

Walton County School District

21st Century Community Learning Centers

Parent & Student Handbook 2018-2019



2018 - 2019 Parent/Student Handbook 21st CCLC (CCLC)



Dear Student, Parents or Guardian,

Thank you for the opportunity to share a wonderful experience with your child through the 21st CCLC's After-School Program. This book is intended to communicate the rules and guidelines of the program as a complement to WCSD Policy. **This and all other 21st CCLC grant information, contacts, procedures, protocol, and evaluations are on the website www.walton.k12.ga.us . The information is also presented on a regular basis to 21st CCLC stakeholders.** We look forward to meeting you and your child, if you have any questions, please feel free to call 770-207-3173.

Purpose and Objective: To work hand-in-hand with the community to provide an after-school program in which children have the opportunity to learn and have fun in a positive and safe environment. 21st CCLC is an opportunity to complement and enhance a student's regular school day. After school staff support and communicate with the student's regular day teachers, and the program offers students homework help, academic enrichment, tutorial services, unique project based learning experiences, and snacks - with small class size ratios. 21st CCLC also offers literacy and related educational development for families.

Recruitment, Enrollment and Retention

The Site Coordinator promotes the 21st Century Community Learning Center program during the school's Open House Night as well as other school functions. Recruitment begins by sending invitations and applications home with targeted students. As applications are received, the 21st Century Community Learning Center Site Coordinator reviews student's records and works with the regular day to identify students for the afterschool program. Parents/Guardians are contacted via letters, emails, or phone calls regarding acceptance to the program and further details.

Students may be placed on a waiting list. Site Coordinators also consult the school administration, day teachers, counselors, and special education teachers/directors to identify at risk, special education students and students receiving IEP or EIP services. Site Coordinators and day staff collaborate in order to provide appropriate accommodations for IEP and EIP students who participate in the program. 21st Century activities are offered and opened to private school students. To ensure that meaningful consultation with private school officials takes place,

invitations to participate and consult with the 21st Century Project Director and staff take place prior to the program start and ongoing several times per year via receipt delivery. Each meeting is documented and has an agenda and sign-in. Private school officials submit an "Intent to Participate" form. Consultation is ongoing. No child is denied attendance based on race, color, religion, national origin, age, or disability. Regular and open communication between the Site Coordinator and parents/guardians takes place to help ensure retention and in order to optimize services for the students and families. The 21st Century Community Learning Center program will keep the program website updated the keep the community updated about the program. All materials can be made available in other languages when necessary.

ELL. Walton County School District collaborates with Walton County Chamber of Commerce, Piedmont Migrant Agency, DFACS, Walton County Family Connections, and social workers to monitor mobility, identification, and needs of the ELL population. As these students enter the school system the Home Language Survey is completed by the school to determine the language of students. All ELs are assessed annually on the state-adopted English proficiency measure with their continued eligibility for language assistance determined through a Language Assessment Conference (LAC). 21st Century hosts ongoing activities for all parents, including parents of EL students. Every effort is made to inform the parents of EL's of ways they can assist their students academically. 21st Century follows the district's Translation and Interpretation Services Plan which guides staff in supporting parent in need of these services. Upon registration, the district asks parents to indicate their preferred language for receiving school information. To the extent practicable, communications are provided in the parent's preferred language. Resources available to translations and interpretation include Language Line, a phone based interpretation service with over 180 language options, a district-maintained list of approved interpreters (including sign language), and a contract with Carmazzi Global Solutions for professional translation of certain documents.

Parent and Family Engagement

21st Century Community Learning Centers have on-going communication to parents. A minimum of 5 parent literacy-related events shall be held each year. Parent involvement is defined as the participation of parents in regular, 2-way, meaningful communication involving learning. Site Coordinators engage in ongoing 2-way communication with parents about their child's experiences, successes, and challenges within the program. Parent events are designed to help

parents who need literacy services themselves and also to help parents participate in their child's learning. Additionally, parents are always encouraged to drop-in or volunteer during the program. The goal is to ensure that parents and families receive extraordinary services and experiences that will lead to improved academic achievement.

Civil Rights

The Walton County Board of Education and 21st Century Community Learning Center does not discriminate on the basis of race, color, religion, national origin, age, disability, or in its employment practices, student programs and dealings with the public. It is the policy of the Walton County Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), IDEA and all accompanying regulations. The Walton County Board of Education will not tolerate discrimination or harassment on the basis of race, color, religion, national origin, age, disability or by any employee or student. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

Program Operation Hours and Schedule: The 21st CCLC program operates for 3 hours upon school dismissal. A Site Coordinator at each school develops and maintains a comprehensive schedule that supports 21st CCLC purpose and objectives. The program follows the regular school day calendar in terms of school holidays, early release days, and inclement weather days.

Check-in Procedure: Each student will be checked in by the appropriate personnel. If a student is absent from 21ST CCLC, we cross check our list with the regular day absentee list. If the child is not on the absentee list, we check to see if there is a written note from the parent regarding the student's absence. If there is no written note, the student is expected to be at the 21ST CCLC program.

Check out / Pick-Up: Each parent will need to enter the facility through the main entrance and sign in at the front desk – without exception. The person at the desk will call for the child. Each parent or guardian will sign their child out with the person at the front desk. A child will not be released to ride home with anyone who is not on the emergency contact list in Infinite Campus. Persons picking up may be asked for a photo ID. If a child is not picked up by program dismissal and the school has not received a phone call to notify that the parent will be late,

21ST CCLC will attempt to contact the parents. If the parents cannot be reached, the emergency contacts will be tried. If no one can be reached, Walton County Student Services Department will be called for further instruction. Last minute request for bus transportation will not be accepted if a student is signed up as a car rider.

Student Bus / Transportation: Ensuring the safety of all afterschool students is a priority of the 21st CCLC Program. Students are expected to behave on the bus and there is a zero tolerance policy regarding behavior. Students may be suspended from the school bus for a determined period of days or permanently. If suspended, the parent must arrange pick-up to arrive 10 minutes prior to program dismissal. Additionally, suspension from the 21st Century LEAP bus may also result in suspension from all Walton County School buses; meaning a student may not be allowed to ride the bus to school in the morning or home in the afternoon via the regular bus route if suspended for behavior on the 21st CCLC LEAP bus. Bus behavior infractions and bus suspension are reported to school administration who will then enter the information into the district's student data record (REF system). Students may not ride the bus until the bus is routed, which can take up to a week. Buses will only drop a student off at the home address or bus stop that is recorded in Infinite Campus. Requests to ride a different bus or be dropped off at a different location other than the recorded address will not be accepted. Students who stop riding the bus regularly will be dropped from the bus list and other transportation arrangements will be the responsibility of the parent. WCSD transportation policies are followed by the 21st Century Community Learning Center program. Bus issues follow same protocol as day school. Only the Superintendent, Project Director, or Transportation Director can approve cancellation or changes of transportation. WCSD buses may be used for the transportation of students and district personnel to and from school related activities. Buses shall not travel on private roads or driveways. Buses are approved to transport students in afterschool programs and activities. The district will provide homeless students, students with disabilities, and students with limited English proficiency services that are comparable to services offered to other students in the school, including transportation services. All vehicles used and drivers employed for transportation purposes shall conform to the specifications, standards, requirements, and qualifications established by the State Board of Education and regulations of the Walton County Board of Education. Students shall receive instruction annually in safe riding procedures. Bus drivers shall read bus safety rules monthly to reinforce the safety of students being transported. Site Coordinators are responsible for submitting student transportation lists one week before transportation is provided.

Attendance Plan: Attendance is monitored daily and requirements strictly enforced to ensure regular attendance. Due to limited spaces, students who enroll but do not attend regularly will be removed from the program to open up a spot from the waiting list. Additionally, parents are asked to communicate to the Site Coordinator if student will be withdrawing from the program. Seats that become available will be filled from the students on the waiting list or new students recruited for available spots. New availability is announced to daytime staff and parents. No child is denied attendance based on race, color, religion, national origin, age, or disability. Home school and private school students who live in attendance area are allowed attendance based on program criteria and priority.

Program Evaluation/Student Progress: Progress is measured through academic grades in reading & math, state assessments, student/teacher surveys, attendance, & student focus groups. Daily, students participate in small group, grade level activities, a transition time from school day, snacks, & rotation through a series of programs. Specific site activities are based on need & interest, & time for homework completion. Program adjustments and revisions are implemented based on formal and informal evaluation results, academic progress data, and student interest. Outside & wellness opportunities ensure that we are addressing the "whole child." Outside Program Evaluators provide evaluations to the Project Director, who reviews for accuracy & approves. Completed reports are forwarded on to grant staff, principals & stakeholders. A copy is available at all times & posted on school websites. Financial report is produced by Grant's Finance Coordinator. Project Director reviews /approves the report. The Project Director and Superintendent sign the report when satisfied with the accuracy of the report.

Student Behavior: WCSD 21st Century Community Learning Centers generally follow Policies and Procedures as described per the WCSD **Student Code of Conduct**. 21st CCLC (LEAP) is a voluntary program intended to create a healthy, safe, and upbeat learning environment and allow for robust academic enrichment activities and enjoyment for enrolled students within smaller groups. Staff are formally trained in Positive Behavioral Interventions and Supports (PBIS): PBIS standards encompass (1) clear expectations for students, (2) staff understanding of social and behavioral dynamics, and (3) a collaborative approach (student, staff and parent) to reward good behavior. 21st Century programs are designed to serve students primarily in smaller groups. Therefore, behavior that does not support or interferes with this environment is unacceptable. Violations of the Student Code of Conduct levels I, II, and III are subject to discipline which could

include removal from the program for a determined period of time or permanently. Students are expected to participate fully in the program learning process; show respect for the knowledge and authority of site coordinators, teachers, and all program personnel; and show concern for and encouragement of educational achievements and efforts of others. Therefore, it is stressed that behavior problems that disrupt a positive learning environment are not tolerated. Parents will be notified by phone calls, emails, and/or by means of a letter. Discipline referrals may be utilized. School administrators will be notified. Re-entrance into the program is not guaranteed. Application of disciplinary measures will at all times reflect fair and reasonable exercise of authority, being neither arbitrary, capricious, discriminatory, nor otherwise unreasonable. Procedural due process, to the extent applicable in any particular situation, will be afforded all students prior to imposition of punishment. Discipline records are a part of student's confidential record and are protected by FERPA guidelines.

Bullying Policy: See *Board Policy JCDA*. Bullying will not be tolerated. All bullying reports will be handled by the Bullying Protocol outlined in WCSD Student Code of Conduct. All students have a right to a safe and healthy school environment. All schools within the WCSD have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Student behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. WCSD Student Code of Conduct prohibits bullying, harassment, and intimidation and is printed in the student/parent handbook and made available to students, parents, and staff at the beginning of the school year.

Field Trips: On occasion, 21st CCLC students may participate in field trips following normal school district procedures. Transportation is provided. Site Coordinators coordinate the trips to be approved by the Project Director. A comprehensive emergency protocol is in place that spans across all sites. To obtain a copy, please contact the Site Coordinator at your school. You may also reference Walton County School District Board Policy IFCB-R for more information.

Wellness: As part of the 21st CCLC program, all students receive a snack each day, and a time for recreation. 21st CCLC partners with several community resources who provide educational sessions on topics such as good nutrition, risky behaviors, dental health, exercise and hygiene.

Community: 21st CCLC links with numerous community partners to strengthen opportunities to serve our families and students.

Acceptable Usage - Internet Guidelines: See *Board Policy IFBD(2), IFDB-R, IFBGA, IFBGA-R*. The Walton County School District takes no responsibility for any information or materials that are transferred through the Internet. Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials which may be deemed inappropriate while using his or her Walton County School District Internet account, he or she shall refrain from downloading this material and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence. The Walton County Public School System makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Walton County Public School System shall not be liable for any loss or corruption of data resulting while using the Internet connection. The Walton County Public School System reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network. Staff are strictly prohibited from sharing their log-in credentials with other staff or students. Such action could result in formal discipline of the employee, including possible termination. Employees are never to leave their passwords visible to others. Employees should log off of their computer when away from their work station. The Walton County Public School System administration reserves the right to change these rules at any time without notice. The Walton County Public School System strongly condemns the illegal distribution of software, otherwise known as pirating. Any students or employees caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable. All users should keep in mind that when they use the Internet they are entering a global community and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner. Preapproved sites are the only sites the students are allowed to use during regular day hours as well as 21st Century program hours.

Cell Phones: Cell phones and pagers are to be turned off or placed in the vibrate mode during after school meetings and during the school day. All staff members are expected to refrain from personal cell phone use during the instructional day when students are under their supervision. Staff members will not be called to the telephone except in cases of emergency. In cases less urgent, the office staff will be happy to relay a message. Please keep all calls as brief as possible.

Illness: 21ST CCLC reserves the right to release a child if he or she appears too ill to participate in the After School program or considered contagious. 21ST CCLC will notify the child's parent or emergency contact and request that the child be picked up within a half hour. If the child has not been picked up with the allotted time, 21ST CCLC reserves the right to take any necessary action to ensure the health and safety of the child. If a child has a fever, the child is not permitted back to the program for 24 hours after the fever has subsided without the use of fever-reducing medication. Parents must inform 21ST CCLC within 24 hours or the next business day if the child or any member of the family has developed a reportable communicable disease. Life threatening diseases must be reported immediately.

Emergency: (*Please also see Board Policy E*). A minimum of six emergency drills (fire, weather, lock-down) are conducted during the school year during 21st Century after school hours. Drills are taken seriously; all staff and students participate. Each teacher has an emergency envelope near the doorway of his/her room. This folder includes a copy of the emergency communication information. Each classroom has a copy of the Walton County Safety codes flip chart. Each classroom has a fire drill evacuation route map posted near the classroom door and one in the emergency envelope. Every classroom has a copy of the Safe Areas for Severe Weather locations posted near the door and in the emergency procedures envelope. This is the location used in case of a severe weather announcement or other emergencies. Students and staff must follow proper procedures. 21st Century staff are also trained on other possible emergency situations: playground supervision, CPR/AED, first aid, Epi-pen, seizures, field trip emergencies. There is a chain of command protocol in place should a live emergency situation take place. Chain of command is specific to the type of emergency and may include staff, site coordinator, school administration, project director, assistant superintendent, and student services. All staff are trained on the chain of command to ensure safety of students.

Confidentiality of student information: All schools within the WCSD have an obligation to maintain the confidentiality of student information. All staff receive formal training on an annual basis. In 21st CCLC, only the Site Coordinator at each school can access student information in Infinite Campus to monitor grades, attendance, and parent contact information. Staff will not disclose, publish or disseminate any information in any form (electronic, printed, verbal, written, etc.) that is obtained under the provisions of the Family Educational Rights and Privacy Act (FERPA) and Georgia State Statutes or developed for WCSD related to the personal information of the participants at the Community Learning Center without the prior written authorization of the 21st Century Community Learning Center Project Director. Staff will not use, publish or disseminate any information or work product available for personal use, nor will provide it to a third party for their use. Staff further agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication or dissemination of any materials as stated above. In addition, failure to comply with this policy shall result in suspension or termination from employment and/or access to any and all 21st Century Community Learning Center activities in the future. Staff are trained annually on FERPA and sign a confidentiality agreement upon hiring.

Child Abuse Reporting: *See Board Policy JGI.* All employees are Mandated Reporters and required to report known or suspected cases of child abuse, neglect, or dependency and, to the extent possible all acts alleged to have been committed by any adult against a child that would constitute abuse, neglect or dependency if they were perpetrated by a child's parent, guardian, custodian or caretaker. The report should be made immediately at the time the employee becomes aware of or suspects that a child has been abused or neglected or is a dependent child. The employee must make the report to the school counselor or to an administrator. If the school counselor and administrators are not in the building, the report should be made to the 21st CCLC Site Coordinator or to employee in charge of afterschool.

Sexual Harassment: Walton County Schools will not tolerate sexual harassment of its students or employees by non-school personnel in programs sponsored or supported by the system. Persons found to be in violation of this sexual harassment policy shall be subject to disciplinary action which may include for employees, but is not limited to, written warning, demotion, transfer, suspension or dismissal, and for students' appropriate forms of discipline as found in the Code of Conduct. Complaints against non-school personnel shall be forwarded to the appropriate law enforcement agencies.

Supplanting: 21st CCLC funds will be used to provide services not being provided by Title I or any other Federal, State or local funds that the Walton County School District (WCSD) or the contributing partners might receive. Funds will **supplement** (increase) current funding **not supplant** (replace). WCSD cannot use these funds to supplant funds that would, in the absence of 21st CCLC funds, have been spent on participating students.

Partners and Advisory Council: 21st CCLC is partnered with co-applicant Communities in Schools. Staff must become familiar with the organization and its goals. 21st CCLC and CIS work hand-in-hand. Other numerous community partners such as FISH and The Partnership for Families, Children, and Youth can provide resources to assist staff in serving students. Contact your Site Coordinator. The Partnership will list the 21st CCLC centers as a resource in all their publications and on their website, and a monthly update will be given at the Partnership meetings where members are made aware of the program and asked to encourage families to participate. Newspaper articles will keep the community informed about activities and successes. A formative evaluation will be presented in January to the site coordinators and a summative evaluation developed by the outside evaluator will be presented to the Advisory Council within a month of the end of the fourth quarter. The Advisory Council will make recommendations and the final report will be released to the stakeholders; school personnel, 21st CCLC staff, parents and partners. Copies of reports will be made available to the public at each school office. The Project Director is responsible for ensuring information is disseminated. The Site Coordinator will have materials translated for families where a language barrier exists. All attempts will be made to communicate with families in students' primary language

Communication: The Partnership will list the 21st CCLC centers as a resource in all their publications and on their website, and a monthly update will be given at the Partnership meetings where members are made aware of the program and asked to encourage families to participate. Newspaper articles will keep the community informed about activities and successes. A formative evaluation will be presented in January to the site coordinators and a summative evaluation developed by the outside evaluator will be presented to the Advisory Council within a month of the end of the fourth quarter. The Advisory Council will make recommendations and the final report will be released to the stakeholders; school personnel, 21st CCLC staff, parents and partners. Copies of reports will be made available to the public at each school office. The Project Director is responsible for ensuring information is disseminated. The Site

Coordinator will have materials translated for families where a language barrier exists. All attempts will be made to communicate with families in students' primary language.

Reporting Fraud, Waste, Abuse & Noncompliance

21st Century Community Learning Centers provide a confidential means for reporting suspected wrongdoing involving fraud, waste & abuse of and school assets or resources. Reportable activities may include, but are not limited to:

- Neglect of duty - Noncompliance with applicable rules, laws and regulations; misuse or abuse of time during work hours.
- Misuse of Property - Negligence in the care and handling of property, unauthorized or inappropriate use of property or equipment, intentional abuse or destruction of property, theft of property, or of another employee's property.
- Falsification of Information - Falsification of personnel records, time records, or any other and employee record or report.

How to report Fraud, Waste, Abuse & Noncompliance Complaints

If unsure how to proceed with a concern, contact Robin Bryant, Director of Finance during normal business hours at (770) 266-4439 for guidance prior to completing the [Fraud, Waste, Abuse & Noncompliance Reporting Form](#)

- **In person or writing:** The Finance Department is located in the Walton County Board Office at 200 Double Springs Church Road, Monroe, GA 30656
- **By phone:** (770) 266-4439.
- **Online:** Complete and submit the [Fraud, Waste, Abuse & Noncompliance Reporting Form](#).

We define abuse, fraud and waste as:

- "Abuse" means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality; or extravagant or excessive use so as to abuse one's position or authority.
- "Fraud" means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to local government that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact,

whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

- "Waste" means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.
- "Noncompliance" means not following guidelines set forth by local, state and federal regulations and grant requirements.

Complaint Procedures Regarding the 21st Century Community Learning Center program:

Please try to resolve complaints for WCSD 21st Century Community Learning Center with WCSD 21st Century Community Learning Center or the school district before moving forward on a formal complaint. For complaints about 21st Century Community Learning Center please call Anne Mitchell at 770-207-3173 for county resolution or for a copy of the complaint form. To initiate a formal complaint, a person must submit the 21st Century Community Learning Center Complaint Form to the Walton County School District. This complaint form may be obtained by contacting Anne Mitchell, Walton County School District at (770) 207-3173, or 200 Double Springs Church Road, Monroe, GA 30656. You may also contact Nathan Schult, Program Manager, 21st Century Community Learning Centers, Office: (404) 232-1197, Cell: (404) 326-3107, ncshult@doe.k12.ga.us.

Acknowledgement Page

Student/Parent/Guardian Consent and Agreement: In the event I cannot be reached in an emergency, I hereby give permission to the appropriate medical personnel, selected by the Director, to provide medical treatment deemed necessary by such personnel. Also my signature below signifies that I give permission for my child to be transported by the 21ST CCLC After-School Program if needed.

In consideration of the participant being permitted to enroll in the program, I hereby release, indemnify, and hold harmless 21ST CCLC, its employees, operators, counselors and instructors from any and all claims and demands, costs, charges, and expenses for harm, injury, damage, or loss which may be sustained by the participant as a result of or relating to participation in 21ST CCLC.

I have this day received my copy of the Parent / Student handbook. I understand that this handbook is not a complete statement of the Walton County School District's policies and procedures, but this a summary guide meant to complement school board policy. Moreover, changing circumstances may require modifications to this handbook or the benefits it summarizes, and 21st CCLC and Walton County School District reserves the right to modify, delete or improve any of the benefits or policies at any time without notice.

I HAVE READ AND I UNDERSTAND

Student _____ Date _____

Parent/Guardian _____ Date _____

School _____