



21st Century Community Learning Centers



2020-2021 Scope of Work

Agency Name: Leon County Schools

Project Number: 370-2441B-1CC11

Program Name: Griffin Middle School

3.1 Project Abstract

3.1 Project Abstract/Summary: Leon County Schools proposes to establish the Nita M. Lowey, 21st Century Community Learning Center (CCLC) Students Striving to Succeed Program at Griffin Middle School located at 800 Alabama Street, Tallahassee, Florida to serve 6th-8th grade students. The program serves 60 students during the school year and 40 students during the summer. The 21st CCLC Students Striving to Succeed program features a Project Based Learning (PBL) curriculum utilizing varied learning modalities and academic enrichment activities focused on improving student achievement in language arts, math, science and, career readiness. Program components are delivered by Florida Department of Education (FDOE) certified teachers. An Adult Family Member Program offers sequential learning opportunities according to family members' interests and needs to help them support their child's academic success and the family's well being. The goal of the 21st CCLC program is to increase the achievement level for students at the above named school to a Level 3 or higher in all Florida Standardized Assessments (FSA) core assessments and maintain an A/B grade or improve from a grade of C to B or a grade of D/F to C (or grading scale equivalents). Programming for the Nita M. Lowey, 21st Century Community Learning Center (CCLC) Students Striving to Succeed at Griffin Middle School operates 2.15 hours per day on 180 school days and 5.5 hours per day on 24 non-school days during the summer.

3.2 Applicant's Experience and Capacity

3.2 Applicants Experience and Capacity: The Leon County School District (LCSD) is a pillar in the community with a long-standing history dating back to 1856. LCSD has proven its experience and capacity to provide both afterschool and summer programming using public funds. The LCSD has provided afterschool and summer programming for students at ten elementary schools, four middle schools and two high schools using federal funds. LCSD's Policy Manual, Section 6000, Finances, addresses finance policies and procedures of cash management, allowability, time and effort, procurement, travel, property management, records retention and conflict of interest. LCSD's accounting systems can properly account for budgeted funds and track expenditures. These policies ensure that the District remains compliant with all aspect of using grant funds, the Uniform Guidance and audit requirements. LCSD has the leadership structure to ensure that policies are implemented.

Leon County School District demonstrates its ability to maintain high compliance and operating standards in two recent audits. The outcome of the 2018-19 audit for the District Financial Statements received an unmodified opinion. The auditor's concluded that the financial statements of Leon County School District are presented fairly, in all material respects, in



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accordance with generally accepted accounting principles. The outcome of the 2017-18 independent audit for the State of Florida Auditor General Financial and Federal Single Audit for Financial Statement indicates that the financial statements of Leon County School District are presented fairly, in all material respects, in accordance with generally accepted accounting principles. The audit did not identify any deficiencies in internal control over financial reporting that was considered material weakness. The results of the audit disclosed no instances of noncompliance or other matter that are required to be reported under Government Auditing Standards issued by the Comptroller General of the United States.

The administrative structure of Leon County Schools includes the community, school board superintendent, director of internal auditing, chief of school safety and security, director of labor and employee relations, and a host assistant superintendents. Also included in this structure are principals who provide secure school sites, qualified teachers of over 5 years, and over 7 years' experience providing quality 21st Century Community Learning Center programs that complement and enhance the academic performance of targeted students. The Nita M. Lowey 21st Century Community Learning Center Program Leadership at Griffin Middle School operates in such that every component (the daily activities, finances and collaboration with the school day) engages multiple individuals. One component is the Nutrition and Food Services, who has partnered with the 21st Century program to provide meals to students enrolled in the program. If any component is performing below standards, it is evident to multiple parties and is immediately addressed. The program manager is a certified ESE, ESOL, Elementary Education K-6 and English 6-12 teacher with advanced degrees, and evaluation certificate with 4 years' experience in supervising after school programs and 15 years of teaching experience. She provides administrative oversight and community coordination of the 21st Century program. There are three staff members that are engaged directly within the afterschool programs daily. Additionally, a district bookkeeper is assigned to ensure compliance with procurement policies and procedures. The school principal and bookkeeper address all human resource and payroll issues at the school site. An advisory committee and a team of district administrators provide support including finance, human resources, curriculum development, and school improvement. Monthly meetings are held with both the Director of Academic Services and Assistant Superintendents to update them on progress and operation of the 21st Century Community Learning Center Program.

Previous 21st Century Summative Reports for the 2018-2019 school year show that current programs in the Leon County Schools District are successful. Both academic and enrichment activities work to improve student achievement. Student surveys indicate that 94% of the students like the program and 95% of the students like the homework assistance. Parent surveys indicate that 100% of the parents like the program. This is the statistic we all strive to achieve. 96% of the parents like the variety in activities and 94% of the parents feel that the program reaches out to and gets parents more involved. Mid-year academic results for the 2019-20 program year show that Leon County Schools has already exceeded 60% of our annual academic standards and are close to meeting 78% of the students' academic standards only mid-way through the year. Program modifications are implemented based on the mid-year report to ensure that students reach the objective. All program data and documents are stored and



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maintained in the district's database, where they remain stored for five years after the close of the grant. Support for the program from the community is evidenced by letters of support from several community organizations.

3.3 Needs Assessment

3.3 Needs Assessment: The administrators' and community requests are represented in the needs assessment for an after school program. To assess the need for the 21st CCLC program at Griffin Middle School, administrators, parents, students, teachers, district administrator, private schools, and community members provided input. The input from the stakeholders identified student needs to include: support of student achievement in language arts, math, and science, credit/quality point recovery, character education enrichment and social emotional learning academics, and opportunities for career readiness enrichment. The needs assessment also includes (1) student demographics, (2) academic performance data and trends, (3) school administrators input, (4) student behavior and referrals, (5) private schools, community and parental input, (6) community violence and drug-related offenses and (7) other notable data.

There is a definite need for the 21st CCLC program in this Title I school to help close the academic achievement gap. Both quantitative and qualitative data were used to conduct the needs assessment and risk factors associated with students enrolled at Griffin Middle. Data for the needs assessment were collected through parent surveys, which were sent home to parents, surveys completed by school administration, an interest meeting that was held at the district's Aquilina Howell Center on February 13, 2020, which included district and school administrators, private schools, parents and community members. Private schools are invited to attend regular LCS meetings and correspondence is mail out to schools who show interests in our programs.

1. Student Demographics: According to Griffin Middle School's School Improvement Plan, student demographic consists of 624 African American, Caucasian, Hispanic, Asian, and multiracial students who are 100% economically disadvantaged and receive free and reduced meals.
2. Academic Data & Trends: According to the Every Student Succeed Act, Griffin is currently a Comprehensive Support and Improvement (CS&I), because the school's grade is currently a "D" and 41% of the overall student population scoring below the ESSA proficiency level. Five (5) subgroups missed the proficiency level on state testing. The subgroups that were not proficient include: Students With disabilities, Caucasians, African Americans, Economically Disadvantaged and English Language Learners. In the 2016-17 and 2017-18 school years Griffin was designated a Targeted Support and Improvement (TS&I) school because a large percentage of students performed below the proficiency level. 2017-18 testing data also indicates that the Students With Disabilities and Economically Disadvantage groups performed below the proficiency level.
3. Based on 2018-19 data, science and math achievement were the lowest performing areas. The school demonstrated 27% proficiency on the Math FSA compared to the district's average of 59% and the state's average of 58%. The school demonstrated 21% proficiency on the NGSSS Science Assessment compared to the district's average of 49% and the state's average of 51%. In examining Griffin Middle School's data for the past three years, there has been a consistent

decline in science and math scores. The following chart displays academic testing data by achievement level for the past two years: See Attached.

4. School Administrators Input: Both qualitative and quantitative data from the interest meeting and survey provided by district and school administrators have identified several areas of need. The 2018-19 FSA ELA proficiency Level 3 or higher of 6th-8th grade students show that only 27% of students were proficient, 4% of students scored a Level 3 or higher on FSA math and 18% of students scored a Level 3 or higher on science. School and district administrators identify the need for students to have remediation, additional academic enrichment with a special interest in improving science and math areas, tutoring, social emotional support opportunities and quality point recovery to ensure students are better equipped academically.

5. Student Behavior and Referrals. Griffin has a high percentage of instances related to defiance than the district average. LCSD database reports discipline incidents that resulted in over 213 referrals for students that resulted in 467 days of in school and out-of-school suspensions. There were 335 students who had more than three referrals before March 2020. Almost 3,100 instructional hours have been lost at Griffin Middle School due to discipline.

6. Private Schools, Parents & Community Input: Qualitative data provided by parents, community members and private schools through an interest meeting and parent surveys also identify several areas of need to include credit recovery, tutoring, counseling, technology education and career and college readiness. Of the 27 parent surveys submitted, the data indicates that parents view tutoring, social emotional learning related to behavior awareness and credit recovery as the greatness areas of need. Private school teachers and administrators identified the need for professional development and training opportunities for after school teachers, behavior counseling for students, and college readiness and technology access for students who are less fortunate. Currently, the available resources at Griffin Middle School are not sufficient to address the needs of the students, parents and community. The after-school and summer programs offered by the 21st Century program complements and enhances the academic learning that takes place throughout the regular school day. In addition, the 21st Century after school program provides students the opportunities to participate in positive social and enrichment activities and learn positive ways to hand conflict, while decreasing student referrals. This also allows students to remain in a safe environment away from gangs and violence during after school and summer hours when students are most vulnerable.

7. Community Violence and Drug-Related Offenses: The instances requiring local police intervention within a mile of the schools have been reviewed. According to local law enforcement databases, in the past three months (February 2020 – April 2020) reported incidents include: 149 incidents of violent acts such as drugs, assault, robbery and burglary, and over 60 incidents battery.

8. Other notable points of data: American Community Survey (ACS), conducted each year by the U.S. Census Bureau, there are 5,402 families in Leon County that receive Supplemental Nutrition Assistance Program and live below the poverty line.



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3.4 Community Notice and Dissemination of Information

3.4b Dissemination of Information: The 21st CCLC Program provides the community access by posting the proposals online and maintaining a copy in the front office of each school site. Additionally, the 21st CCLC District Program Office is available to answer any questions and to provide the community with information. The 21st CCLC Program Manager is responsible for the maintenance of the 21st CCLC website, which includes the grant proposal, if awarded. Upon being funded the website includes the grant award, hours and days of program operation, family literacy events and program application. Griffin Middle School maintains a webpage and hosts an interactive 21st Century website that provides site information, contacts, program reports, parent and staff resources, Advisory Committee meeting dates, and progress information. If funded, notification to the community is provided through email and Listserve, school's marquee, flyers, and parent letters. Parents are notified through direct letters from their principals. The 21st CCLC Program provides the community access to the proposal by posting the award on the school's 21st Century page and maintaining a copy in the front office of each school site. School Orientation includes announcements for the program. Once funded additional parent information opportunities are held in conjunction with Parent Teacher Student Association, School Advisory Council, and faculty meetings at the beginning of each school year to make teachers, parents, and the community aware of the goals and objectives of 21st CCLC programs and target populations. The 21st CCLC logo is displayed on all correspondence, including newsletters, flyers, invitations, programs, brochures, and throughout each targeted school. Additionally, the Advisory Committee discusses and coordinates dissemination of information to the community. The partners are also asked to promote 21st CCLC at their places of business.

3.5a Partnership and Collaboration

3.5 Partnerships & Collaboration: Community partners and vendors were asked to provide feedback and input to the 21st Century Grant Proposals in early February and March. Partners and vendors provided feedback via email and conference calls, respectively. Follow-up correspondence was sent out to vendors and partners via email to document collaboration and input. Advisory council members as well as community members provided input.

3.5a Partnerships: The 21st CCLC district administration, Griffin Middle School administration, United Way of the Big Bend, Boys and Girls Club of the Big Bend, Leon County Schools Nutritional Services, Leon County Schools Support Services for Social and Emotional Learning, Capital City Youth Services (CCYS), and Habitat for Humanity have partnered and met several times in February and March to provide program suggestions, revisions, priorities for collaboration, and to finalize the extensive collaborative agreements. In all, five meetings were held to gather input and align the strategies of the partner organizations to the goals of the 21st Century program. This is truly a community program.

The partners have all agreed to support the 21st Century program with tangible items or services to address the needs of the students and adult family members. Leon County Schools Nutritional Services provides dinner to student during afterschool and breakfast and lunch to



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students during summer programming. Leon County Schools Support Services for Social and Emotional Learning provides social and emotional learning and support to teachers, staff, family, and parents of students enrolled in the program to address any behavioral and character education needs. These events take place once each semester during family literacy events. Habitat for Humanity works with students and families in enrolling in their housing programs while offering students the opportunity to gain volunteer hours to count towards the Bright Futures Scholarships. Students volunteer to help build houses in their community. They learn valuable skills while earning volunteer hours to address the needs related to college and career readiness. CCYS provides behavioral counseling to families and students enrolled in the 21st Century program free of charge. Students and families can seek counseling at any time to help support student and family behavioral and character education needs. Boys and Girls Club of the Big Bend provides a Street Smart Program designed to deter gang violence. These services are offered weekly during enrichment times behavioral and character education needs. United Way of the Big Bend provides parents and students additional academic and economic resources. Students are able to participate in Literacy Volunteers of Leon County and Reading and Math Pals to help with academic needs. Parents are able to receive assistance in signing up for services such as Early Learning Coalition, Big Bend Homeless Coalition, and Second Harvest of the Big Bend. Griffin Middle School administration provides teachers, staff, and accommodations for the program to address academic enrichment and tutoring needs of students. Students enrolled in the program have access to all areas of the school that are necessary to carry out programming. This includes, cafeteria, computer labs and media center. The 21st CCLC district administration provides the oversight and administration of the program, needed to support the Extended Day Program Manager, site coordinator and the infrastructure to identify additional community resources as needed. In addition, LCSD has established on-line infrastructure for ease of reporting and sharing documentation of daily program activities and deliverables between the Site Coordinator, principals, and evaluator to address compliance needs and goals of the grant. The Partners Table and letters of support are provided for the partners in this grant and identifies significant support where value is not indicated.

3.5b Collaboration: District and school administrators work closely together to maximize the benefit of the 21st CCLC program. The Site Coordinator at Griffin Middle School has a working relationship with district staff, school administrators, and faculty and serves as a point of contact for program needs and operations. The Site Coordinator is an active teacher who works at the school and has experience with innovative academic and enrichment after school activities for high school students. The school administrators have requested to operate this program and have actively participated in all planning stages of this proposal. Based on the unique needs of the schools, selected programs are created to support reading, math and science, credit recovery, parental involvement, career and college readiness, entrepreneurial, tutoring, character education, and enrichment activities.

The program reinforces what students learn during the regular school day by employing teachers from the school who are familiar with the academic goals. This provides ongoing collaboration because teachers are aware of student needs and school goals. Teachers provide instruction through a re-teach, pre-teach, and remediation format to ensure that students are



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mastering standards that are taught during the day. To support the school and data-driven decisions, the district utilizes online assessment software programs allowing for ready access to student academic records and school-wide data. This information is available to the program manager and site coordinators for the use of identifying student academic and social weaknesses and strengths. This allows structured and targeted Project Based Learning (PBL) plans based on the student's academic and social needs. PBL units are selected by school administration to ensure each activity reinforces core academic subjects and provide personal enrichment that specifically address the school need. The Program Manager is responsible for working with administrators, site coordinator, teachers and teacher aides in implementing the PBL units. PBLs are structured to support academic subject areas (reading, writing, math, science) within fun, student-driven projects. In addition, students engage in Science, Technology, Engineering/Experiment, Art/Agricultural and Music/Math (STEAM) projects. Each subject area focuses on grade level standards. A Science standard related to biology is introduced through videos, websites, and teacher-led instructions. Students continue working on the same topic/standards through Technology, using computers, media technology for broadcasting, journalism and video and photo editing to increase student understand of the topic discussed. Students engage in Engineering/Experiments to build program applications, create coding, and perform experiments/scientific investigations regarding the standards/topics. Art/Agriculture activities are used to help strengthen the standards/topics by practicing photo editing software, and creating and editing videos, regarding the standards/topics. Math/Music activities are used to help strengthen the standards/topics implemented earlier in the STEAM project. Math lessons also incorporate standards for FSA math and Algebra I. Music standards supports the career and college readiness through media technology and Carl Perkins program. These projects offer engaging, academic and personal enrichment activities that support student's development of persistence, critical thinking, decision-making, and behavior necessary to improve academic achievement.

The Site Coordinator is added as a key member of Griffin's Site Committee a governing body of school level leaders that collaborate to ensure that the School Improvement Plans goals are being met. Site Coordinator meets with regular day teachers to help support students' academic and behavior needs. When requested, the Site Coordinator attends parent teacher conferences. Each month the Site Coordinator communicates updates, program and student needs with regularly day teachers and requests and academic and behavioral updates from teachers and administration. During a monthly meeting the Site Coordinator provides program updates and student and program needs to teachers and staff working in the program. This ensures that all staff are working towards the common goal. This collaboration is represented in Faculty and Staff Meetings Agendas, collaboration and communication logs, and emails.

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school and has experience with innovative academic and enrichment after school activities for middle school students. The school administrators have requested to operate this program and have actively participated in all planning stages of this proposal. Based on the unique needs of the school, selected programs are created to support student achievement in language arts, math, and science, credit recovery, character education enrichment, and social emotional learning academics, and opportunities for career readiness enrichment. The program reinforces what students learn during the regular school day by employing teachers from the school who are familiar with the academic goals. This provides ongoing collaboration because teachers are aware of student needs and school goals. Teachers provide instruction through a re-teach, pre-teach, and remediation format to ensure that students are mastering standards that are taught during the day. To support the school and data-driven decisions, the district utilizes online assessment software programs allowing for ready access to student academic records and school-wide data. This information is available to the program manager and site coordinators for the use of identifying student academic and social weaknesses and strengths. This allows structured and targeted Project Based Learning (PBL) plans based on the student's academic and social needs. PBL units are selected by school administration to ensure each activity reinforces core academic subjects and provide personal enrichment that specifically address the school need. The program manager is responsible for working with administrators, site coordinator, teachers and teacher aides in implementing the PBL units. PBLs are structured to support academic subject areas (reading, writing, math, science) within fun, student-driven projects. In addition, students engage in Science, Technology, Engineering/Experiment, Art/Agricultural and Music/Math (STEAM) projects. Each subject area focuses on grade level standards. A Science standard related to biology is introduced through videos, websites, and teacher-led instructions. Students continue working on the same topic/standards through Technology, using computers, media technology for broadcasting, journalism and video and photo editing to increase student understand of the topic discussed. Students engage in Engineering/Experiments to build program applications, create coding, and perform experiments/scientific investigations regarding the standards/topics. Art/Agriculture activities are used to help strengthen the standards/topics by practicing photo editing software, and creating and editing videos, regarding the standards/topics. Math/Music activities are used to help strengthen the standards/topics implemented earlier in the STEAM project. Math lessons also incorporate standards for FSA math and Algebra I. Music standards supports the career and college readiness. These projects offer engaging, academic and personal enrichment activities that support student's development of persistence, critical thinking, decision-making, and behavior necessary to improve academic achievement.

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student and program needs to teachers and staff working in the program. This ensures that all staff are working towards the common goal. This collaboration is represented in Faculty and Staff Meetings Agendas, collaboration and communication logs, and emails.

3.6 Target Population, Recruitment and Retention

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3.6a Target Population: Griffin Middle School maintains a webpage and hosts an interactive 21st Century website that provides site information, contacts, program reports, parent and staff resources, Advisory Committee meeting dates and progress information. If funded, notification to the community is provided through email and Listserve, school's marquee, flyers, and parent letters the first week the program is notified of an award. Parents are notified through direct letters from their principals. The letters identify the start date, times, location, and contact for the program. Sixty (60) 6th-8th grade students enrolled at Griffin Middle School, a school designated for Comprehensive Support and Improvement (CS&I), are eligible on a first come, first served basis with priority provided to students performing below grade level in core subjects based on FSA proficiency and End of Course scores, Students With Disabilities, English Language Learners, report card grades and those recommended by teachers. Preference is also given to students in need of assistance for behavioral, social or guidance programs, and students that are enrolled in character and behavioral education enrichment programs to deter referrals and suspensions.

3.6b Recruitment: Siblings of priority participants also receive priority enrollment as historically this has significant impact on the ability for those students to regularly participate in the program. Students with special needs and English Language Learners are recruited and receive instruction using strategies from their Individualized Educational Plans (IEP) and English proficiency standards, which is kept on file as a part of their application. This strategy is used to encourage sustained participation of students with learning disabilities. Communication with guidance counselors are instrumental in recommending and recruiting students who are in need of academic support and enrichment instruction beyond the school day.

3.6c Retention: A mandatory orientation for parents is held at the start of the school year to provide them with the expectations of the 21st CCLC Program and that students attend from the beginning to the end of the program. Orientations are flexible in time and in nature. For parents that are unable to physically attend the meetings, parents can meet via conference call or skype. Regularly reminding parents and guardians of mandatory participation hours directly reduces the number of students picked up prior to the end of the program.

The Site Coordinator and 21st Century teachers meet with both General Education and Exceptional Education Teachers to identify both social and academic strategies to benefit all students. Students with IEPs are given time to complete activities and praised when necessary. This strategy is used to ensure students are working at a comfortable learning level so that they regularly participate in the program. Providing fun, interactive activities that engage student, and enrolling students who want to be a part of program, are effective strategies for retention. As a middle school program, time is allowed for homework help time to assist with students

overcoming their academic deficits. This also supports learning from the regular school day. This program offers a focus on transitioning students to the next level of education, high school. The program also allows students to opportunity to develop skills for using computers, media technology for video and photo editing, and career and college readiness at the school.

Students and parents have the opportunity to volunteer with Habitat for Humanity to help students increase volunteer hours towards the Bright Futures Scholarship. Parents can also participate in Leon County Schools' social and emotional learning events. These programs along with programs provided by other partners provide parents with the opportunity to encourage daily attendance. Contractor services are tailored to meet student's needs. This helps enhance student's academic and social needs and facilitate retention of students. Additional strategies that are used to attract and sustain students in the program include ensuring that the program is offered at times that meet parent's needs, reaching out directly to students and parents, offering students and parents opportunities for leadership, community service, and hiring energetic and experienced staff.

3.7 Time and Frequency of Service Provision for Student and Families

3.7a After-school Schedule: Griffin Middle School's 21st Century after school program operates from 3:55pm-6:00pm Monday- Friday on all regular school calendar days. On early release days the program operates from 1:25pm-6:00pm. All academic activities maintain a 10:1 student to teacher ratio and enrichment activities maintain a 20:1 ratio.

From 3:55pm-4:15pm students receive meals daily provided by Leon County Schools Nutrition Services. On Monday, Tuesday, Wednesday and Thursday from 4:15pm-4:45pm student engage in targeted homework academic assistance for 30 minutes based on regular school day academics. Parents have indicated their biggest concern is a need for homework and tutoring assistance. In response, academic and tutoring assistance is provided as a part of the academic schedule. Academic and tutoring assistance is based on the individual students needs and does not supplant the academic activities. Students who are failing in one or more classes, need English Language or IEP support have the opportunity to work on assignments during homework time and to work on quality point/credit recovery. On Monday, Tuesday, Wednesday and Thursday from 4:45pm-5:15pm students are grouped for their focused academic activities for 30 minutes. Students participate in a strict schedule focused on academic activities of all core subject areas (language arts, math, and science) that are based on students' needs and support regular day instruction. On Fridays, from 4:15pm-5:15pm students participate in personal enrichment activities to include: nutrition and wellness and character and behavioral include activities that focus on physical fitness, drug and violence prevention and conflict resolution to support program objectives. On Monday, Tuesday, Wednesday, Thursday and Fridays from 5:15pm -6:00pm students rotate in daily groups between three classes. One class focuses on developing skills for using computers, media technology for video and photo editing, obtaining technical certifications, and career and college readiness at the school. Another class focuses on engaging student learning through projects in a math lab and the last class focuses on engaging student learning through projects conducted in a science lab. At 6:00pm students dismiss from the program. A sample after school program schedule is included as a proposal attachment.

3.7b Summer Program: Griffin Middle School's 21st Century summer school program operates from 8:00am-1:30pm Monday-Thursdays. Summer program activities for the 21st Century program at Griffin Middle School operates for six weeks. Forty (40) 6th-8th grade students are eligible to enroll. Transportation is provided to transport students to and from the program. From 8:00am-8:30am students eat breakfast and sign in. Breakfast is provided at no cost to students by the Leon County Schools Nutrition Services. From 8:30am-10:30am students work on credit recovery, and academic enrichment based on regular day academic needs. From 10:30am-12:00pm students work on skills using computers, media technology for broadcasting, journalism and video and photo editing, FSA prep and career and college readiness program at the school. From 12:00pm-12:30pm lunch is provided at no cost to students by the Leon County Schools Nutrition Services. From 12:30pm-1:30pm students work on PBLs that focus on financial, economic, business and entrepreneurship. Students develop business plans, marketing plans, problem solve, goal setting, market research, business startup stimulations. A sample summer program schedule is included as a proposal attachment.

3.7c Adult Family Member Program Activities: Five workshops are held throughout the program year. A survey of parent needs conducted at the beginning of the program year directs to other areas of parent needs. Family member events are scheduled as follows:

1. Program Orientation: This family member event offered by the School and Site Coordinator is provided the first month the program is awarded or August. This event reviews the 21st CCLC program and requirements and activities.
2. Social and Emotional Learning: The second event offered in September by Leon County Schools Support Services for Social and Emotional Learning provides social and emotional learning and support to family and parents of students enrolled in the program to address any behavioral and character education needs.
3. School and Workforce Preparations: The third event offered in December by FAMU, TRIO, EOC, provides information for parents about ways to continue their education. Students can receive SAT/ACT prep classes, and parents and adults in the community can take classes to obtain their GED. The TRIO Program also works with students to complete college applications, FAFSA, and other documents.
4. Mental Health Awareness: The fourth family member event offered in December by CCYS, provides parents with information to help identify and address mental health problems in students and adults.
5. Resume Writing and Test Prep: The fifth member family event offered in March by the Site Coordinator helps parents to create a resume and provides them with information about preparing students for state testing.

Additional workshops include financial literacy, establishing good credit, obtaining health insurance/Florida Kid Care, academic enrichment workshops, and summer safety workshops. Parent workshops are held monthly and are scheduled during flexible times during the

afterschool program. When available, the activities coincide with already scheduled school events. A sample family member events schedule is included as a proposal attachment.

3.8 Program Evaluation

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3.8a Evaluator & Plan: The evaluator for the 21st Century program is an independent evaluator, who has extensive experience in performing program evaluations for 21st Century. The evaluator has no vested interest in the 21st Century program. The evaluation uses an objectives-based approach that include monitoring of student/family member progress and tracking of program implementation to help each site make continuous progress towards achieving its goals and objectives. The evaluation activities utilize a mixed-method approach, employing both quantitative and qualitative data to address mid-year and end of year evaluation. All testing, promotion, course completion and report card data are collected from Leon County Schools' database. Survey data is collected from parents. The accuracy of the data collected is checked for errors or outliers by the external evaluator by examining descriptive data for each data set. These evaluation questions are compiled and interpreted by an independent evaluator: 1) Are the components of the grant being implemented as intended? 2) Are students improving in Academic Benchmarks and Statewide Standard Objectives for each subject area of Language Arts, Mathematics and Science? 3) Are students and families improving in Applicant specified objectives for social emotional learning, family member performance and career readiness? 4) Based on the evaluation results what adjustments need to be made?

The seven (7) measurable program objectives that guide the evaluation activities include the following: 3.8b Statewide Measurable Objectives: One (1) Statewide Standard Objectives for each subject area of Language Arts, Mathematics and Science include:

- i. Benchmark: 65% of regularly participating students will improve to a satisfactory English Language Arts grade or above, or maintain a high grade across the program year.
- ii. Benchmark: 65% of regularly participating students will improve to a satisfactory Math grade or above, or maintain a high grade across the program year.
- iii. Benchmark: 65% of regularly participating students will improve to a satisfactory Science grade or above, or maintain a high grade across the program year.

3.8c Statewide Academic Benchmarks. One (1) Statewide Academic Benchmarks include:

- i. Benchmark: 50% regularly participating students enrolled in Algebra I will pass the Algebra I End-of-Course (EOC) exam.

3.8d Applicant Specified Objectives. Three (3) Applicant Specified Objectives include:

- i. Benchmark: 75% of regularly participating students will improve their reflection of behavior choices as measured by observational assessment.



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ii. Benchmark: 80% of regularly participating students will attain a technical certification for career readiness.

iii. Benchmark: 80% of family members of regularly participating students will improve their literacy skills as measured by a perceptual survey.

3.8e Data Collection and Frequency: The Statewide Standard Objectives for each subject area of Language Arts, Mathematics and Science are measured using student report card grades and are collected each quarter to ensure proficiency. The standard of measurement for each objective is as follows:

a. Language Arts: Students will maintain or improve to a grade of A/B OR improve to a grade of C from D or F grade.

b. Math: Students will maintain or improve to a grade of A/B OR improve to a grade of C from a D or F grade.

c. Science: Students will maintain or improve to a grade of A/B OR improve to a grade of C from a D or F grade.

The Statewide Standard Objectives Academic Benchmarks for Algebra 1 End-of-Course (EOC) Exam is measured at mid-year and end of year using mid-year report card grades to determine if students are on track for passing Algebra I. The standard for End of year Algebra 1 End-of-Course (EOC) Exam is measured by proficiency levels. The standard of measurement for each objective is as follows:

a. Algebra I: Mid-Year-Students who are maintaining high performance (based on making a C or higher in Algebra I class) are "On-Track" for passing Algebra I. End of Year: Students will attain an Achievement Level 3 or higher on the Florida Standards Assessment - Algebra I EOC assessment.

The Applicant Specific Objectives for Social Emotional Learning, Career readiness Objective and Adult Family Member Performance Objective are measured as follows:

a. Social Emotional Objective: Measured each quarter using completion status of Everfi Curriculum designed to equip teachers with tools to nurture skills like compassion, leadership, conflict resolution, self-awareness, and resilience. Mid-Year: Students who are enrolled in the program are "On-Track" for meeting the objective. End of Year: Students will attain a completion status for instruction with both online and teacher presentation using the Everfi curriculum.

b. Career readiness Objective: Measured each quarter using report card grades and completion status. Mid-Year: Students will maintain or improve to a grade of A/B OR improve to a grade of C from a D or F grade. End of Year: Student will attain technical certification.

c. Adult Family Member Performance Objective: Measured each quarter using parent perceptual survey. Family members will maintain a score of 16 or above OR improve from initial survey score by 1 point. 3.8f Evaluation Timeline: Data for each objective is collected at the end of each



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quarter. Data collected from the first quarter is used to create the baseline evaluation report. Data collected from the second and third quarters are used to create a mid-year evaluation report. The mid-year report is used to address any program adjustments. Data collected from fourth quarter is used to create the summative evaluation report. The summative report is used to address program adjustments for the next school year.

The mid-year evaluation results are used to implement any program adjustments to focus on improving the quality of the program and ensuring program objectives are met. The results of both evaluations are shared with all stakeholders; teachers, parents, students, administration and community members. The Summative evaluation report is posted on the district's 21st CCLC website. Measurable Objectives and Assessments attached.

3.9 Approved Program Activities

3.9 Approved Program Activities: Approved program activities include activities that are aligned to the seven measurable program objectives and include the academic, personal and family domains. Academic standards are address through both science and math labs, tutoring and credit recovery are used to address the language arts, math, science, and Algebra I objectives. The social emotional learning objective is addressed using tutoring and character education. The career readiness objective is addressed in technology education to help ensure the Florida is Number 1 in workforce education. The family member objective is addressed using family literacy events. All academic activities maintain a 10:1 student to teacher ratio and enrichment activities maintain a 20:1 ratio.

On Monday, Tuesday, Wednesday and Thursday from 4:15pm-4:45pm student engage in targeted homework academic assistance for 30 minutes based on regular school day academics. Parents have indicated their biggest concern is a need for homework and tutoring assistance. In response, academic and tutoring assistance is provided as a part of the academic schedule. Academic and tutoring assistance is based on the individual students needs and does not supplant the academic activities. Students who are failing in one or more classes, need English Language and IEP support have the opportunity to work on assignments during homework time and to work on quality point/credit recovery. On Monday, Tuesday, Wednesday and Thursday from 4:45pm-5:15pm students are grouped for their focused academic activities for 30 minutes. Students participate in a strict schedule focused on academic activities of all core subject areas (language arts, math, and science) that are based on students' needs and support regular day instruction. On Fridays, from 4:15pm-5:15pm students participate personal enrichment activities to include: nutrition and wellness and character and behavioral activities that focus on physical fitness, drug and violence prevention and conflict resolution to support program objectives. On Monday, Tuesday, Wednesday, Thursday and Fridays from 5:15pm -6:00pm students rotate in daily groups between three classes. One class focuses on developing skills for using computers for using computers, media technology for video and photo editing, obtaining technical certifications, and career and college readiness at the school. Another class focuses on engaging student learning through projects in a math lab and the last class focuses on engaging student learning through projects conducted in a science lab. The program dismiss at 6:00pm. Below is a program logic model describing approved program activities: See Attached.

3.10a Staffing & Professional Development

3.10 Staffing Plan and Professional Development.

3.10a Staffing Plan: The program manager is a certified ESE, ESOL, Elementary Education K-6 and English 6-12 teacher with advanced degrees, and evaluation certificate with 4 years' experience in supervising after school programs and 15 years of teaching experience. The program manager provides administrative oversight and community coordination of the 21st Century program and serves as the primary contact for FDOE in all matters related to the 21st CCLC program. The program manager is responsible for the collection and maintenance of all data including attendance and assessment data and serving as collaboration liaison to ensure that active collaboration occurs in program planning and implementation work with community members, partners and private schools.

A Florida certified teacher leads each program site as the site coordinator. The Site Coordinator is directly responsible for the administrative tasks and the daily operations of the program. The Site Coordinator and at least one activity leader maintains CPR and First aid certifications to ensure that at least one certified staff is on site at all times. The Site Coordinator prepares the program activities, coordinate with vendors and community partners, and adjust for issues such as youth interventions, identifying substitutes as needed and ensuring time is maximized when students are present.

Certified teachers provide daily academic instruction, quality point/credit recovery and homework assistance and confer with the student's teachers regarding Florida Standards to address and the specific data-based needs of each student.

Aides and activity leaders lead group activities, setup, clean up, and assist teachers. The Site Coordinator works with teachers to ensure that the academic instruction and enrichment activities of the program parallel regular school day instruction; student academic records are available; participants are in attendance during the regular school day; information is shared on students' progress at school and in the program. Activity leaders are responsible for supporting the teachers by supervising students, directly engaging students in hands-on activities and ensuring parents check out their child in accordance with procedures. Activity Leaders are assigned to classrooms to further reduce class size and to meet ratios. A Level II Background screening requirements pursuant to Florida law are required for any person working in Leon County Schools.

3.10b Professional Development

Professional Development 3.10b: Professional growth remains a part of the 21st Century program at Griffin Middle School. The program manager attends the Best of Out-of-School Time Conference to provide professionals, advocates, and community members the tools and resources necessary to build high-quality out-of-school time program.



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The program manager, extended day manger, site coordinator, and teachers attend the statewide 21st CCLC after school conference designed to support programs that are committed to high impact, evidence-based strategies for all afterschool programs. This conference allows afterschool professionals to create engaging academic lessons to address academic objective, maintain program compliance, recruit and retain students from the target population and collect data for program evaluation.

The program manager, extended day manger, and site coordinator attend the Beyond School Hours national conference to draw upon the experience and expertise of session leaders from throughout the United States to develop more effective afterschool programming. The conference covers topics that range from arts education, trauma-informed practice, grade-level reading, equal access to STEM education, and more. This conference allows afterschool professionals to gain support for creating engaging curriculum and lesson for the career readiness and social emotional learning objectives.

In addition, the program manager, extended day manger, site coordinator, and teachers attends the Creating Trauma-Sensitive Schools (CTSS) Conference to explore how early trauma impacts learning and development and the importance of addressing these complexities in schools. This conference allows afterschool professionals to gain support for creating engaging curriculum and lesson for the family and social emotional learning objectives.

The program manager, extended day manger, site coordinator, and teachers attend the Summer Science and Math STEAMposium to focus on developing math and science labs. The STEAMposium provides a unique opportunity for educators and STEAM stakeholders to unite around the common goal of preparing the Florida STEAM workforce for the future by building foundations for each child in Science, Technology, Engineering, Arts and Math. From each conference staff are tasked with identifying an activity or resource to address activities related to program objectives within one month of returning from the conference. Upon returning from a conference, program manager and site coordinators use the “Train the trainer” model to disseminate information to staff.

The LCS program manager engages the site coordinators, teachers and activity leaders in professional development through monthly professional development provided to the site coordinators during regularly scheduled Site Coordinator Meetings. The meetings are based on program needs. Monthly meeting topics include, Effective Leadership, Socioemotional Learning for Site Coordinators provided by Leon County Schools Support Services, Using Data to Drive Instruction in Afterschool, Collecting Data, Mental Health Awareness for Site Coordinators, Conscious Discipline, Socioemotional Learning for Activity Leader provided by Leon County Schools Support Services, Strengthening Academic Enrichment, and Strengthening Family Literacy Activities. Information from the professional development conducted during the monthly meetings is disseminated by the site coordinator to program staff. All meetings align with academic, personal and family program objectives.

3.11 Facilities

3.11 Facilities: Griffin Middle School is a public school which is available to students and their parents and adult family members at the school that students are enrolled and does not need to provide childcare licensing information or documentation. As this program is conducted after school hours, the entire campus is available, as needed.

Classrooms, cafeteria, bathrooms, computer labs, and gym are accessible to students enrolled in the program. Every classroom complies with the requirements for classroom space for the population of the school. The school and all classrooms are handicap accessible. Classroom space and occupancy follows the regular school guidelines. There is sufficient classroom space during the academic hour to support the student ratios. Additional access to school buildings such as the music, art, media center, and gymnasium is available to support the 21st CCLC Program. Conference rooms are available to assist the Site Coordinator in meeting with parents and community stakeholders. Griffin Middle School ensures that the Site Coordinator has an office that can be secured so that 21st CCLC items are stored securely and separately.

The site has an “Alternative Activities Plan” on hand. In cases of inclement weather, age appropriate alternative activities are provided in covered areas, gymnasiums or other locations, such as classrooms.

3.12 Safety and Student Transportation

3.12 Safety and Student Transportation.

3.12a Safety: To ensure student safety, every family completes an application form for student enrollment in the program. The application packet includes details of partners and third-party organizations that have access to student data, as well as program rules, medical information, student emergency contact and rules and safety procedures of the program.

The students transition directly into the 21st Century program from the regular school day program. Staff receive students into the program at dismissal of regular day program. Student attendance is taken daily for all classes/activities and records are maintained for data reporting. Areas are designated as 21st CCLC use including an area for students to store their backpacks, meals, and classroom(s) for homework assistance and instruction. This ensures that all students and staff are aware of program locations. Staff members use radios to communicate about student transitions, behavior issues, or other classroom and campus issues. A buddy system is used during the program if a student needs to leave the classroom. Disciplinary measures, procedures, and/or a code of conduct are implemented. Adult supervision is provided for children at all times.

Site Coordinators receive training during monthly site coordinator meetings about program procedures, requirements, and safety procedures. Teacher aides receive on-going, as well as, two additional trainings to ensure safety and program procedures are followed. Program staff are expected to adhere to all sections of the 21st CCLC Manual in addition to the Leon County Schools Employee Handbook.



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All staff and contractors are required to have a Level II background screening before working with students. Everyone is required to have identification visible when on school campuses. School Administrators ensure the safety of students by adhering to the LCS Zero Tolerance Policy. The Safety and Security Office issues identification badges required. All visitors are required to report to the front office, show proof of identification, and sign in/out. The district has a centralized 24-hour security center. This center monitors campus fire and security alarms, video cameras, and a 24-hour call line. For safety the school has fencing and is a closed campus. Fire drills and emergency event drills are conducted during the afterschool program to ensure students are familiar with the procedures. All schools use the LCS Safety Procedures and have multiple people at the site trained in CPR/First Aid. Every campus is equipped with alert radios providing instant notification of weather updates.

3.12b Student Transportation: District policies are followed regarding vehicles used for transportation. Bus drivers are certified Commercial Driver's Licenses (CDL) and must have a Level II background screen completed. All district buses are fully accessible and equipped with video cameras to document incidents. Head-counts and attendance are taken before, during and after field trips by staff, signed parent permission sheets with reliable contact information, as well as, student name badges are used to ensure students' off-campus safety. Transportation home during afterschool is not provided. Parents identify, at program registration, how their child gets home and who has permission to pick up their child. This information is provided by parents on the enrollment application. All students being picked up must be signed out by an approved adult or parent. Staff are present to verify that students are picked up by an approved adult. During summer school, students are transported to and from the program. Students are picked up and dropped off at their approved addresses according to Leon County Schools' policy. In case of emergency while on the bus, students follow the directives of the bus driver and bus attendant. In addition, students regularly practice bus drills so that they know what to do in an emergency.

3.13 Sustainability

3.13 Sustainability: The budget provided is sufficient to operate the 21st CCLC and utilizes the funds in an effective and efficient manner. Administrative costs are below the limit of 10% of 21st CCLC programs funds to ensure funds are primarily for the direct services provided to students. The activities and budget are written with sustainability in mind. The services are sustained through the 5-year operation. At the partner planning meetings, in preparation for proposal development, partners were asked to consider their own sustainability efforts. We asked if the partners could help share the burden and provide services to students and parents at no cost. We also asked contractors to reduce their costs over to students to provide activities that address program needs. Partners who provide free services help sustain the 21st Century programs. The Grants Office of Leon County Schools is contributing services for grant writing and grant seeking assistance to partners in their efforts to identify alternative funding. The Grants Office assists in writing and grant seeking for teachers. Transportation, janitorial, facilities, and management are all cost expenditures that Griffin Middle School currently assumes for the project and could continue in the future. The meals are provided for free by



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Leon County Schools Nutrition Services. The professional development required for the successful operation are funded through federal entitlements of Title I and Title II.

The Advisory Council has a significant percentage of members representing local businesses and community organizations. Committed Advisory Council Members include parents, students, regular school day teachers, and a diverse group of members of community agencies, partners and contractors. The Advisory Council meets each semester to review, discuss, and address program status.