



**2022-2023**

**Alcorn School District**

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

**Program and Parent Handbook**

Welcome to our after-school educational programs. We are looking forward to a great year with you and your child at our 21<sup>st</sup> Century Community Learning Centers (CCLC) program. We hope that you will become fully involved in your child's education and recognize how our programs will benefit your child, you, and your entire family. The following information will help you to understand the operations of our sites, the responsibilities of our site staff and your role in helping provide a quality experience for your child. Should you have any concerns regarding the program at any time, please feel free to call.

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## **Mission Statement**

The Alcorn District 21<sup>st</sup> Century Community Learning Centers (CCLC) program is dedicated to enriching the educational, social and cultural opportunities of students and families in the communities served by the District.

## **Goal of the Program**

The 21<sup>st</sup> CCLC program is held at Alcorn Central Elementary/Middle and High, Biggersville Elementary/and High, and Kossuth Elementary schools, four days per week (Monday-Thursday) during October through early May.

The program hours are immediately after school 3:00 pm until the students are released for pickup at approximately 5:15 p.m. each day of operation. All program activities are funded by a 21<sup>st</sup> CCLC competitive grant funded by the MS Department of Education through the U.S.

Department of Education. Therefore, all program services are provided to your child free of charge. The goal of the 21<sup>st</sup> CCLC Program is to provide the students and parents of the Alcorn School District and the surrounding community with an organized, educational, and recreationally oriented after-school program for students in grades K-12. It is the intent of the program to ensure that the students are cared for in such a way it will be beneficial for both the parents and child.

## **Admission of Students**

Students will be admitted using the following considerations and procedures:

### **Afterschool Educational Program**

1. Student must reside within the Alcorn School District attendance area and/or have teacher and principal recommendation that meet grant requirements.
2. Students scoring level one or two on the FY22 state MAAP assessment, students who are academically at-risk as determined by reading and math screening, and students determined to need specific help according to teachers and administration will receive first invitations for admission to the program. All other available program admission slots are on a “first come – first serve” basis.
3. All required registration and admission paperwork is received by the program site. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.
4. Space availability.
5. Consideration of sibling participation.
6. Student’s ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations.

### **Summer Enrichment Program**

1. Student must reside within the School District attendance area and/or have teacher and principal recommendation that meet grant requirements.
2. Students academically at-risk as determined by report card grades, classroom performance, and teacher referral will receive priority consideration. All other available program admission slots are on a “first come – first serve” basis.
3. All required registration and admission paperwork is received by the program site. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.
4. Space availability.
5. Consideration of sibling participation.
6. Student’s ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations.

## **Hours and Days of Operation**

After-school program hours are 3:00 p.m. to 5:15 p.m. four days per week from October through early May. Students are escorted from their individual classrooms to the program by school staff. The program does not operate on school vacation days, on days of early release for inclement weather or days of school cancellation for any reason.

## **Enrollment Forms**

A complete set of enrollment forms must be on file before your child may stay for the 21<sup>st</sup> CCLC program. These forms include, but are not limited to, the registration form with parent signatures. No child will be allowed to stay for any reason unless the forms are signed and dated. It is the parents' responsibility to notify staff of any changes. These changes would include change of address, change of contact numbers, change in those persons authorized for pick-up, and changes in family arrangements.

## **Orientation**

Upon completion of required paperwork, a staff member will sit down with the parent and/or student to review paperwork, go through the Program Handbook, provide an overview of the program, if desired.

## **Attendance Policy**

If your child is enrolled in the 21<sup>st</sup> CCLC program, he/she is expected to attend each program day. If a child is absent, we will make every attempt to determine why the child is not present. It is for your child's safety and your peace of mind that we do this. **If your child is going to be absent, please call the school office and ask that the Lead Teacher/Site Coordinator be notified.**

\*\*\*In order for students to benefit from the 21<sup>st</sup> Century After School Program, regular and consistent attendance is required. Regular and consistent attendance is defined as attending, on average, three of the four scheduled days every week, unless ill or other unavoidable conflict. Once a child is enrolled, attendance will be monitored and inconsistent or sporadic attendance will be documented and could result in the student being dismissed from the program.

The program sites are able to serve a limited number of students. Usually there is a waiting list for students who qualify for the program. If a student is not going to attend regularly, that “spot” needs to be made available to the students on the waiting list.

Research done on 21<sup>st</sup> CCLC programs indicate that students who attend regularly experience much more academic and behavioral benefits than those whose attendance is irregular. Likewise, national 21<sup>st</sup> CCLC evaluation data collected on the Alcorn School District program, indicate that students who attend regularly, experience greater benefits, both academically, socially, and behaviorally. Program participants are expected to attend for a **minimum** of one and a half (1.5) hours each program day, unless there are unavoidable scheduling conflicts/emergencies **or** three out of four full days every week.

## **Scheduling**

Students who participate in the after-school program are provided with 30 to 45 minutes per day for homework assistance and/or tutoring. Enrichment classes will be offered weekly at each site. All tutoring sessions are conducted by certified teachers, or other program staff directly supervised by certified teachers. All Volunteers not regularly employed by a governmental agency or non-profit community organization are subject to background checks and screenings.

## **Dismissal/Release of Students**

1. Pick up may **ONLY** be made by authorized parties. Permission **MUST** be in writing and signed by the legal parent or guardian on the Registration Form that is completed on the first day of program attendance, or previously.
2. At pick up time, the parent, guardian, or authorized person **MUST** come into the school building to personally pick up the student, or the student will be accompanied to the vehicle by a program staff member.
3. If an emergency should arise and you should need to take your child from school before the close of day, we would appreciate if you would notify office staff that your child attends the after-school or summer program.
4. In the event of illness, or other absences, please notify the 21<sup>st</sup> CCLC program staff if at all possible.

5. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

The after-school program ends exactly at 5:15 pm and pickup should occur no later than 5:30 p.m. Please be on time! Parents should arrange for an authorized back-up person to pick up their child in the event of lateness. Chronically late pick-ups create hardships on the program staff and could result in our inability to continue serving your child. Parents are **strongly encouraged not to pick up their child before 4:30 pm as 5:15 is recommended.** This will allow sufficient time for full participation in the program. We have in place a more secure method of checking out your child. Each campus has a staff member dedicated to the check-out procedure. They will contact the classroom staff to notify your child to come to office while you wait. This procedure will provide a more secure tutoring environment.

### **Supervision Policy**

All children served in the 21<sup>st</sup> CCLC program will be supervised at all times by appropriate staff.

**After School Program:** Appropriate staff members will meet children in designated area at 3:00 p.m. to begin the daily schedule.

**Supervision:** Children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: children are within hearing distance of a staff member, the staff checks on the children at least every 5 minutes until they return and the restroom is for exclusive use of the program.

**Custody Agreements:** If there are custody issues involving your child, you must provide the center with court papers at the time of registration indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation. If custody changes, the parent is required to notify the center and provide a copy of the changes.

**Child Abuse Reporting:** All staff members are trained and mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

### **Fieldtrips/Transportation of Children:**

The center will **not** transport a child in emergency situations. If a child requires transportation, the parent or the emergency room will be contacted.

Parents will receive written notification and will be required to sign authorization forms prior to any field trips requiring transportation or to an additional walking destination.

Trained staff members will be assigned a group of children to supervise. Before departing the center, each staff member will take a count of all the children in their group on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, the staff member will take another count to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of fieldtrip, each staff member will have specific children that they are responsible for supervising. Before any child participates in a fieldtrip, the center will obtain written permission from the parents. Phone calls and handwritten notes are not acceptable.

### **Guidance Policy**

The goal of the child guidance and management policy at each site is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others; to prevent infringement on the rights of others; and to prevent damage to property. To



provide a safe and secure environment for everyone, the following rules have been developed which will be in effect at all times. Students will be expected to:

- Follow the directions of staff the first time they are given.
- Show respect and speak kindly to others. (no swearing, put-downs, name-calling, threats, etc.)
- Keep hands and feet to yourself. (no hitting, kicking, pinching, etc.)
- Ask permission to leave an area.
- Use equipment and materials properly, carefully, and with respect.
- Clean up after themselves.
- Refrain from chewing gum.

These guidelines are also required of all staff members at each site.

Children will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior. Students must understand that undesirable behavior cannot, and will not, be tolerated. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations. If at any time, the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff, himself/herself, or the program, a parent conference may be scheduled. If the behavior continues, the child may be dismissed from the program.

## **Snacks**

A nutritional snack will be provided each day. Please include any food allergies on your child's enrollment form. Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service.

## **Accidents/Emergencies:**

Each school has devised several procedures to follow in the event that an emergency would occur while a child is in the care of 21<sup>st</sup> CCLC staff. In the event of a fire or tornado, staff will follow the written instructions posted in the school. The instructions describe emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the school does conduct periodic fire drills and tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, children will be evacuated to designated emergency locations. A sign will be posted in the front door of the school indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible; contact and follow the directions given by the proper authorities; and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available center health records. Staff will not transport children in staff owned vehicles. Only parents or EMS will transport.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency vehicle; or an unusual or unexpected event occurs which jeopardizes the safety of the child. All District policies and procedures regarding injury shall be followed, with appropriate reporting.

### **Management of Illness:**

The 21st CCLC sites provide children with a clean and healthy environment with spacing between students followed and masks required during the pandemic. A child with any of the following symptoms will be isolated and parent or emergency contact notified:

- Temperature of 100+ degrees F – in combination with other signs of illness
- Persistent Diarrhea
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness on the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Stiff neck with an elevated temperature
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

**Medications:** The center will administer medications to a child only with written parental request. Medications will be stored in a designated area inaccessible to the children. Medications may NOT be stored in a child's backpack. The only exception to this requirement is for children who require the immediate use of an inhaler for a medical condition. Parents must sign a release

stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler in his/her backpack and the backpack must be kept in the office.

**Prescription medications** must be in their original container and administered in accordance with instructions on the label. Over-the-counter medications must also be administered in accordance with label instructions. If parents request any different dosages or uses, a physician must provide written instructions. Over-the-counter medications will not be administered for more than three consecutive days without instructions from a physician.

## **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. If the situation requires, we will adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, and boots in the winter time.

## **Parent Participation**

Parents are encouraged to participate whenever possible in the activities at the center. Parents have access to areas of the building used for activities during hours of operation. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Scheduled appointments allow the staff to focus on you and your child. If you have any concerns or questions at any time, please feel free to bring them to the appropriate staff member when they occur. Often problems can be addressed

when they are little, before they grow into bigger issues. We want the relationship between you and the center to be positive. Parents are also encouraged to:

- Participate in all appropriate activities & programs that support the education of their child.
- Become involved with the Parent Advisory Committee and help make program decisions.
- Make contact with other parents to encourage participation.
- Attend site-sponsored parent trainings and workshops.
- Help plan and participate in healthy activities as appropriate.

**Parent Conferences:** Parent conferences are scheduled by your child's regular classroom teachers. 21<sup>st</sup> CCLC staff provide input to your child's classroom teacher on a continuous basis regarding academic and behavioral performance measures. All parents/guardians are encouraged to take advantage of meeting with the academic staff of the 21<sup>st</sup> CCLC center often.

### **Additional Policies:**

**Dangerous Weapons – Zero Tolerance:** Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school or the center. Offenders will be subject to disciplinary action and dismissal. Under no circumstances are concealed weapons permitted at any center.

**Zero Tolerance:** The School District has a Zero-Tolerance policy for incidents involving threats, weapons, harassment, and drugs, etc. Students will be disciplined according to the District Serious Misconduct Code, which could include suspension and expulsion from school and dismissal from the 21<sup>st</sup> CCLC program.

You may refer to the Student Handbook that was provided to you on the first day of the current school year for additional behavior consequences, dress code, and other pertinent procedures and regulations. If you do not have a copy of the District Student Handbook, please contact 662-286-3202 or 662-286-5991 and an additional copy will be provided to you at no cost.

**Smoking and Tobacco Use:** All school buildings and school grounds within the Alcorn School District are designated as smoke-free environments. All employees, students, parents, and visitors are required by Mississippi law to refrain from smoking and/or using tobacco products anywhere on district and school property.

**Sexual Harassment:** Sexual harassment is a form of misconduct that undermines the integrity of our programming. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and should promptly process a complaint with the site director.

**Telephones:** The telephone in the center office is used for business purposes and is available to students for **EMERGENCIES ONLY**. Students are not called to the phone for messages or personal calls during program periods; however, messages can be given to students by staff members. Staff members will return calls to parents at their earliest opportunity. Please refer to Alcorn School District Student Handbook for regulations regarding cell phone use by students.

**Safe School:** Help keep our schools and learning centers safe! When you spot any activity that could hurt students or our center, please call 662-286-3202 or 662-286-5591 M-F 7:00 a.m. to 4:00 p.m to report the activity/situation. If you wish, you do not have to identify yourself when you call.

**Title IX – Discrimination:** In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW,

Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**Personal Property:** Personal property, such as balls, toys, games, etc., should be left at home. We cannot assume responsibility for such items. Children should not wear expensive watches or jewelry items. All electronic devices, including but not limited to pagers, laser pointers, CD players, cell phones, etc., are prohibited. Please refer to the Alcorn School District Student Handbook for details regarding personal property regulations and requirements.

**Homework/Internet Use:** Students will be assisted with homework as time allows. Unless special programming is taking place, students will have time to work on homework each day. Homework may or may not be completed when the student leaves the center. It is the responsibility of the parent to check homework and assist with completion.

Students will have access to the Internet at the 21<sup>st</sup> CCLC. Each student of the Alcorn School District reads and signs an Acceptable Use Policy statement regarding Internet use. Inappropriate usage of the Internet will result in loss of privileges.

**Confidential Information:** All information about children and their families including all records will be handled as confidential information. Access to child and family records will be restricted to appropriate administrative and instructional personnel. A parent/guardian may request to view their child's records at any time. All volunteers will abide by the confidentiality policy. Breach of confidentiality by an employee may result in immediate dismissal.

**Playground Safety Rules:** The school playground will be used for recreational and physical activities and games. The same behavior rules and regulations to which students must adhere during regular school hours will be observed during the time the child is enrolled in the 21<sup>st</sup> CCLC learning program.

**Publicity and Program Information:** The Alcorn School District has a website with links for parents: [www.alcornschools.org](http://www.alcornschools.org). Additionally, each school within the district has a link with school news and events posted regularly.

## **Responsibilities**

### **Student responsibilities include:**

1. taking care of equipment
2. cleaning up after activities
3. sharing equipment with each other
4. keeping hands and feet to themselves
5. using appropriate language
6. treating staff with respect
7. finish what they start
8. being responsible for all personal belongings
9. leaving all toy weapons and personal toys at home

### **Parent responsibilities include:**

1. being on time to pick children up
2. treating staff with respect
3. bringing concerns to staff
4. keeping up with policy changes
5. notifying staff of changes in enrollment information
6. informing staff of contagious illness
7. keeping child's records up to date
8. cooperating with staff on discipline matters
9. completing program surveys and questionnaires

### **Staff responsibilities include:**

1. treating children and parents with respect due them
2. motivating the children
3. providing a safe, comfortable, and enriching environment
4. introducing students to new and innovative hands-on activities not available during the regular school day