by a parent returning them back to campus.

Community Service

Community service and volunteer opportunities are available through the 21st Century Community Learning Center afterschool program for students of in high school. If interested in volunteering with the afterschool program, please contact Site Coordinator, Claire Senseney, for more information.

Confidentiality

To ensure success of the 21st CCLC program, all files and information pertaining to the students and families of the 21st CCLC program will be confidential.

Cost

The program is offered free of cost.

Discipline and Behavior

The 21st CCLC program is a privilege for students. Students will be held to the same standards as they are during the school day, and as such, the same school rules will apply to the afterschool program. Students who indulge in disruptive behavior or who create dangerous or unsafe conditions for other students and staff will be subject to the following consequences:

- 1st Referral: Parents/guardians contacted. Warning issued.
- 2nd Referral: Parents/guardians contacted. Student placed on one day suspension from the 21st CCLC program.
- 3rd Referral: Parents/guardians contacted. Student placed on one week suspension from 21st CCLC program.
- 4th Referral: Parents/guardians contacted. Student **removed** from 21st CCLC program.

Serious or extreme offenses including but not limited to the following behaviors may result in a student's automatic removal from the 21st CCLC program, regardless of the number of referrals the student has received:

- extreme disrespect towards staff/students
- communicating threats/Bullying
- violent/aggressive behavior
- theft

- damage to property/vandalism
- leaving designated area (skipping class/afterschool)

Please see *Withdrawal/Removal* for information on how a student may rejoin the 21st CCLC program.

Emergency Preparedness

The 21st CCLC policies reflect the standards set by the Hyde County Board of Education. For your reference, the safety, fire, tornado, and adverse weather policies are listed below. Please note that some of these procedures may be different in our temporary school buildings. After school emergency procedures will follow the procedures in place for each building.

- **Safety**

Knowing how to safely perform the following drills will be extremely important in the event of an actual emergency. In any emergency situation, it is important that students remain calm, quiet, and follow the instruction of the teacher in a quick, orderly manner.

- **Fire Drills**

During a fire drill, all persons should walk in single file to their assigned area(s) outside the buildings. The class and teacher should stand quietly together and wait for additional instructions. The fire drill signal consists of a series of short beeps over the intercom system. When you hear the shrill, short bursts, this is our fire drill signal to leave the building immediately.

- **Tornado Drills**

During a tornado drill, everyone should quickly and quietly move into the hallway areas away from any windows. Students should cover their heads with their hands and arms, and wait for further instructions. The tornado drill signal consists of one long, continuous bell over the intercom system.

- **Adverse Weather Conditions**

School closings and delays will be announced at the earliest possible time on our system wide Connect ED system. Parents will receive a telephone recording with information about the delay or dismissal. Therefore, it is very important to let the school know when your telephone number has changed. Also, you can get these announcements on television. Channels WITN TV Channel 7; WNCT TV Channel 9; and WCTI TV Channel 12 are the local channels for this area. If no announcement is made, after school will begin at regular time.

Family Involvement

Family involvement is a very important part of the 21st CCLC program. Throughout the year, the 21st CCLC program will offer programs and activities for students and families to get involved. Letters and newsletters will be sent home periodically announcing these opportunities for family involvement. Please contact the Site Coordinator for other ways to become involved in your child's afterschool program or if there is a family event that you would like us to plan.

Field Trips

Field trips, including walking trips, will be taken on a regular basis. Students who display disruptive and inappropriate behavior during the 21st CCLC program will not be allowed to participate in field trips and will need to stay home on field trip days. Parents will be notified in advance of all field trips and will be asked to sign a permission slip. Students may not participate in field trips without a signed and returned permission slip and will need to stay home on field trip days. Parents/guardians are strongly encouraged to escort students with medical needs on field trips.

Health/Illness

For the health and safety of students enrolled in the program and the staff, we ask that you keep your children home when they are sick. Children who are mildly ill (e.g., minor cold symptoms) may remain at the campus only with approval from an administrator or the 21st CCLC Site Coordinator. Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Light sweaters or jackets should also be made available.

These are the conditions under which you are requested to keep your child at home:

1. If he/she has a fever or has had a fever of more than 100 degrees during the previous 24 hour period.
2. If he/she has diarrhea or vomiting.
3. If he/she breaks out in a rash.
4. If he/she has symptoms or a possible communicable disease.
5. If your child has been sent home for head lice and you do not have proof of treatment.

In the event that a child becomes ill while in the 21st CCLC program, the parent/guardian or another designated adult will be called to pick up the child as soon possible. All parents must provide an emergency number that can be called if the parent cannot be reached. In addition, the name of the child's family physician is kept on file at the program site. The child will be kept comfortable and will be supervised until someone arrives. Slight injuries that occur will receive first aid. If a child contracts a communicable disease other than a cold, parents/guardians should notify the school.

Homework

Students will have time to work on their homework during the 21st CCLC program. It is the student's responsibility to bring their homework with them to the afterschool program each day that they attend. Students who do not have homework will have the opportunity to read or do an alternate assignment as designated by the tutor during homework time. Your child may not always finish all their homework during the afterschool program but they can work on it during the time provided. **The 21st CCLC program staff will be available if students need help with their homework, but parents/guardians will maintain full responsibility for ensuring accuracy and completeness of all assignments.**

Hours of Operation

The program will operate Monday through Thursday from 3 pm to 6 pm. The program will not operate during holidays, teacher workdays and inclement weather events. You will be informed of any unplanned cancellation of the program by ConnectEd and posts on the school Facebook page.

Information and Technology Access Agreement

The Internet offers the opportunity to enhance the education experience for students. Students are directly responsible to use this tool in an appropriate manner. Failure to act responsibly may result in loss of Internet privileges both in the 21st CCLC program and during the regular school day. Software is utilized to block sites that are considered inappropriate sites. Students accessing inappropriate sites, whether or not they were blocked, shall be subject to loss of Internet privileges as well as suspension or removal from the 21st CCLC program.

Inclement Weather

For the safety of all students and staff members, the 21st CCLC program will not be in operation in the event of inclement weather. Parents/guardians will be notified through Connect Ed phone calls sent by the school, and all students will need to be picked up at the end of the school day or arrange for alternate means of transportation.

Late Pick Up

If a student in the program is to be picked up from the afterschool program, please notify the school secretary or the afterschool site coordinator. If the parent/guardian or other designated person picking the child up is running late, please notify the school as soon as possible. Excessive instances of late pick-up may result in the student's removal from the program.

Medications

As a general rule, the afterschool program staff will not give medication. Staff is not permitted to dispense prescription or over the counter drugs such as Tylenol, cough drops, and Roloids without the written consent of a parent/guardian, the child's physician, and the school nurse.

Newsletter

A bimonthly newsletter will be published and sent home with the students that will contain information about the 21st CCLC program, the students, the staff, and upcoming activities and events. Please read the newsletter carefully.

Personal Belongings and Electronics

The Hyde County Schools 21st CCLC afterschool program requests that all students leave all personal items at home (such as jewelry, games, toys, cell phones, and other electronic devices). In the event that a student brings a personal item to the afterschool program, they are personally responsible for that item. **The 21st CCLC program is not responsible for lost, stolen, or damaged items.**

Physical Activity

The 21st CCLC program is sensitive to the fact that children are in need of physical activity after school. Therefore, time will be set aside each day for recreation, either on the playground or outdoors, weather permitting, or in the multipurpose room or the gym if space is available. Please dress your child appropriately for the weather.

Students will follow the same rules on the playground, in the multipurpose room and gym afterschool that they follow during the school day. While every effort is made to ensure students follow the rules and stay safe, accidents do happen. If an accident involving a child does occur, the parents/guardians will be contacted. In the event that a parent/guardian cannot be reached, the child's emergency contact numbers will be called.

Safety

The staff of the 21st CCLC program will make every effort to ensure the safety of all students and staff. Any safety hazards should be immediately reported to the Site Coordinator. In the event that a student or staff member is injured it should be reported immediately to the Site Coordinator. The site will notify the parent/guardian of the incident and complete an incident report.

Scheduled Holidays/Workdays/Early Releases

There will be no programming on school holidays, teacher workdays, early release days, or days of staff meetings.

Sign-Out

Students who leave the 21st CCLC program early or are picked up from the program must sign out with the Program Manager or Site Coordinator in order for program staff to supervise, monitor, and ensure student safety. In addition, staffs is not responsible for students who leave the school building before they sign in or leave the school building unescorted. It is important that parents/guardians understand and reinforce this procedure as student safety is a number one concern.

If a student is to be picked up from the afterschool program, please notify the school secretary or afterschool manager. Parents/guardians who are picking up their child are required to sign their child out. Persons other than the child's parents/guardians may only pick up the child if they have been previously authorized by the parents/guardians to do so and if the school has received notice of this authorization. Photo identification may be required before being allowed to leave with the child, and they must also sign the child out. A sign-out sheet will be kept with each afterschool instructor or tutor.

Snack

A free snack will be provided for all registered participants in accordance with USDA guidelines. If your child has special dietary restrictions, please notify the school.

Children with Special Needs

The 21st CCLC program will make reasonable modifications to accommodate children or parents with disabilities.

Suspensions and Expulsions

Any student who has received an in school suspension, out of school suspension, been placed in an alternative learning environment, or has been expelled from school will not be allowed to attend the 21st CCLC program until the suspension, alternative placement, or expulsion is lifted.

Transportation

Free bus transportation will be provided to all registered participants from the 21st CCLC afterschool site to home (Mattamuskeet Campus only).

Volunteers

Volunteers for the 21st CCLC After School and Summer Programs are always welcomed and encouraged. Please contact the Program Manager or Site Coordinator if you are interested in volunteering for the program and they will provide the information needed for you to be approved as a volunteer in the school system.

The policy guidelines listed below are for student volunteers and are designed to include students who are not enrolled in the 21st CCLC program but that would like to participate and volunteer for specific aspects of program service delivery.

If a 21st CCLC Tutor plans to promote student service through volunteer activities then the following guidelines will help clarify roles and responsibilities of all parties involved in the service agreement:

1. The Tutor develops a formal written agreement outlining the duties of the prospective student volunteer. Included in the agreement are specific details of student involvement including time and location of activity, dates of proposed service, and a complete listing of all duties and expectations assigned to the student volunteer.
2. The prospective student volunteer, his or her parents and/or legal guardian, the tutor, and 21st CCLC Program Manager all sign off on the service agreement outlining the duties of the prospective student volunteer.
3. The Director of Student Services reviews and approves the service agreement in consultation with the principal serving of the school where the volunteer activity will occur.
4. Copies are made and kept on file with the 21st CCLC Manager or Site Coordinator. Signed copies are also sent to the Director of Student Services.
5. The tutor keeps a weekly documentation log signed by both the teacher and the student. Copies are submitted weekly to the 21st CCLC Program Manager and kept in the student file.
6. To insure program fidelity with federal guidelines for 21st CCLC programs, the number of student volunteers per activity will be limited to a reasonable ratio of enrolled 21st CCLC students per student volunteer. The grant administrator and the principal will determine the proposed ratio on a case-by-case basis.
7. More than 2 unexcused absences occurring within the stated timeframe of the student's volunteer service agreement will nullify the agreement. An unexcused absence occurs when the student is absent without notifying the supervising tutor before the start of the program day. The student volunteer will be asked to reapply in order to resume volunteer activities.

Withdrawal/Removal

To withdraw a student from the 21st CCLC program, the parent/guardian must submit a letter in writing to the Program Manager or Site Coordinator.

If a student has been removed from the 21st CCLC program and they would like to reapply for the following semester, they may do so under these conditions:

The parents/guardians of the student wishing to reapply must contact the 21st CCLC Program Manager or Site Coordinator to arrange for a conference with the student's principal (or designee), the Director of Student Services to discuss the student's reapplication and develop an action plan for the student's reentry into the 21st CCLC program.

Electronic Devices & Cellular Phones

The 21st CCLC is a continuation of the regular school day; and, as such, will follow the rules in place regarding electronic device and cell phone usage. Policy states that "cell phones may be used during class changes by students in grades 9-12... All other electronic devices including music playing and "gaming" devices are prohibited... During class time, cell phones and other devices including headphones may not be turned on or used without express permission from the teacher for instructional purposes. Devices observed during class time will be handled in the following manner consistent with school board policy:

1st offense: item is confiscated and returned at the end of the period, and parents are notified.

2nd offense: item confiscated by administrator and returned at the end of the day, and parents are notified.

3rd offense: item confiscated and must be picked up by parent and up to 3 days suspension from program.

Any additional offenses will be at the discretion of the administrator in accordance with school board policy. Consequences may include up to ten days suspension from the program and possible recommendation of long-term suspension.