

21st Century Community Learning Centers Parent and Student Handbook

2021-2022



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

F L O R I D A



Welcome to the 21st Century Community Learning Centers After School Program!
We are looking forward to having you and your student(s) participate in our program this year! If you have any questions or concerns, please contact your school's Site Coordinator.

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

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

LCS Mission Statement:

The mission of Leon County Schools is to educate, inspire and empower all students to become responsible, respectful, and engaged citizens who are equipped with the critical thinking skills needed to thrive in our global society.

21st CCLC Goals:

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

21st CCLC Operations

The 21st CCLC program is operates five days a week during the academic school year and four days a week during the summer. All programs follow the LCS calendar and guidance for all holidays and school cancellation for inclement weather. Programs do operate on scheduled early



release days. Every program has a web page, that can be accessed through their school's website, in which specific Site Coordinator and program information, and registrations forms can be found.

21st Century is currently at 14 different schools in Leon County School District:

Elementary: 2:50 – 6:00PM

Middle: 3:50 – 6:00PM

High: 1:50 – 5:00PM

Apalachee Elementary: Ms. Samantha Sager, sagers@leonschools.net

Astoria Park Elementary: Mrs. Monica Cuyler- Gavin, cuylerm@leonschools.net

Bond Elementary: Ms. Jasmine Sailor, sailorj@leonschools.net

Fairview Middle: Mr. Dan Johnson, johnsond4@leonschools.net

Godby High: Mrs. Renee Pride, prider@leonschools.net

Griffin Middle: Mrs. Tarran Jefferson, jeffersont@leonschools.net

Hartsfield Elementary: Mrs. Nikki Glenn, glennn@leonschools.net

Nims Middle: Mrs. Andreka Rittman-Baker, rittmana@leonschools.net

Oak Ridge Elementary: Mr. Antwon Cole, colea@leonschools.net

Pineview Elementary: Ms. Tracy Nash, nasht@leonschools.net

Rickards High: Dr. Aretha McNeil, mcneila@leonschools.net

Riley Elementary: Mr. Parish Williams, williamsp@leonschools.net

Sabal Palm Elementary: Mrs. Tamika Brown, brownt6@leonschools.net

Springwood Elementary: Mr. William Gilmore, gilmorew@leonschools.net

Admission of Students

Students will be admitted using the following considerations and procedures:

1. Student must be enrolled in the school/site that the 21st CCLC program is operating at.
2. Students scoring a Level 1 or Level 2 on the Florida Statewide Assessment will receive priority for admission to the program. Additionally, students academically at-risk as determined



by report card grades, classroom performance, and teacher recommendations will receive priority consideration. All other available program admission slots are on a “first come – first serve” basis. *(Sibling participation is also a consideration).*

3. Registration paperwork must be turned in and approved by the Site Coordinator. Any change to this information must be communicated to the Site Coordinator immediately so that current information is on file.

4. A student’s ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations. Students also must adhere to the school behavior policy.

Registration Forms

A complete set of enrollment forms must be on file before a student can attend the 21st CCLC program. These forms include, but are not limited to, the registration form and the signature page of the overview of the program expectations.

**No child will be allowed to stay for any reason unless the forms are signed and dated. It is the parents’ responsibility to notify staff of any changes. These changes would include change of address, change of contact numbers, change in persons authorized for pick-up, and family arrangements.*

Attendance Policy

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

The program sites are able to serve a limited number of students. Usually there is a waiting list for students who qualify for the program. If a student is not going to attend regularly, that “spot” will be made available to students on the waiting list.

Sign In/Out

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



If an emergency should arise and you should need to pick up your child from the program before 5:30PM or after 6:00PM, please notify the Site Coordinator about your situation.

Snacks/Meals

A nutritional snack or meal will be provided each day. Please include any food allergies on your child's enrollment form. Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the school site. Parents have unlimited access to all areas of the building used for activities during hours of operation. If you have any concerns or questions at any time, please feel free to bring them to the appropriate staff member when they occur. Parents are also encouraged to:

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

Behavior Policy

Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. If at any time the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff, himself/herself, or the program, a parent conference will be scheduled. If the behavior continues, the child may be dismissed from the program.

Each program will have its own specific behavior policy, which can be found on their registration forms.

Safety and Security

Accidents/Emergencies

Staff must report incidents to all appropriate individuals immediately. If the injury/illness/emergency is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness/emergency is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available center health records. Staff will not transport children in staff owned vehicles. Only parents or EMS will transport. An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury/emergency, if any of the following occur: the child has an illness, accident, emergency or injury which requires first aid or intervention; the child receives a bump or blow to the head; the child threatens self-harm; the child has to be transported by emergency squad; or an unusual or unexpected event occurs that jeopardizes the safety of the



child. All District policies and procedures regarding injury shall be followed, with appropriate reporting. The school's crisis plan includes the names of those individuals within the school designated to receive reports of students suspected of contemplating suicide.

Suicide Intervention Procedures & Prevention and Preparedness

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

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

COVID-19

Our district is working in collaboration with the City of Tallahassee, Leon County, the Leon Health Department, FSU, FAMU, TCC, Capital Health Plan, TMH, and more on a community response. The 21st CCLC program will follow all LCS and CDC guidelines when it comes to COVID-19. The safety of all students and employees is always the first priority. LCS's goal is to provide every student with the best educational experience possible.

If you suspect you have come into contact with someone that has tested positive or for Covid-19, or have been contacted by the Health Department as having been potentially exposed, STOP. Contact your supervisor. Your supervisor will provide information on whether you can return to work, or if testing for Covid-19 is needed and will have you Contact Risk Management for information on how to proceed. If you are feeling unwell, stop and contact your supervisor. Keep track of your symptoms, you may be asked to go get tested if symptoms align with Covid-19. Please visit the LCS website for more information regarding Covid-19.