21st Century Community Learning Centers

PARENT-STUDENT HANDBOOK

A guide to making sure your child Has an amazing year
Childhood is a time like no other. It's a time for exploring, creating, discovering oneself, meeting the world, learning how to learn, and being accepted “just the way I am.” It’s a time for blossoming, being cherished and a time to just be a child.

Our site coordinators and staff are committed to the belief that all students are gifted. It is the role of educators to build upon a student’s current skills. Since students learn on various instructional levels, our staff will review students’ data to determine the next stage of development. This student centered learning approach is the basis of our philosophy.

Time and again, research is showing that the main component of a sound, quality education is leadership of well-trained, sensitive adults. We commit to providing a quality staff to teach your child. However, we respect parents’ role as the most significant providers of their child’s education and are pleased to serve as co-partners in each student’s education.
MISSION

To provide quality activities, based on the Standards for Quality School-Age Care, that meet the needs and interests of students related to their regular school-day experience in elementary, middle, and high school settings.

VISION

To significantly improve academic performance of participants in reading and math to meet or exceed state performance standards. Strengthened program through the development of extensive community partnerships and a shared vision which will provide enhanced academic performance, equitable services and access to technological, cultural and artistic events.
THE PURPOSES OF 21ST CCLC GRANTS, AS ESTABLISHED BY FEDERAL LEGISLATION, ARE:

- To provide opportunities for academic enrichment and tutorial services to help students, who attend selected schools to meet state and local performance standards in core academic subjects

- To offer students a broad array of additional services, programs, and activities to reinforce and complement the regular academic program of participating students

- To offer families of 21st Century CLC students opportunities for literacy and related educational development.

PROGRAM INFORMATION

The Savannah-Chatham 21st Century Community Learning Centers are committed to providing Chatham County students with quality out of school time that supports both academic and social development. We also provide educational resources for our 21st Century CLC families. Family members are encouraged to visit the campuses frequently throughout the year. The partnership between 21st Century CLC staff and the family is the most vital relationship of all.

The program is open to students attending a 21st Century CLC in grades 2nd through 12th. All required forms must be completed and returned to the 21st Century Community Learning Center office, located at each site, before a child may participate. Programs are designed to assist children who are at risk of performing below grade-level in reading and/or mathematics. Most activities are designed to serve each student at their individual level of performance, incorporating both enrichment and remediation activities. Registrations are available on a first come first serve basis (requirements must be met).
PROGRAM HOURS

Hours of operation vary from campus to campus. Generally, the program is open from the dismissal of the school day until 5:30pm or 6:30pm, Monday through Thursday or Friday (dependent upon your campus). Please check with the Site Coordinator for specific operating days and hours of operation. The program center will be closed on SCCPSS holidays, early dismissal days, and bad weather days.

STUDENT PARTICIPATION

Students who did not meet grade level requirements on the Georgia Milestone and/or benchmarks will be invited to the 21st Century CLC program along with students with special needs including ELL, migrant, homeless and special education. As well, students attending private schools will be invited to participate in the 21st Century CLC program.
ABSENCES

Absentees without prior notification may be mistaken for a missing child; resulting in unnecessary concern and time spent searching for the child. If your child will not be attending the program because of a scheduled appointment, vacation or other planned absence, please notify the Coordinator in advance.

ARRIVAL PROCEDURES

At the end of the school day, students enrolled in the 21st Century Community Learning Center program will report to check-in location (varies by school) and check in with the program staff. After a brief roll call, students are escorted to designated activities that have been planned for their participation. All students remain on the school grounds for the duration of the program.

If school is dismissed or cancelled due to inclement weather, the 21st Century Community Learning Centers are also cancelled for that day. On such occasions, we ask that parents use every means possible to arrive safely at school to pick up their children so that school personnel may also safely make their way home.
IRREGULAR ARRIVAL
DEPARTURE

You may arrange for your child to leave and return to attend another team practice, drama club, student counsel, Title 1 tutorial, etc. A written plan of Irregular Arrival/Departure must be given to the Site Coordinator indicating the dates and times required. For example, if a student is picked up by a coach for practice at 3:30PM and returned at 4:30PM-you must notify us in writing before this irregular schedule begins.
ATTENDANCE POLICY - STUDENT

Attendance within the 21st CCLC Program is the responsibility of the parent/legal guardian and child. During the Program operation year, any child that accumulates more than five (5) days of unexcused absence may be removed from the Program. The Site Coordinator is responsible for informing the parent/legal guardian of the child’s absence.

It is recommended that students attend the Program on time and regularly. Tardiness and leaving the Program early are unacceptable. If it is necessary for a student to leave the Program before the end of the Program day, the parent/legal guardian with whom the student lives must send a written request or make the request in person to the Site Coordinator. In cases where the right to custody is in doubt, the Site Coordinator should require evidence that the person calling for the student is entitled to custody. Excessive tardiness and/or early dismissals may result in removal from the Program.

All students enrolled in the 21st CCLC Program shall be in attendance each day the program is in operation, except for the following excused absences: personal illness, serious illness or death of a student’s immediate family member, observance of religious holidays, active duty military family leave, orders of governmental agencies, conditions rendering attendance impossible or hazardous to student health or safety, or participation in approved school activities.

If a site is not within eighty percent (80%) of their targeted enrollment, the Site Coordinator is required to take the following steps:

- Contact central office and obtain additional assistance from mentors and/or coordinators with achieved registered target number of students
- Contact parents (phone and letters) to communicate the importance of attendance within the Program
- If student has five (5) or more consecutive absences, contact parent to determine the reason for non-attendance and make student inactive within Cayen if students will not resume participation.
- Register additional students from waiting list
- Discuss goals and objectives with school day teachers and site administration to obtain student referrals.
CRISIS PLAN

21st Century CLC will follow the procedures as established and agreed to by the Savannah Chatham County School District and Georgia Department of Education. In the event a critical incident occurs during program hours, the staff will immediately notify the Project Director.

The 21st Century CLC main office will contact the appropriate school officials to determine if the Critical Incident Response Plan should be initiated.

LOCKDOWN

The 21st Century CLC staff will follow the listed procedures:

1. Lockdown warning or intruder alert is announced.

2. Lock door, shut windows, and make sure that all students are not in visible sight.

3. Verify all students are present and accounted for by comparing student sign-in sheet or student roster with students present.

4. If a student is missing, complete a red sheet and post it in a clearly visible area.

5. If an extra student is present, fill out a red sheet and post it in a clearly visible area.

6. Attendance will be taken in all locations by staff members in charge and confirmed via walkie-talkie or telephone.

7. Once the threat has subsided, “all clear” is announced and regular procedures are resumed.
FIRE DRILL - EVACUATION PROCEDURES

The Program Staff Members in charge will instruct students to leave the room in an orderly fashion conforming to school evacuation procedures.

Staff members will ensure that all students and staff have exited the building. Staff members will take the student sign-in sheets and student roster and exit the building.

Attendance will be taken in all locations by staff members in charge and confirmed via walkie-talkie or telephone.

TORNADO DRILL PROCEDURES

Due to catastrophes caused by tornadoes in the past years, the State Department requires schools to have tornado drills on a regular basis. To accomplish this, the following plan has been established.

When a tornado warning is issued for the area, an announcement will be made on the intercom system or walkie-talkies.

Teachers and staff should lead students to the areas designated on evacuation map on the wall of each classroom and have students assume the position.

There should be absolutely no talking so directions may be heard.

Attendance will be taken in all locations by staff members in charge and confirmed via walkie-talkie or telephone.
RAPID DISMISSAL

In the event of a water main break, power failure, natural gas leak, etc. at the program site during our operating hours the following Rapid Dismissal Procedure will be followed:

• In the event that a Rapid Dismissal is needed, an announcement will be made on the intercom system. The movement of students will be directed by the supervising adults.

• Teachers and staff will lead their students to our designated safe area in the front or back of the school building.

• There should be absolutely no talking so directions may be heard.

• Visually handicapped students will be escorted by the buddy system.

• Attendance will be taken in all locations by staff members in charge and confirmed via walkie-talkie or telephone.

• Parents/Guardians will be called according to the phone numbers as submitted on the Registration Packet.

In the event of an announcement of tornado watch or warning by the U.S. Weather Bureau, students shall remain in the school building until the regular time for dismissal or until such time, in the judgment of the Project Director or designee, students can be safely dismissed. In the event of other severe weather warnings or condition, the Project Director or designee shall make a decision regarding the dismissal of students. Parents may pick up their children from the program during a weather crisis. If students are riding the bus and a warning occur, the driver will go to the safest location for the duration of the warning.

If the 21st Century CLC program delays or cancels transportation due to road or weather conditions, the local radio and television stations will be notified, whenever possible.
DISCIPLINE POLICY

Students will be held to the same standards as they are during the school day. Please review specific details located in the Savannah-Chatham Code of Conduct handbook.

Students who do not follow our behavior policy will be given the following consequences:

1. Staff will give a verbal reminder/warning describing the behavior.

2. On the second offense, the student will be directed to the site supervisor’s office for a period of time.

3. If child does not comply, parental contact will be made and child will be suspended from the activity.

4. If child remains a disruption, the parent will be called to pick up the child. The parent will be given a written report and a warning of consequences/suspension for the child’s behavior.

A child may be suspended for up to two weeks or more from the program for repeated violations.

The Project Director will be informed before a suspension is applied. Options will be available to prepare the child for re-entry into the program.

Guidance will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse while in the care of the 21st Century CLC program staff. While our staff will make every effort to accommodate your child’s needs, there may come a time when staff determines that the program will not be able to meet those needs. The 21st Century CLC Program reserves the right to remove a child without use of the steps listed above if the Principal or Project Director deems it appropriate.
DISCRIMINATION

It is the policy of Savannah Chatham 21st Century CLC, not to discriminate on basis of sex, race, or religion in its educational program, activities, or employment policies as required by the Constitution and Title IX of the 1972 Education Amendment. Inquiries regarding compliance may be directed to Kevin Foard, Program Coordinator, 402 Market Street Savannah, GA 31407. Phone: 912-395-5686.

DISMISSAL: LATE-PICKUPS

Parents are responsible for picking up their child by the scheduled dismissal times. If you anticipate being late, please call the site coordinator so that we may notify our staff. Students remaining at the site after the ending time are considered late pick-ups. Students picked up fifteen (15) minutes or more after dismissal must be signed out as a late pick up. Chronic (3 incidents) late pick-ups may result in suspension or eventual withdrawal from the program.
DISMISSAL: SIGN-OUT PROCEDURES

Anyone other than parent or guardian picking up a student should be prepared to show identification. Students will only be released to persons identified on the registration form as being allowed to pick up student. Students picked up must be signed out by a designated adult (over 18) must pick up your child.

DISMISSAL: LEFT AT SITE - NOT PICKED UP

The 21st Century CLC teachers are responsible for students at all times. If the parent, guardian, or designated person does not pick up a child the following steps will be implemented:

• Call the first, then if necessary, the second responsible adult on the Student Registration Form.

• If an emergency number is listed, call it. If no contact is made, proceed to next step.

• Contact Campus Police at 912.395.5536.

• The Site Coordinator will send a follow-up warning letter to the child's home for the first infraction.

• Child may be suspended from program for up to one week for the second infraction.

• Child may be terminated from 21st CCLC and/or referral made for family support if there is a third occurrence.
DISMISSAL: BUS TRANSPORTATION

The primary purpose of Pupil Transportation Department is to provide transportation to eligible students to their assigned stops during the school year and summer programs. First Student Transportation and 21st Century Community Learning Centers staffs have determined that for safety reasons, changes in bus transportation will not be permitted without advance approval by both entities. Students who board a bus other than their assigned bus or request to get off the bus at other than their assigned stop may lose the privilege of receiving bus transportation and the parent will have to provide transportation. Use of transportation equipment for field trips, co-curricular activities and other authorized educational, cultural and recreational activities is permitted where it does not conflict with the primary purpose of transportation.

Transportation is furnished to students who attend their home school and those students that require transportation service to support their IEP. The 21st Century CLC staff encourages supervision appropriate to the age and/or maturity level(s) of students at bus stops by parents or guardians. Students are expected to develop and practice riding behaviors that are safe, orderly, and respectful.

Bus Drivers will encourage positive behavior management skills to help students achieve that goal. The school administration is responsible for assigning appropriate, effective consequences for inappropriate behavior. Consequences for inappropriate behavior on the bus may range from 1 day off the bus to permanent expulsion from the bus.

All students who qualify for transportation services are encouraged to ride the bus. Bus routes are designed so that students spend as little time as possible on the bus, but someone has to be first! Route numbers and pick up time will be provided to each family and will able be available on the 21st Century CLC’s website.

Students receive annual instruction on safe riding procedures for the bus. Drivers are trained to operate the buses safely and with discipline to ensure student safety. If a student violates behavior expectations on the bus, the driver will contact the school administrator for assistance through a written bus referral. Consequences related to the bus are applied.

In organizing and operating the transportation system, all applicable statues, rules and regulations of the State of Georgia, or its agencies, shall be strictly adhered to and all recommendations and suggestions shall be considered carefully.

In all cases, first consideration shall be to provide safe transportation to eligible pupils. Careful consideration shall also be given to efficiency and economy of operation.
EQUITABLE SERVICES
(PRIVATE SCHOOLS)

Students, teachers, and other educational personnel are eligible to participate in the SCCPSS 21st Century CLC Program on an equitable basis. 21st Century CLC must provide equitable services to private school students, and their families. In designing a program that meets this requirement, 21st Century CLC must provide comparable opportunities for the participation of both public and private school students in the area served by the grant. 21st Century CLC will consult with private school officials during the design and development of the 21st Century CLC Program on issues such as how the children’s needs will be identified and what services will be offered. Services and benefits provided to private school students must be secular, neutral, and non-ideological.

FIELD TRIP PERMISSION

Field trips, including walking trips, will be taken throughout the program year. Transportation for most field trips will be arranged with First Student on school buses. Students who display disruptive behavior during the program will not be allowed to participate in field trips unless accompanied by a guardian/parent. Parents will be notified in advance of all field trips and be asked to sign a permission slip. The information must include a phone number at which a parent/guardian can be reached in case of an emergency during the hours of the field trip. Parents/guardians are strongly encouraged to escort students with medical needs on field trips. Uniforms must be worn on all field trips.
HEALTH

Our program operates for well children and staff only. Children who are mildly ill (e.g., minor cold symptoms) may remain at the campus only with an Administrator’s approval. Children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so children do not become either chilled or overheated. Light sweaters or jackets should also be made available. Children with symptoms of communicable disease remain with a staff member until the parent or designated representative arrives for the child. We make every effort to reach the parents when a child is ill, but after 10 minutes we will call the emergency contacts indicated on the student enrollment form.

WE WILL NOT SERVE CHILDREN WITH

- A fever of 101° F or above • A fever of 100° F if combined with another sign of illness
- A skin rash that has not been identified in writing from a physician who has seen the rash
- Diarrhea and/or vomiting two or more times in a day • Evidence of head lice or other parasites • Severe coughing • Rapid or difficulty breathing
- Yellowish skin or eyes • Pink eye • Sore throat or difficulty swallowing • Evidence of infection
INFORMATION AND TECHNOLOGY ACCESS AGREEMENT

Technology can greatly enhance the program activities, which allow individuals to interact with many computers. The Internet allows individuals to interact with thousands of networks. Therefore all computers must be used in a responsible, efficient, ethical and legal manner. Failure to act responsibly will result in dismissal from the program. Software is utilized to block sites that are considered inappropriate sites. Students, who access inappropriate sites, whether or not they were blocked, shall be subject to dismissal from the program. If students inadvertently access an inappropriate site, it must be reported immediately to the teacher or staff.

In addition, unacceptable uses of the computer and/or network by students will result in the revoking of access privileges. Serious misconduct will be referred to appropriate authorities. Unacceptable uses include, but are not limited to the following:

• Violating the conditions of the State and Federal law dealing with privacy.

• Using profanity, obscenity, or other language which may be offensive to another user.

• Reposting (forwarding) personal communication without the author’s prior consent.

• Copying commercial software and/or other material in violation of copyright law.

• Using the network for financial gain, for commercial activity or for an illegal activity.

• Hacking or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.

• Accessing and or viewing inappropriate materials.

• Downloading of freeware or shareware programs
HALF DAYS/HOLIDAYS/EMERGENCY CLOSINGS

The program will follow the Savannah Chatham County Public Schools’ calendar. Please check with site coordinator to inquire about programs on half days and school holidays. On days with weather advisories in which school does not dismiss early, the Program Coordinator and school administration will make a decision on the day’s programming schedule.

ILLNESS

If a child becomes sick, they will report to the site supervisor and parents will be contacted to pick up the child. Sick children will remain in a designated location until parental contact is made and the child is picked up.
PARENT INVOLVEMENT

The 21st Century CLC Program is built on the philosophy that parents must be involved in the child’s education. Various parent involvement activities and parenting workshops will be available throughout the year. GED and ESL classes will also be available and support will be provided to help those parents seeking self-sufficiency. Parents are required to attend at least two activities per year and are encouraged to attend all available activities. Social and educational events are held throughout the year to promote interaction between staff and families and parents/guardians are encouraged to attend.

Parents may also be asked to serve on the 21st Century CLC Advisory Council to help guarantee a setting that will reflect the needs of today’s families. If parents have concerns or need assistance with problems related to the program, they may discuss the issue with the Site Coordinator. If they are not satisfied, they may discuss their concerns with the Campus Principal or Program Coordinator.
PROGRAM POLICIES

Weapons: No weapons are allowed at any time on school property.

Drug Free Program: Students shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or tobacco.

REGISTRATION/PROGRAMMING FEES

There are no registration or programming fees. The Program is offered to all students free of cost. There may be a small materials and supply fee for certain activities and/or field trips. 21st Century CLC is a state funded program designed to provide extended learning and enrichment opportunities to students and parents. Activities and classes are provided at designated school in the Savannah-Chatham County Public School District. Each 21st Century CLC will be open 2 to 3 hours after school for planned activities, Monday through Thursday and in some sites, Fridays. Adult education classes (e.g. ESL, GED) may be held mornings, evenings or weekends. Various 21st Century CLC activities will be held throughout the school year and in the summer.
RELEASE OF CHILDREN

If your child(ren) attends extracurricular activities or must for any other reason change his or her arrival or departure time, either on a given day or for the duration of the program, please notify the Site Coordinator prior to the date the change is effective. Persons other than the child’s parents will be required to present photo identification before being allowed to leave with the child.

RESPONSIBILITY OF PARENTS

Parents must complete the registration form at the beginning of each new program year and summer program. All sections must be read, signed, and returned to the 21st Century CLC office before a child can participate. Parents are responsible to inform the 21st Century CLC office if a child will not be participating on their scheduled day or the child will have an unexcused absence. If your child will be absent from the program, please call the site and speak with the coordinator or leave a message. Any child with more than five unexcused absences may be removed from the program. Parent/guardians are expected to complete two surveys each year. The information will assist with improving services provided by 21st Century CLC.
MEDICATIONS

Medication will not be given during The 21st Century CLC Program, unless program unless approved by the Program Coordinator and Principal.

PERSONAL BELONGINGS

We assume no liability for lost items. Students can keep personal belongings in their backpack. Students are NOT permitted to return to their lockers or classroom once the regular school day is over.

RESPONSIBILITY OF PROGRAM

Provide a positive, supervised environment for your child at all times.

Make your child feel welcome, comfortable and safe.

Implement creative and enjoyable curriculum.

Provide academic and recreational activities.

Provide tutoring and homework assistance.

Allow time for creative play and indoor/outdoor activities.
SAFETY

We ask that parents closely supervise their children in hallways and parking lots when departing. We also ask that parents stay with their children at all times while on campus. Parents or approved persons on the enrollment paper must come to designated area and sign out their child each day. This is extremely important, since this list is used to check attendance during emergency drills or events. Children will not be permitted to leave with any person for whom the staff has not received permission from the parent/guardian.

Staff is not responsible for students who leave the school building before they sign in or leaves the school building unescorted. It is important that parents understand and reinforce this procedure, as student safety is the staff’s number one concern.

All employees are required by Georgia Law to report any suspicion of child abuse or child neglect.

STANDARD PHOTOGRAPHY RELEASE POLICY

21st Century Community Learning Center has permission to copyright, use, reuse, publish, and republish video, photographic portraits or pictures of my child/children whether in whole or in part for educational purposes only used by 21st Century or designated partners. Parent/guardian waives any right to inspect or approve the finished product or products. Parents may decline the photography release policy by checking the corresponding statement located on the student’s registration form.
SNACKS

The 21st Century CLC Program provides a healthy snack or meal at no charge. If your child has any dietary needs he/she may bring a snack from home. Please inform the site coordinator in writing, if child has any allergies or food restrictions.

SPECIAL NEEDS CHILDREN

The 21st Century CLC program has policies and procedures in place to ensure that students with disabilities are included to the maximum extent appropriate, with non-disabled students in programs, activities and services.
All parents, students, and employees have a responsibility to report waste, fraud and abuse within the 21st Century Community Learning Centers. The public is also invited to share such concerns. Persons believing grant programs involve fraud, waste and/or abuse should contact the Savannah-Chatham County Public School System at 912.395.5686.

Please review the 21st Century CLC website for updated contact information for each site at www.sccpss.com and www.21stcenturysavannah.com.
21ST CENTURY CLC
2017-2018 SITES

ELEMENTARY
Butler Elementary
East Broad K-8
Gadsden Elementary
Juliette Low Elementary
Hodge Elementary
Gould Elementary

MIDDLE & HIGH
DeRenne Middle
Myers Middle
Groves High
We invite you to “Like” 21st Century CLC on Facebook.
21st Century Community Learning Centers - Savannah