

21st Century Community Learning Centers Parent and Student Handbook

2023-2024



**NITA M. LOWEY 21ST CENTURY
COMMUNITY LEARNING CENTERS**

F L O R I D A



Welcome to the 21st Century Community
Learning Enrichment After-School Program (L.E.A.P.)!

We are looking forward to having you and your student(s) participate in our program this year! If you have any questions or concerns, please contact

Jordan Lipman

850-347-7046

Jlipman@jeffersonschools.net

The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) program is authorized under Title IV, Part B of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 and reauthorized by the Every Student Succeeds Act (ESSA) of 2015. The program provides federal funding for the establishment of community learning centers that provide academic, artistic, and cultural enrichment opportunities for children, particularly students who attend high-poverty and low-performing schools, to meet state and local standards in core academic subjects such as reading, math and science. This program is also intended to offer students a broad array of activities and to include families and the community in the educational process.

21st CCLC is a grant funded program. Due to the nature of the grant and funding source, the project time is limited. When the funding for the project ends, the program will be eliminated.

JCS (Jefferson County Schools) Mission Statement:

The Jefferson County Schools (JCS) mission is to help students succeed to the optimal level academically, socially, and emotionally in a technological and secure learning environment. The diverse needs of our students from all cultural and socioeconomic levels will be met through the cooperative efforts of a caring, unified staff in partnership with parents, community, and business leaders.

21st CCLC Goals:

- Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet state and local student academic achievement standards in core academic subjects, such as reading and mathematics.
- Offer students a broad array of additional services, programs, and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, and recreation programs, technology education programs and character education programs, that are designed to reinforce and complement the regular academic program of participating students.
- Offer families of students served by community learning centers opportunities for literacy and related educational development.



Overview of the Program

Schedule

Each student will receive 1 hour of academic tutoring, and enrichment daily. During this time, each student will be offered a snack or meal.

Communication

We will be offering “Remind” to stay in contact with all parents. This is a communications app that will allow us to send announcements to all parents or legal guardians. One (1) parent or legal guardian will be able to sign up per enrolled student.

21st CCLC Operations

The 21st CCLC program operates five days a week during the academic school year and four days a week during the summer. All programs follow the JCS calendar and guidance for all holidays and school cancellation for inclement weather. Programs do operate on scheduled early release days. Every program has a web page, that can be accessed through their district’s website, in which specific Integrated Services Coordinator, program information, and registrations forms can be found.

21st Century is currently at Jefferson County K12 School:

Time: 2:35 PM – 6:00 PM

Integrated Services Coordinator: Jordan Lipman

Email: Jlipman@jeffersonschools.net

Phone Number: 850-347-7046

Admission of Students

Students will be admitted using the following considerations and procedures:

1. Student must be enrolled in the school/site where the 21st CCLC program operates.
2. Registration paperwork (Registration Packet and Student Behavior Contract) must be turned in and approved by the Integrated Services Coordinator. Any change to this information must be communicated to the Integrated Services Coordinator immediately so that current information is on file. The parent or legal guardian will receive written approval when the student may start participation in the program.



3. A student is expected to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations. Students also must adhere to the school behavior policy.
4. Staffing is available to provide adequate educational settings per the guidelines of the 21st Century Grant.
5. Grades and FAST test scores, selecting the least academically proficient students first.

Registration Forms

A complete set of enrollment forms must be on file before a student can attend the 21st CCLC program. These forms include the registration form and the signature page of the overview of the program expectations.

**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 a change of address, change of contact numbers, change in people authorized for pick-up, emergency contact information, and family arrangements.*

Attendance Policy

Attendance for the 21st CCLC program is mandatory. Students enrolled in the program must attend and stay the entire length. Attendance is monitored and inconsistency in attendance, being picked up **early** or **past 6:00PM**, may result in a student being dismissed from the program. If a student is absent, the Integrated Services Coordinator will make every attempt to determine why that student is not present and determine if absence is “excused” or “unexcused”.

The program sites 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” will be made available to students on the waiting list.

Sign In/Out

All students upon arrival at the program must be signed in by a 21st CCLC staff member with a time and staff initial. Tracking attendance is a vital part of the 21st CCLC program and must be done daily. When authorized parents/guardians come at the end of the program to pick up their student(s), they will be signed out by a 21st CCLC staff member. Students who are walkers or ride their bike home, will be checked out by a 21st CCLC staff member, with a time, and an assigned staff member will accompany the student(s) as they exit safely from the school's premises. *(It must be noted in the registration form that a student will be a walker or bike rider).* Staff will not release students to anyone, including parents, who appears to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

If an emergency should arise and you need to pick up your child from the program before 2:35 or After 6:00 please notify the Integrated Services Coordinator about your situation.



Snacks/Meals

A nutritional snack or meal 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.

Parent Participation

Parents are required to attend a minimum of 2 events during the program year. Parents are also encouraged to participate whenever possible in the activities at the school site. If you have any concerns or questions at any time, please contact the Integrated Services Coordinator. Parents are also encouraged to:

- Participate in appropriate activities & programs that support the education of their student.
- Attending monthly site-sponsored parent workshops/Family Literacy Meetings.
- Help plan and participate in healthy activities as appropriate.

Behavior Policy

Appropriate behavior is required during the 21st CLCC program. If the staff determines 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 will be scheduled. If the behavior continues, the child may be dismissed from the program. Depending on the severity of the situation, the following procedure will be followed:

The first offense, the student will receive a written warning depending on the severity of the issue. The second offense, the student will receive a 3-day suspension from the program and parent, or legal guardian will be contacted. After the third offense, the student will be dismissed from the program.

Before being dismissed from the program, the parent will receive communication via phone call or written notice.

Family Literacy Nights

Each month we operate, we will offer a Family Literacy Night. Family Literacy Nights are nights that will offer resources and recommendations to enhance your child's learning. Please sign up for the "Remind" to gain information on these events.

Adult Family Member Services

At least once a month, we will host a 1–2-hour educational event that will focus on adults. These events will help adult family members learn skills that will enhance their ability to help their children in their education. Please sign up for the "Remind" to gain information on these events.

Safety and Security



Safety Policies and Procedures

Students are to report to the cafeteria no later than 2:40. They will check in with a staff member on site. Students are to stay with a staff member until they are dismissed. Students will be picked up at the front of the school. The Integrated Services Coordinator will confer with the on-site school resource officer (SRO) once all students have been picked up from the school.

Accidents/Emergencies

Staff must report incidents to all appropriate individuals immediately. If the injury/illness/emergency 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/emergency 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/emergency, if any of the following occur: the child has an illness, accident, emergency or injury which requires first aid or intervention; the child receives a bump or blow to the head; the child threatens self-harm; the child has to be transported by emergency squad; or an unusual or unexpected event occurs that jeopardizes the safety of the child. All District policies and procedures regarding injury shall be followed, with appropriate reporting. The school's crisis plan includes the names of those individuals within the school designated to receive reports of students suspected of contemplating suicide.

Suicide Intervention Procedures & Prevention and Preparedness

The highest priority of the School Board and its employees is student safety. When any student is deemed to be at risk for suicide during the afterschool program, the first priority is minimizing or eliminating the risk by engaging appropriate members of the student's family as well as trained mental health, medical, and/or law enforcement professionals, as the case requires. The following steps are designed to assist school administrators and qualified school personnel in responding to suicide threats and attempts by students.

Parents/Guardians (herein "parents"), students, and school personnel have shared responsibility for being aware of suicide warning signs and bringing information regarding a student that may be contemplating suicide to the attention of school administrators and/or designated school personnel.