



# ACHIEVE 21 PARENT HANDBOOK

**Wilton Mitchell, Jr.**

Achieve 21 Program Director

**Cynthia Mosley**

CONNECT 21 Site Coordinator

**Jamie Johnson**

LINK 21 Site Coordinator

**Tia Buster**

PUSH 21 Site Coordinator

**Patricia Scales**

Achieve 21 Administrative Assistant/Bookkeeper

**Geovonti Williams**

Cohorts 15 & 16 Bookkeeper

# Table of Contents

Table of Contents.....	2
Program Organization.....	4
Grant Purpose.....	4
Program Overview.....	5
PUSH 21 Program.....	5
LINK 21 Program.....	5
21stCCLC Program Goals and Objectives.....	6
Child Abuse and Neglect Reporting.....	8
CONFIDENTIALITY:.....	10
Criminal Background Checks.....	10
Student Attendance.....	10
Notification of Absences.....	11
Recording Attendance.....	11
Excessive Absences.....	11
Transportation.....	12
Bus Transportation Procedures.....	13
Check Out Procedures.....	13
To Whom Students are Released.....	14
Parent Pick Up Procedures.....	14
Late Student Pick Up.....	14
Internet Policies.....	14
Emergency Safety Procedures.....	19
Security.....	20
Hallway Movement.....	20
Duties.....	20
Supplement not Supplant.....	21
Schedules.....	21
Homework/Tutoring Practices.....	21
Student Dismissal.....	22
After School/ School Day Alignment.....	22

Health and Wellness Activities.....	23
School Nutrition Program.....	23
Behavior Expectations.....	23
Discipline.....	24
21stCCLC Communication Plan.....	25
Process of Employment.....	25
Professional Learning.....	25
Summer Schedule .....	26
The Lion King Jr. Schedule .....	27
Parent Acknowledgement .....	29

**Welcome** to the ACHIEVE 21 Academic Enrichment Programs which include: PUSH 21, LINK 21, and CONNECT 21. Thank you for allowing your child(ren) to be a part of this After School/Summer Program. We are delighted to serve you and this community.

Our programs will provide an afternoon snack, homework help, academic tutoring, and enrichment to all enrolled students. Providing a high quality after school & summer program with goals and objectives will allow us to continually reflect and make improvements in the education of our students.

If you have any questions or concerns, please call 336-792-7706 or email [info@achievearts.org](mailto:info@achievearts.org).

## **Program Organization**

### **Achieve 21 Program Director**

Wilton Mitchell

### **PUSH 21**

Tia Buster (Site Coordinator)- [sitecoordinator3@achievearts.org](mailto:sitecoordinator3@achievearts.org)

Patricia Scales (Admin Assistant & Bookkeeper)- [admin@achievearts.org](mailto:admin@achievearts.org)

### **LINK 21 Site Coordinator & Admin Assistant**

Jamie Johnson (Site Coordinator)- [sitecoordinator2@achievearts.org](mailto:sitecoordinator2@achievearts.org)

Kindra Ritzie (Admin Assistant)- [admin2@achievearts.org](mailto:admin2@achievearts.org)

Geo Williams (Bookkeeper)- [bookkeeper@achievearts.org](mailto:bookkeeper@achievearts.org)

### **CONNECT 21 Site Coordinator & Admin Assistant**

Cynthia Mosley (Site Coordinator)- [sitecoordinator@achievearts.org](mailto:sitecoordinator@achievearts.org)

Patricia Ellison (Admin Assistant)- [admin3@achievearts.org](mailto:admin3@achievearts.org)

Geo Williams (Bookkeeper)- [bookkeeper@achievearts.org](mailto:bookkeeper@achievearts.org)

### **Tutors/Facilitators**

All tutors are certified teachers. They must be knowledgeable of the program goals and objectives while instructing students on grade specific skills.

### **Assistant Tutors/Assistant Facilitators**

All Assistant tutors are teacher's assistants. They are to assist the tutor inside and outside the classroom, and during enrichment activities.

## **Grant Purpose**

The purpose of this program is to provide **academic remediation and acceleration** to students in a safe, caring, and fun environment. By using the 21<sup>st</sup> Century Community Learning Center Model, we will:

- ❖ Provide academic enrichment activities that can help students meet state and local achievement standards
- ❖ Provide a broad array of additional services designed to reinforce and compliment the regular academic program with activities such as (but not limited to) art, music and recreation programs, technology education programs, character education programs, and drug/alcohol and violence/bullying prevention.
- ❖ Provide literacy and related educational development services to the families who are served in the program.

Children will have tutoring in a small classroom environment (10 students to 1 teacher). Students will have an opportunity to receive hands-on and computer-based instruction guided by a certified teacher, with the school day staff. Students will also have an opportunity to complete homework that has been assigned from the regular school day, and then be divided into groups to participate in additional complimentary services.

*Nothing written in this handbook replaces laws, rules, or policies already established by the Winston-Salem/Forsyth County Schools, the North Carolina Department of Education, the United States Department of Education, or any other state or federal laws.*

## **Program Overview**

### **PUSH 21 After School Program**

Parkland High School

1600 Brewer Road, Winston-Salem, 27127

75 Students

### **PUSH 21 Summer Camp Program**

Central Triad Church

2935 Cole Road, Winston-Salem, NC 27107

75 Students

### **LINK21 After School and Summer Program**

Flat Rock Middle School

4648 Ebert Road

Winston-Salem, NC 27127

### **CONNECT21 After School & Summer Program**

100 W Hemstead Street, Lexington, NC 27292

75 Students

**Purpose-** To provide students with academic support and various enrichment opportunities to support the regular school day and summer enrichment

**Families of Participating Students-** Offer an array of services via our partnerships

**Days of Operation-**

**After School Schedule:**

PUSH: Monday through Thursday 8AM-9AM; 4PM-6PM

LINK: Monday through Thursday 2PM-5PM

CONNECT: Monday through Thursday 3:30PM-6:30PM

**Summer Schedule:**

PUSH & CONNECT: Monday through Thursday 11AM-4PM

LINK: Monday through Thursday 10AM-3PM

**Transportation-** Parent Transportation & Bus Transportation with Designated Stops Only

**Snacks-** Grant Funded; Summer Food Service Program (NC Summer Nutrition)

## **21stCCLC Program Goals and Objectives**

Achieve Arts Academy, Inc. and the PUSH 21 program will have six goals with the overall purpose being to increased student enrichment and achievement by aligning programming with stakeholder needs:

- 1) To expand learning opportunities and provide academic enrichment and remediation to help students meet NC College & Career Ready Standards in reading, mathematics, science, engineering, arts, technology (STEAM) in an extended school day setting and summer instructional program.
- 2) To increase student attendance for the regular school day by adopting the evidence-based strategies
- 3) To provide programming and services that address the low graduation rates
- 4) To expose students to enrichment programming that promotes school connectedness and reduces dropout rates
- 5) To reinforce positive student behavior throughout the regular school day to reduce student suspensions
- 6) To increase family involvement through family literacy and educational enhancement

## **Measures of Engagement**

### Authentic Engagement

- The student sees the activity as personally meaningful. It involves a product, performance, or demonstration in which they care, or it provides information they need.
- The student's level of interest is high enough they continue despite having difficulty
- The student finds the task challenging enough that they believe they will accomplish the task by doing it.
- The student's emphasis is on mastery and being correct.

### Ritual Compliance

- The official reason for the work is not the reason the student does the work (student goals are substituted for the goals of the work)
- The substituted goals are instrumental (grades, class rank, college acceptance, and parent approval)
- The focus is on what it takes to get the desired personal outcome rather than on the nature of the task itself (extrinsic rewards)
- Regardless of the degree of interest and challenge, the student will abandon the task if the external goal is not met.

### Passive Compliance

- The work has no meaning to the student, and there is no connection to what they hold important.
- There are no substitute goals for the student
- The student seeks to avoid.
- Minimums are attained and what must be done to get this over.

### Retreatism

- The student is thinking about other things.
- Emotionally withdrawn
- Rejection of both official goals and official means of achieving goals
- The feeling of being unable to do what is being asked or unsure of what they are to do
- The student sees there is little that is relevant in academic work

### Rebellion

- Disengaged from classroom activities and goals
- Engaged in another agenda
- Student created means and agenda
- Rebellion seen as acting out, inattention, and daydreaming

## **Indicators of Student Engagement**

1. Students pursue the work on their own.
2. The students do more than what the assignment requires.
3. Minimal incidents of misbehavior
4. Students do not want to be interrupted.
5. Upon entering the classroom, students begin work with little to no direction.
6. Students are surprised when the work period comes to an end, since they were busy (time flies when your having fun).
7. Minimal incidents of tardies
8. Parents report students talk about their assignments at home.
9. Students use time in school to continue working on assignment.
10. Desire to have others affirm their work
11. Voluntarily discuss with others about their work.
12. Sense of ownership and commitment to their work

## **Child Abuse and Neglect Reporting**

All staff members having a reason to believe that children within their care under 18 years of age, have had physical injuries inflicted upon them, other than by accidental means, by a parent or caretaker, or have been sexually assaulted, emotionally maltreated, or neglected are required to make an oral and written report to the Program Director. Program Director is required to make an oral written report to a child welfare agency providing protective services where the children live (Forsyth County Child Protective Services). Persons making such reports in good faith are entitled to immunity thereof.



## **CONFIDENTIALITY:**

All reports of suspected fraud, waste, or abuse must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

### **Criminal Background Checks**

Criminal background checks are used to identify prior criminal convictions, confirm applicants qualifications, and credentials. **ALL** 21stCCLC personnel will be required to have annual criminal background checks. Should there be findings on the criminal background check and/or fingerprinting, the final decision for hiring for the 21stCCLC lies with the Program Director. **NO EXCEPTIONS.**

### **Student Attendance**

It is important that we know who attends the After School Program each day. Aside from the requirement of keeping and reporting attendance, we need to know who is present since we are responsible for the students who attend the program. Students will be required to sign in before they eat snack.

If students are capable of recognizing their own names and time allows, students should sign themselves in. Accurate attendance records are crucial part of the data we must track. You should know how many students you have at all times. Make sure to take a head count before and after each transition period.

Regular attendance is expected of ALL students and is necessary in being a successful after school program.

Excused Absences include:

- Illness/Accident
- Illness of Immediate family member
- Death in family
- Religious holidays of student's faith
- Required court appearance
- Special Events
- Medical/Dental appointments

### **Notification of Absences**

Parents are encouraged to call or send in a note each day the student is to be absent. If no contact has been, a phone call will be made to check on the child. If no contact is able to be made in either case, the parent is to send in a note explaining the student's absence.

### **Recording Attendance**

Attendance is to be recorded when students first enter the program each day.

### **Excessive Absences**

Excessive absences in the after-school program is four (4) consecutive days (excused or unexcused).

1. At 2 consecutive absences, parents will receive a letter indicating absences. The Site Coordinator will then decide if further action is needed once parent responds. If no parent response, student is withdrawn from the program.
2. At 8 days, parents will receive a letter indicating absences. Parents MUST submit in writing the reason for the absence. This written document MUST be a medical reason, signed by a licensed physician. If no such documentation is presented, the student will be withdrawn from the program. The student may be re-admitted to the program after meeting with the On-Site Coordinator and/or Program Director.

## **Transportation**

Our programs provide transportation from the after school, and to/from summer sites to eligible students living within the county. The mode of transportation should be specified on the student's application form.

Students of parents/guardians requesting transportation will be assigned a designated bus stop by the administrative staff, according to the provided home address, unless another address for drop off has been requested by the parent. Parents will receive general drop off times the first few days of the program until a routine drop off time is established.

Our programs use Activity Buses for transportation. Activity Buses are not permitted to drop students off directly at their homes or normal bus stops assigned to yellow school buses.

Yellow buses have the stop sign feature which allows them to stop traffic for students to cross the street safely. Activity buses do not have this feature; therefore, all stops must be designated in parking lots where the Activity Buses can pull in and park to safely allow students to load the bus.

The program will work hard to establish bus stops in your zip code, but there is no guarantee that your stop will be as close to your home as you would desire.

## **Bus Transportation Procedures**

Riding a bus is a privilege that is granted to those identified students who qualify for transportation from the after-school program to home. Because there are limited bus routes being provided, all students may not have access to bus services. The afterschool staff will make every effort to ensure that students most in need of afterschool programming will receive transportation home.

**For elementary school students: a parent, guardian or responsible person MUST be home or at the designated drop off site to receive their child at drop-off. If a child does not have a parent, guardian, or responsible person to receive the child, the bus driver will call the site for assistance in locating the parent. If the bus driver is instructed to return the child to site because a parent/guardian cannot be located, future bus privileges may be denied.**

### **Discipline Procedure for Bus Referrals:**

**First Offense:** Warning. (The Site Manager shall take proper disciplinary action based on the nature or severity of the offense.)

**Second Offense:** Bus privileges for the after-school program are suspended for one week.

**Third Offense:** Bus privileges for the after-school program are suspended for the remainder of year, but transportation home must be provided by the parent/guardian.

### **Check Out Procedures**

If a parent/guardian needs to sign a student out early, s/he should report to the Program Director to sign the student out.

## **To Whom Students are Released**

If someone other than those who normally come to pick a student up, the parent/guardian must visit or write the site to notify the office staff of the change. No student will be allowed to change his/her going home procedure unless the parent/guardian notifies the school in advance in writing or in person.

## **Parent Pick Up Procedures**

If a student is not riding a bus home, parents are requested to be prompt in picking students up. **A parent or guardian must inform the school by note or in person when there is a change in how the student is to leave the afterschool program.** All students must be picked up NO LATER THAN 6:30PM. If a parent/guardian has more than three instances of picking up a student later than the listed time, the Program Director may discharge the student from the afterschool program.

## **Summer Pick Up Locations:**

### **PUSH 21 After School Program**

Parkland High School

1600 Brewer Road, Winston-Salem, 27127

75 Students

### **PUSH 21 Summer Camp Program**

Central Triad Church

2935 Cole Road, Winston-Salem, NC 27107

75 Students

### **LINK21 After School and Summer Program**

Flat Rock Middle School

4648 Ebert Road

Winston-Salem, NC 27127

### **CONNECT21 After School & Summer Program**

100 W Hemstead Street, Lexington, NC 27292

75 Students

## **Late Student Pick Up**

Students who are routinely picked up late as a car rider, or the designated pick up person at the bus stop is not there, will result in losing their slot in the after school program.

## **Internet Policies**

Appropriate Internet and Computer Usage

Section 1703(b)(1) of the Children's Internet Protection Act of 2000 that monitors and blocks or filters online activities of users (minors and adults) and provides protection of users against access to visual depictions that, in accordance with the provisions of the Children's Internet Protection Act of 2000 and any implementing regulations are defined or characterized as follows:

(a) obscene;

(b) child pornography;

(c) with respect to use of computers by minors, harmful to minors (i.e., any picture, image, graphic image file, or other visual depiction that (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**These are our Internet Usage Objectives:**

(a) To provide for the monitoring of online activities of users (adult and minor) to prevent, to the extent practicable, access by minors to inappropriate material on the Internet and the World-Wide Web;

(b) To promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

(c) To prevent to the extent practicable, unauthorized access, including so-called "hacking" and other unlawful activities by minors online;

(d) To prevent, to the extent practicable, unauthorized disclosure, use, dissemination of personal information regarding minors; and

(e) To restrict, to the extent practicable, minors access to materials "harmful to minors" as the term is defined in the relevant provisions of the Children's Internet Protection Act of 2000.

In order for a student to gain access to the Internet through the Evans County School System, the student and the student's parent/guardian must sign a Student Internet Access Agreement. Likewise, in order for a staff member to gain access to the Internet and utilize electronic mail, the staff member must sign an Employee Internet Access Agreement.

PUSH 21/LINK 21 and Achieve Arts Academy, Inc. make no warranties of any kind, either express or implied, for the computing resources it provides. PUSH 21, Achieve 21 nor Achieve Arts Academy, Inc. will not be responsible for any damages suffered while using the services, including but not limited to, loss of data, delays, non-deliveries, mis-deliveries, service interruptions or exposure to offensive or threatening material. Computer users are encouraged to maintain back-up files of all information that is not easily replaced.

Student and Employee Internet Appropriate Use Regulations

The Program will enforce the following administrative procedures. Although some

specific examples of prohibited uses by students and employees are stated, they are intended as illustrations only, and do not purport to be all inclusive of inappropriate behaviors. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary and/or appropriate legal action.

## TERMS AND CONDITIONS

### I. ACCEPTABLE USE

Access to the Internet is provided for educational purposes and research consistent with the school system's educational mission and goals.

Parents shall be required to sign the Internet Access Agreement form allowing their students to access the Internet. All students shall also be required to sign said form affirming that they have read and understand the administrative procedures on "Student Internet and Appropriate Use" and understand the consequences for the violation of said administrative procedure. Employees shall be required to sign the Employee Internet Access Agreement to obtain access to the Internet and Electronic Mail.

### II. PRIVILEGES

The use of the school system's Internet and electronic mail is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges. The Superintendent or designee(s) shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

### III. UNACCEPTABLE USE

The user is responsible for all of his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

#### A. Accessing materials or communications that are:

Damaging to another's reputation,

Abusive,

Obscene,

Sexually oriented (includes, but is not limited to, child pornography)

Threatening,

Contrary to the school's policy on harassment,

Harassing,

Illegal;

In any way harmful to minors in accordance with the federal Children's

Internet Protection Act.

#### B. Sending or posting materials or communications that are:

Damaging to another's reputation,

Abusive,

Obscene,

Sexually oriented (includes, but is not limited to, child pornography),

Threatening,  
Contrary to the school's policy on harassment

Harassing, Illegal; In any way harmful to minors in accordance with the Federal Children's Internet Protection Act.

C. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations;

D. Copying or downloading copyrighted material on any system connected to the School System's hardware/software/network without the owner's permission. Only the owner(s) or individuals specifically authorized by the owners(s) may copy or download copyrighted material to the system;

E. Copying or downloading copyrighted material for the student's own use without the owner's permission. Students may redistribute copyrighted programs only with the owner's permission. Such permission must be specified in the document or must be obtained directly from the owner in accordance with applicable copyright laws, Board policy and administrative procedures;

F. Using the network for private financial or commercial gain or political lobbying is prohibited;

G. Wastefully using resources, including print resources;

H. Utilizing or creating any software or viruses having the purpose of damaging the school system's networks or other user's system.

I. Gaining unauthorized access to resources or entities, i.e. "hacking"

J. Invading the privacy of individuals;

K. Using another user's account or password;

L. Posting material authorized or created by another without his/her consent;

M. Posting anonymous messages;

N. Using the network for commercial or private advertising;

O. Forging of electronic mail messages;

P. Creation and sending of harassing electronic mail messages;

Q. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;

R. Using the network while access privileges are suspended or revoked; and

S. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

#### IV. VANDALISM

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, data of another student, the Internet network, or agency. This includes but is not limited to the uploading or creation of computer viruses. No software of any kind may be brought from home for use in any school computer.

#### V. NETWORK ETIQUETTE

The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- A: Be polite. Do not become abusive in messages to others,
- B: Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language,
- C: Do not reveal the personal addresses or telephone numbers of students; Personal signatures on e-mail messages must use school addresses only,
- D: Recognize that electronic mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities,
- E: Do not use the networks in any way that would disrupt its use by other users,
- F: Consider all communications and information accessible via the network to be private property,
- G: Do not indicate or suggest racism, sexism, or pornography,
- H. Do not conduct unethical or illegal activities of any kind,
- I. Do not conduct commercial, for-profit activities,
- J. Do not transmit any copyrighted, obscene, or threatening material,
- K. Do not make solicitations of any kind or purchases of any kind,
- L. Notify parent(s)/guardian(s) AND building administrator immediately if any individual is trying to contact any user for illicit or suspicious activities,
- M. Do not give out personal information such as phone numbers, driver's license or social security numbers, credit card or checking account information.

#### VI. PENALTIES FOR MISUSE:

Failure to abide by this policy may result in the suspension and/or revocation of access privileges. Additionally, student violations may result in discipline up to and including suspension or expulsion. Students could be expelled from school for engaging in conduct on the Internet or school networks that contains elements of criminal mischief as defined by state and federal law. Any unauthorized access or breach of state or federal law is subject to criminal prosecution. Staff violations may also result in discipline up to and including



dismissal

## Emergency Safety Procedures

### **Fire Drill**

1. When drill alarm sounds, line up quietly and orderly.
2. Follow facilitators and Walk down the hallway quietly.
3. While outside in line, stay orderly in a single file line until the alarm sounds to come back inside.
4. Students should not talk until the fire drill is over.
5. Student must remain 6 feet apart at all times (During COVID-19)

### **Tornado/Severe Weather Drill**

1. When the drill sounds, walk quietly outside the doorway and get into the position your teacher has shown you.
2. Talking is not allowed until the drill is over.

### **Lockdown Procedures (SEE APPENDIX I)**

#### Level 1

1. Lock exterior doors.
2. Monitor movement of students
3. Students and staff remain in the building.
4. Movement is limited.
5. Keep window blinds or curtains open.

(Threat is exterior to school-criminal activity in the area.)

#### Level 2

1. Close and lock exterior doors and classroom doors.
2. Close window blinds and/or curtains.
3. Conduct student accountability procedures.
4. Staff and students do not leave the classrooms.
5. Teachers continue classroom instruction or normal activities within the classroom.
6. Do not contact the office unless you have pertinent information or an emergency.
7. Announce for ALL visitors in the building to return to the office.

(Threat is inside the school but not physically threatening.)

#### Level 3

1. Close and lock classroom doors immediately.
2. All people must move out of sight in the locked rooms (next to interior walls, under desks.)
3. Turn off the lights.
4. Close window blinds and/or curtains.
5. Remain silent.
6. School officials get into lockdown positions, also.

(Threat is inside the school and considered dangerous.)

**Lockdown Drill Procedures:**

Students are to remain in the classrooms during a lockdown. Once the code word has been given, the staff locks the students in the classroom. Students are required to remain in their seats without walking around the classroom. Students and faculty are to continue with their lesson while being under a lockdown. Faculty must take attendance to have a current student count at the time of the lockdown. Students are to remain quiet. Once the lockdown has ended, staff may unlock the door to their classroom, and normal movement/activity may return.

**Security**

All valuable items whether personal property or property of PUSH 21 21stCCLC must be locked at all times when not in use. All parents and visitors must check in at the designated area for each site. NO EXCEPTIONS. Parents are strongly encouraged to visit and observe, however the safety of all our children is most important. Doors into the sites are to be locked with the exception of one door for entry/exit. The entry/exit door is to be decided by the Program Director and labeled.

**Hallway Movement**

All students are expected to move through the hallways in a quiet and non-disruptive, orderly manner. This includes all areas of the site to include restrooms. TAs will act as hall monitors as students move from one area to the next. When students are in transition from one activity to the next, they are to be supervised at all times.

**Duties**

Students may be assigned classroom and camp duties.

### **Supplement not Supplant**

The supplement, not supplant provision requires that Federal funds be used to augment the regular educational program, and not to substitute for funds or services that would otherwise be provided during the time period in question. 21st CCLC funds awarded to local grantees must be used only to supplement the level of Federal, State, local and other non-Federal funds and not to replace funds that would have been available to conduct activities if 21st CCLC funds had not been available.

### **Schedules**

Schedules for the programs are located in the Program Guide and available on the Parent Portal found here: <https://www.achievetarts.org/push21-parent-portal>

### **Homework/Tutoring Practices**

Students in the afterschool program will have an opportunity to complete homework at all sites. In the event no homework is assigned, students will have an opportunity for silent study while other students complete their homework.

### **Student Dismissal**

All students are to be dismissed at the time designated on the appropriate schedule. Students are to use the designated exits and not students in grades K-8 are permitted to leave the site without parent/guardian or proper consent.

### **After School/ School Day Alignment**

Frequent Student Monitoring will be conducted through report card grades, math and reading scores, EOC scores, behavior, and school day attendance.

Staff-to-student ratio during academic tutoring shall not exceed 10:1. Staff-to-student ratio during enrichment activities shall not the state recommended guideline of 18:1. This reduced ratio during the after school program shall allow students with the ability to function with more individualized instruction to practice the skills and objectives they must master during their academic year.

The administrative team is responsible for maintaining the meeting schedule, sending out reminders, having sign in sheets, and holding the meeting. A recorder will be appointed at that time

## **. Health and Wellness Activities**

Our programs try very hard to incorporate various activities to enhance the student's education both inside and outside the classroom. Various activities include: boxing, step team, music, dance, art, life coping skills, soccer, guest speakers, and various other positive growing opportunities, which students would otherwise miss. Our activities supplement regular school day activities to enhance and encourage student participation in different areas, and to see how education ties into their future. It has been discovered that although some students struggle within the classroom, they excel in art, chess, dance, or sports. This gives students the ability to build their self esteem and self confidence which carries over into the classroom, and subsequently their grades improve.

## **School Nutrition Program**

21<sup>st</sup> CCLC Program provides students with an afternoon snack each day the program is in session. Please adhere to the Nutrition Rules for the program.

- A responsible person needs to ensure that only one snack and one drink per child is counted and claimed.
- Snacks are to be eaten in the learning area/ Student Center area and any leftovers are returned to the designated place as instructed by the school day lunchroom manager.
- Attendance needs to be recorded daily
- Justice for All Posters MUST be displayed wherever snacks are served.
- Make sure the roster or sign in sheet are maintained daily
- Snacks and meals are provided by CACFP, WSFCS Child Nutrition, and sometimes grant funding.

## **Behavior Expectations**

Our after school and summer programs help students make positive choices through positive interventions and interactions. Our staff uses modeling, teaching, supporting, and responding to appropriate behavior through incentives and recognition. Through this approach, we hope students gain courtesy, tolerance, integrity, respect, independence, and initiative.

### **1. Be Respectful**

- a. Be respectful to one another, be respectful to property, be respectful to facilitators
- b. Use appropriate language at all times
- c. Use inside voice when inside

### **2. Be Responsible**

- a. Keep up with all of your belongings
- b. Complete all activities
- c. Complete all duties

### **3. Be Safe**

- a. Follow all instructions given by facilitators
- b. Follow all safety guidelines

- c. When on field trips, stay with your groups and do not wonder off

## **Discipline**

Discipline plays a role in maintaining order in any situation, to include the after school program. When discipline is consistent, fair and non-violent, it can result in children learning how to get along with others and internalizing limits.

Students and staff are expected to treat each other, as well as the surroundings, with respect. In order to be considered discipline and not punishment, discipline must be consistent, fair and non-threatening across sites. We are committed to providing a safe place for all children, no matter what. Students are expected to comply with all regular school rules and regulations. A written Discipline Referral will be completed and discussed with a child's parent(s) or legal guardian, whenever the child behaves disrespectfully or improperly, destroys property, injures another person, uses inappropriate language, or in any way disrupts the 21st Century program.

### **Discipline Policy is as follows:**

1. **1st Offense:** Staff talks to student and notifies the parent in writing or phone call.
2. **2nd Offense:** Parent meeting with Site Coordinator/Program Director about problem behavior(s), student does not attend for remainder of week.
3. **3rd Offense:** Parent meeting with Program Director about problem behavior(s) and withdrawal from Afterschool/Summer Program. If parent cannot be contacted, a letter will go home with student, and a copy will be kept on file. Student will no longer be permitted to attend the program.

**\*\*Under no circumstances is a student to be punished during the school day for poor behavior in the afterschool program.\*\***

## **21stCCLC Communication Plan**

Regular communication of a student's academic and behavioral progress will be shared with the student, parent, and regular school day teachers.

To ensure effective communication between the 21stCCLC instructional staff and school day instructional staff, the following methods may be used:

- Regular email correspondence (ES, MS, HS)
- Weekly Academic Progress Forms (ES)
- Regular Grade Level/Content Area On-Site Meetings (ES, MS, HS)
- Academic Staff PLT's

To ensure effective communication between the 21stCCLC program director and school principals, the following methods may be used:

- Regular email correspondence (ES, MS, HS)

- Monthly On-Site Meetings

To ensure effective communication to parents/guardians with limited English proficiency, the 21stCCLC program director requests translated materials as needed for appropriate bi-lingual staff via:

- Email requests
- On-Site Meetings
- Telephone Communication via approved translator (Andrew Betancourt)

To ensure effective communication to parents/guardians who are English proficient, the following methods will be used:

- Email correspondence
- Flyers, Notices
- Telephone Communication

### **Process of Employment**

Please visit [www.achievetarts.org/employment](http://www.achievetarts.org/employment)

### **Summer Calendar**

A detailed calendar with dates will be in your program-specific Parent Summer Guide.

## **Parent Handbook Acknowledgement**

By signing this receipt, I am stating I have attended the Parent Orientation and read through the Achieve 21 Parent Handbook. I understand and agree to abide by the guidelines herein. I also have a copy that I may refer to if needed.

---

Staff Signature

---

Date

---

Director Signature

---

Date

