

Decatur County Schools



2019-2020

21st Century Community Learning Centers

Parent-Student Handbook

21ST CCLC

STEM BLASTERS AND BEYOND

JOHN JOHNSON ELEMENTARY

JONES WHEAT ELEMENTARY

POTTER STREET ELEMENTARY

WEST BAINBRIDGE ELEMENTARY

Monday – Thursday

7:00 a.m. – 8:00 a.m.

3:30 p.m. – 5:30 p.m.

Parent/Student Handbook

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*Decatur County Schools
21st Century Communities Learning Center
Parent-Student Handbook*

*Welcome to the Decatur County Schools
21st CCLC Program!*

Welcome to the STEM Blasters and Beyond 21st Century Community Learning Center(21st CCLC). This grant serves all 4 of the elementary schools in Decatur County. The staff members are very excited about working with your child. The grant funded program is free and is designed to provide homework assistance, academic enrichment and tutorials, and health /recreation activities that will help our students meet the state's educational standards.

To help us maintain a safe and productive learning environment, certain policies and procedures have been developed. These policies and procedures are presented in this handbook. Please take time to read and discuss this packet with your child. There is important information for you and your child to sign at the end of this packet. Please return the signed information to your child's teacher.

We are here to provide a quality learning experience for your child. If you have any questions, comments, suggestions, or concerns, please call the Program Director or Site Coordinators at the following numbers: Jeanette Grimsley – 248-2841; John Johnson - Sandra Dawson (248-2815); Jones Wheat - Dr. Theodora Rodgers (248-2218); Potter Street Elementary – Recarlo Williams (248-2253); West Bainbridge Elementary – Tiffany Hall – (248-2821). We look forward to an exciting year school year with the 21st Century morning and afterschool program.

Yours in Education

Decatur County Schools

VISION

Excellence, Engagement and Accountability.....for all.

MISSION

To empower all students to engage and succeed in a global society by providing rigorous and equitable opportunities, nurturing environments, sustained partnerships, college and career readiness and character development.

John Johnson Elementary



2019-2020

21st Century Communities Learning Center Staff

Mrs. Kaycee Wade

Principal, John Johnson Elementary

Phone: (229) 248-2215

Email: kwade@dcboe.com

Mrs. Letitia Austin

Assistant Principal, John Johnson Elementary

Phone: (229) 248-2215

Email: laustin@dcboe.com

Mrs. Sandra Dawson

Site Coordinator

Phone: (229) 248-2215

Email: sdawson@dcboe.com

After-School Instructors

Stephanie Barber – Teacher

Victoria Cay – Teacher

Layne Edwards-Teacher

Frederick Goings - Teacher

William Griffith-Teacher

Erica Martin-Teacher

Tiffany Rambo - Teacher

Charlotte Thomas-Teacher

Jones Wheat Elementary



2019-2020

21st Century Community Learning Center Staff

Dr. Larry Clark

Principal, Jones Wheat Elementary

Phone: (229) 248-2218

Email: lclark@dcboe.com

Mrs. Cindy Clement

Assistant Principal, Jones Wheat Elementary

Phone: (229) 248-2218

Email: cclement@dcboe.com

Mrs. Delores Haire

Assistant Principal, Jones Wheat Elementary

Phone: (229) 248-2218

Email: dhaire@dcboe.com

Dr. Theadora Rodgers

Site Coordinator

Phone: (229) 220-7488

Email: trodgers@dcboe.com

After-School Instructors

Otha Backey-Teacher

Cynthia Butler-Teacher

Ilesha Hughes-Teacher

MaKeesha Kegler-Teacher

Georgette McNelson-Teacher

Debra Phillips – Teacher

Blake Carruthers - Teacher
Potter Street Elementary



2019-2020
21st Century Community Learning Center Staff

Mrs. Jennifer Wilkinson
Principal, Potter Street Elementary
Phone: (229) 248-2253
Email: jwilkinson@dcboe.com

Mrs. Christy Cox
Assistant Principal, Potter Street Elementary
Phone: (229) 248-2253
Email: ccox@dcboe.com

Mr. Recarlo Williams
Site Coordinator
Phone: (229) 726-0569
Email: rwilliams@dcboe.com

After-School Instructors
Kimberly Council – Teacher
Dena Godwin - Teacher
April Hampton – Teacher
Nicole Hicks – Teacher
JoAnn Moore - Teacher
Terrance Quarterman – Teacher
Georgia Wilson-Teacher

West Bainbridge Elementary



2019-2020

21st Century Community Learning Center Staff

Mr. Jamie Ard

Principal, West Bainbridge Elementary

Phone: (229) 248-2821

Email: jard@dcboe.com

Ms. Ortega Ross

Assistant Principal, West Bainbridge Elementary

Phone: (229) 248-2821

Email: oross@dcboe.com

Mrs. Delores Haire

Assistant Principal, West Bainbridge Elementary

Phone: (229) 248-2218

Email: dhaire@dcboe.com

Ms. Tiffany Hall

Site Coordinator

Phone: (229) 400-1938

Email: thall@dcboe.com

After-School Instructors

Amy Barber-Teacher

Maria Clark - Teacher

Mearlene Duncan-Teacher

Alisa Haynes - Teacher

Dianne Houston-Teacher

Jenny Livingston – Teacher

Laurie Riordan – Teacher

Leslie Washington - Teacher

Laurie Riordan – Teacher

Dana Swicord – Teacher

Courtney Williams-Teacher

HOURS OF OPERATION FOR THE 21ST CCLC PROGRAM

John Johnson Elementary
Jones Wheat Elementary
Potter Street Elementary
West Bainbridge Elementary

Monday - Thursday

MORNING SCHOOL – 7:00 A.M. – 8:00 A.M.

AFTER SCHOOL – 3:30 P.M. - 5:30 P.M.

Holidays/Early Release

There will be no programming on school holidays. Students will attend morning sessions on early release days.

**21st Century After-School Program
John Johnson Elementary**



“Where Everybody is Somebody”

Mrs. Jeanette Grimsley, Program Director
Mrs. Kaycee Wade, Administrator
Mrs. Letitia Austin, Administrator
Sandra Dawson, Site Coordinator

Schedule 2019-2020

7:00 A.M. – 8:00 A.M.

Activity	Time	Title
Enrichment Exploration Academic Enrichment Activities (Mathematics/Reading)	7:00 a.m. – 8:00 a.m.	Learning.com (reading and math) ILEARN (math) Istation (reading)

3:30 P.M. – 5:30 P.M.

Activity	Time	Title
Snack Time/Tutoring	3:30 p.m. – 4:15 p.m.	Nutrition Time /Tutoring/Reading
Enrichment Activities Academic Reading/Math/STEM/Chrome Lab	4:15 p.m. – 4:45 p.m.	PE/STEM Tutoring/Computer Reading/Math/Art/Learning.com
Enrichment Activities Academic Reading/Math/STEM/Chrome Lab	4:45 p.m. – 5:30 p.m.	PE/STEM Tutoring/Computer/ Reading/Math/Art/Learning.com
Dismissal	5:30 p.m.	Car and Bus Dismissals

21st Century After-School Program
 Jones Wheat Elementary School
 "Home of the Gators"



Mrs. Jeanette Grimsley, Program Director
 Dr. Larry Clark, Administrator
 Mrs. Cindy Clement, Administrator
 Dr. Thea Rodgers, Site Coordinator

Schedule 2019-2020

7:00 A.M. – 8:00 A.M.

Activity	Time	Title
Enrichment Exploration Academic Enrichment Activities (Mathematics/Reading)	7:00 a.m. – 8:00 a.m.	AR reading Books, Learning.com (reading and math) ILEARN (math) Istation (reading)

3:30 P.M. – 5:30 P.M.

Activity	Time	Title
Snack Time/Tutoring	3:30 p.m. – 4:15 p.m.	Nutrition Time /Tutoring/Reading
Enrichment Activities Academic Reading/Math/STEM/Chrome Lab	4:15 p.m. – 4:45 p.m.	PE/STEM Tutoring/Computer Reading/Math/Art/Learning.com
Enrichment Activities Academic Reading/Math/STEM/Chrome Lab	4:45 p.m. – 5:30 p.m.	PE/STEM Tutoring/Computer Reading/Math/Art/Learning.com
Dismissal	5:30 PM	Car and Bus Dismissal

**21st Century After-School Program
Potter Street Elementary School
"Home of the Patriots"**



**Mrs. Jeanette Grimsley, Program Director
Mrs. Jennifer Wilkinson, Principal
Mrs. Christy Cox, Assistant Principal
Mr. Recarlo Williams, Site Coordinator**

Schedule – 2019-2020

7:00 A.M. – 8:00 A.M.

Activity	Time	Title
Enrichment Exploration Academic Enrichment Activities (Mathematics/Reading)	7:00 a.m. – 8:00 a.m.	Learning.com (reading and math) I LEARN (math) Istation (reading)

3:30 P.M. – 5:30 P.M.

Activity	Time	Title
Snack Time/Tutoring	3:30 p.m. – 4:15 p.m.	Nutrition Time /Tutoring/Reading
Enrichment Activities Academic Reading/Math/STEM/Chrome Lab	4:15 p.m. – 4:45 p.m.	PE/STEM Tutoring/Computer Reading/Math/Art/Learning.com
Enrichment Activities Academic Reading/Math/STEM/Chrome Lab	4:45 p.m. – 5:30 p.m.	PE/STEM Tutoring/Computer Reading/Math/Art/Learning.com
Dismissal	5:30 p.m.	Car and Bus Dismissals

21st Century After-School Program

West Bainbridge Elementary School

“Home of the Wildcats”



Mrs. Jeanette Grimsley, Program Director

Mr. Jamie Ard, Administrator

Ms. Ortega Ross, Administrator

Mrs. Delores Haire, Administrator

Ms. Tiffany Hall, Site Coordinator

Schedule 2019-2020

7:00 A.M. – 8:00 A.M.

Activity	Time	Title
Enrichment Exploration Academic Enrichment Activities (Mathematics/Reading)	7:00 a.m. – 8:00 a.m.	AR reading Books, Learning.com (reading and math) ILEARN (math) Istation (reading)

3:30 P.M. – 5:30 P.M.

Activity	Time	Title
Snack Time/Tutoring	3:30 p.m. – 4:15 p.m.	Nutrition Time /Tutoring/Reading
Enrichment Activities Academic Reading/Math/STEM/Chrome Lab	4:15 p.m. – 4:45 p.m.	PE/STEM/Samaritan Tutoring/Computer Reading/Math/Art/Learning.com
Enrichment Activities Academic Reading/Math/STEM/Chrome Lab	4:45 p.m. – 5:30 p.m.	PE/STEM/Samaritan Tutoring/Computer Reading/Math/Art/Learning.com
Dismissal	5:30 p.m.	Car and Bus Dismissals

Goals and Objectives
Program Name: STEM BLASTERS and BEYOND

Goals, Objectives, Tools, Activities and Timeframe Table

Goals	Measurable Objectives	Measurement Tools	Activities	Timeframe
1) Improve academic achievement	1.3) 50% of students will increase Lexile score from fall to spring.	1.3) Lexile ISIP assessment from ISTATION	1.3.1) Project-based STEM activities that align to GSE, embed literacy, require higher order thinking and result in product or exhibition and Instructional software that supports literacy and embeds technology.	1.3.1) Daily and weekly throughout the year
	1.4) 50% of students will increase ILEARN grade level benchmark assessment from fall to spring.	1.4) ILEARN grade level benchmark assessment	1.3.2) Student tracking on independent reading.	1.3.2) Weekly and throughout the year.
			1.4.1) Project-based STEM activities that align to GSE, embed literacy, require higher order thinking and result in product or exhibition and Instructional software that support math understanding and embeds technology.	1.4.1) Daily and throughout the year

2) Improve student digital literacy skills across content areas	<p>2.1) 60% of students will improve core technology skills including but not limited to keyboarding, word processing, web browsing, and applications that are embedded in inquiry projects that are aligned to core content areas.</p> <p>2.2) 50% of students will develop individually, in partners, or in groups an app or game in HTML5.</p>	<p>2.1) 21st Century Skills Assessment</p> <p>2.2) Observation Checklist and Student Artifacts</p>	<p>2.1.1) Completion of Inquiry based projects that are aligned with GSE core content and ISTE Standards</p> <p>2.1.2) Engage in differentiated digital literacy assignments that teach necessary skills to produce technology projects that align with the 6 grade level units of instruction</p> <p>2.2.1) Instruction in the foundations of coding lessons that will help students with computational thinking skills, scientific relationships, and will also allow students to solve complex problems.</p> <p>2.2.2) Students will participate in coding challenges that develop multi-step thinking, critical thinking and analytical skills.</p>	<p>2.1.1) 6 Inquiry Units of instruction will be completed (approximately 1 unit completed each 5-6 weeks)</p> <p>2.1.2) Weekly and Throughout the year</p> <p>2.2.1) September - February</p> <p>2.2.2) February - April</p>
3) Improve Positive Student	3.1) 75% of regularly participating students will exhibit daytime	3.1) Behavior Skills Observation	3.1.1) Relationship classes, social skills, Samaritan	<p>3.1.1) Throughout the year</p> <p>3.1.2) Throughout the year</p>

Behaviors	teacher-reported improvement in behavior as measured by the Behavior Skills Observation Checklist	Checklist	counseling sessions, ABE module completion	3.1.3) Throughout the year
	3.2) 80% of regularly participating students will increase day school attendance	3.2) Attendance information in SIS	3.1.2) Enrichment sessions focused on health/wellness: selected among recreation - swimming, exercise, Wii, martial arts, team sports, nutrition/cooking, etc.	3.2.1) Throughout the year
		3.3) Attendance at school wide rewards/events	3.1.3) Enrichment sessions focused on the arts - drama, drawing, painting, photography, crafts, dance, etc..	3.2.2) Throughout the year
			3.2.1) Increase student academic achievement and social/behavior patterns by providing engaging and challenging activities which motivate students to attend school	3.2.3) Throughout the year
			3.2.2) Provide student choice in activity participation when possible	
			3.2.3) Provide real-world	

			experiences that make student learning rigorous and relevant	
4) Increase Family Involvement	4.1) 40% of parents/families will participate in or attend one or more activity with a focus on safety/health/wellness, digital literacy and technology use, or the arts	4.1) Sign in sheets	4.1.1) DCS/DCFC workshops on positive parenting, health and wellness, digital literacy and use of technology tools, financial planning, technology and student art showcase	4.1.1) Ongoing events offered monthly/quarterly throughout the year
	4.2) 40% of parents/families will participate in or attend one or more activity with a focus on academics.	4.2) Sign in sheets		
		4.3) Parent Survey	4.3.1) Intro to Parent Portal, Learning.com, and other academic support resources.	
			4.3.2) 1st Semester Parent Resources follow up session	
			4.3.3) 2nd Semester Parent Portal follow up session	

Visitors

Parents are welcome and encouraged to visit the school. **Visitors are required to enter the building at the main entrance.** All visitors are required to report to the school Attendance Office upon entering the building.

Parent Involvement

Parents are important to the social, emotional, and educational development of their children. We strive to include parents in our program by providing parent events throughout the year. Parents are notified by School Messenger, a communication system that sends the message to the contacts listed in Infinite Campus, the student information system at each school; Flyers and reminders are sent by the students, and other information is sent on a regular basis to keep parents informed about the activities.

Responsibilities of Parent

- To teach and model respect and responsibility at home.
- Cooperate fully with 21st CCLC staff members and to encourage children to do their best.
- Encourage children to follow the rules.
- Require children to attend the program on a regular basis
- Sign and return all forms

Communication with Regular Day Staff

21st CCLC Instructors, Regular Education, and Special Education Teachers should regularly to discuss curriculum. A copy of the nine week standards are given to the 21st CCLC teachers to use to structure hands- on learning activities to reinforce the standards taught during day school. 21st CCLC staff and regular day staff are in communication with each other through email, grade level meetings, or face-to face meetings each week.

21st CCLC Recruitment Policy

At the beginning of each school year, a certified letter will be mailed to area private schools extending all Federal Program services which include Title IV, Part B-21st CCLC. Additionally, at the start of each semester, a flyer will be prepared and sent home with each student including students with special needs. This flyer will detail the dates and times of the program and will have a space upon which the parent may request an application. Information will also be provided at Open House, on the school's website, on school site's marquee, meetings with partners and agencies that serve families, and flyers distributed in community churches in

English and Spanish. The Parent Involvement Director in conjunction with the Site Coordinators/teachers will place phone calls or hold meetings to explain the program and its services.

All faculty and administrators will be notified of the program dates and be asked to submit a list of names they feel will benefit from the program based on the eligibility requirements listed in the grant.

After all names are assembled, an application will be sent to parents along with a disclaimer explaining the selection process. Parents will receive notification if their child is accepted.

Once the target numbers of slots are filled, the remainder of the students applying names will be placed on a waiting list. A letter indicating this information will be sent to parents. As soon as a slot becomes available, the parent will be notified.

21st CCLC Recruitment Plan

A list of perspective students will be composed based on the following criteria:

- Failure of the Georgia Milestones in Reading, Math, and/or Language Arts
- Failure of the previous grade level
- Teacher recommendation based on student classroom performance.

Letters of invitation, applications, and calendars will be sent to the parents of these students. After response is received from these students, phone calls will be made to those who do not accept to try to recruit those students.

After this effort, students will be recruited based on teacher recommendation, again and/or parent

Confidentiality

Information pertaining to the children enrolled in the 21st Century Community Learning Centers is considered confidential and may not be released by staff without first obtaining written permission signed by the parent(s)/guardian(s) except in the case of suspected abuse or neglect, threat to self or others, or under court order.

Attendance Plan

Attendance is an important goal of the 21st CCLC program. Decatur County Schools (DCS) will use inducements to improve school attendance. No more than 1 excused absence will be allowed. At a minimum, a letter from a parent is required to excuse an absence. The final decision as to whether an absence is excused or unexcused will remain with the Site Coordinator.

If a student misses 2 or more days consecutively, the Site Coordinator will contact parents to discuss the reason for the absence. The parents will be informed about the importance of attendance in the 21st CCLC program and the effect attendance has on the academic/social progress of their child.

If a student misses class for 5 days or more consecutively, the Site Coordinator will schedule a meeting with the parents, inviting the principal and DCS Social Worker to attend in an effort to inform/counsel with the parents about how attendance is an integral and vital part of their child's academic progress. Also, if the child's attendance does not improve, it is a possibility that he/she will be dismissed from the program. The parent will be further advised that if their child is dismissed from the program they must re-apply. The student's name will be placed on the waiting list. There will be no guarantee that there will be a slot available during the remaining of the school year.

At the start of both the regular and summer program, a copy of the attendance policy shall be shared with Private Schools, parents and students. **(See page 33)**

FRAUD, WASTE, AND ABUSE PROCEDURE

PURPOSE:

In compliance with White House Executive Order 12731, the Decatur County School System provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The

Decatur County School System shall not tolerate fraud, waste, or abuse of any kind and has an established system for the reporting and investigating of suspicious activities.

DEFINITIONS:

“**Fraud**” means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Decatur County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

“**Waste**” means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

“**Abuse**” means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one’s position or authority.

EXAMPLES OF FRAUD, WASTE, AND ABUSE: (NOT ALL-INCLUSIVE)

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property
- Neglect of duty

STATEMENT OF ADMINISTRATIVE REGULATIONS:

Any and all reports of suspicious activity and/or suspected fraud, waste, or abuse, shall be investigated. The Decatur County School System shall not tolerate fraud, waste, or abuse of any kind, and any reported cases of suspected fraud, waste, and abuse will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

CONFIDENTIALITY:

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

PROCEDURES AND RESPONSIBILITIES:

1. Anyone suspecting fraud, waste, or abuse, whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or the Superintendent's designee of the Decatur County Board of Education at 100 West Street, Bainbridge, GA 39817.
2. Any employee with the Decatur County Board of Education (part-time staff, full-time staff and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at (229) 248-2200. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Decatur County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, or abuse.
6. A hard copy of these Fraud, Waste, and Abuse Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Decatur County Schools website (www.dcboe.com)
7. A report shall be made to the Chairman of the Decatur County Board of Education if fraud, waste, or abuse is suspected of or by the Superintendent.
8. Each employee shall receive a hard copy of this document and will sign attesting that he or she has indeed received this information and understands its contents.

Acceptance Usage Policy

The 21st Century Program uses school computers as needed. In addition all internet connections are through the school servers. Because the system is a school administered system and the 21st Century Program is a user, we will follow all requirements posted by the Decatur County Board of Education. These rules are in compliance for students who uses technology equipment in each classroom and for all 21st CCLC staff users. School system employees are expected to continue the school policies in all afterschool areas where computers and/or email is used. Teachers and paraprofessionals will utilize school assigned email addresses for all communication.

EMERGENCY PROTOCOL

21st CCLC Morning/Afterschool will follow the same emergency procedures as outlined by the Decatur County School Systems for emergency procedures with severe weather, lock down, and fire drills.

Emergency Drill Procedures

Fire Drill

1. When the first drill bell rings, line up quietly and orderly.
2. Walk down the hallway quietly.
3. While outside in line, stay orderly in a single file line until the bell rings to come back inside.
4. Students should not talk until the fire drill is over.

Tornado/Severe Weather Drill

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

Lockdown Procedures

Level 1

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

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

Level 2

1. Close and lock exterior doors and classroom doors.
2. Close window blinds and/or curtains.
3. Conduct student accountability procedures.

4. Staff and students do not leave the classrooms.
5. Teachers continue classroom instruction or normal activities within the classroom.
6. Do not contact the office unless you have pertinent information or an emergency.
7. Announce for ALL visitors in the building to return to the office.

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

Level 3

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

(Threat is inside the school and considered dangerous.)

Behavior Management Plan

Consistency is the key to controlling student behavior. A pro-active approach to discipline is preferred. Each teacher is required to discuss school rules, classroom rules and procedures at the beginning of the program to ensure that each student is aware of the rules.

STUDENTS SHOULD NOT STAND IN THE HALL UNSUPERVISED AT ANYTIME.

The 21st CCLC Program will abide by the Decatur County Code of Conduct for Staff which is included in this handbook.

BEHAVIOR MANAGEMENT

The teacher who is consistent in his/her own behavior and demands of students will naturally receive the most respectful and consistent behavior from his/her pupils. Students will respond more favorably to behavior which is kind, considerate and directive rather than excessively authoritarian and dictatorial. The administration at each site is ready to assist you in any way with disciplinary problems in your classes or on campus.

If you are having behavior problems with students in your classroom, please take them to the Site Coordinator/Administration. A note home and a telephone call to the parent may correct the problem. Every effort should be made to encourage good behavior and to keep parent's informed about their child's behavior. When telephone conversations take place with a parent the teacher should log the time, date, topic and outcome conversation and keep it in the student's file.

21st CCLC Program Behavior Plan Staff Acknowledgement

The behavior plan is as follows:

1. The Teacher will give a warning and log behavior in classroom.
2. If the student continues to be disruptive, he/she will be sent to the office. **Letter #1** will be sent home stating the Strategy Used to Correct Problem.
3. If the behavior continues, **Letter #2** will be sent home and he/she will be suspended for the appropriate amount of time considering the behavior.
4. If the behavior continues, **Letter #3** will be sent home. This constitutes **dismissal from the 21st CCLC Program for the remainder of the year.**

Transportation Plan

Drop-Off /Pick-Up Policy

Drop-Off: All students must attend the regular day school in order to attend the after school program. The only exception will be an excused absence where the student is returned to school at the end of the school day. In this case the parent will bring the child to the Site Coordinator for placement and inclusion on the rolls.

Parent Pick-Up: If parents require their children to be released early into their care two things must happen. The first is that the parent must come to the Site Coordinator to personally sign their child out. The second is that that parent must be on the enrollment form as the parent or legal guardian of that child. No child shall be picked up by any other person unless prior written permission has been sent in to the Site Coordinator.

In any case caution must be made on the side of the child's safety and they will not be released to an adult unless there is no doubt as to the child's relationship to the adult picking him/her up. Sites may amend this policy to make it more restrictive but in no case may they make it less restrictive.

CHANGE IN PICK UP PROCEDURES

Students MUST bring a note to the Site Coordinator or the teacher if there will be a change in the way they will be going home. Please make an effort to know how each student will get home each day during the beginning of the program.

Students should not get water or go to the restroom when they are dismissed. Teachers will work together to have adequate supervision of students who ride the bus and walk. Everyone must be at their assigned location for dismissal to run smoothly.

Parent Attendance Letter

21st Century Communities Learning Centers (21st CCLC)

Attendance Requirements

Parents,

Elementary students who are registered to attend the STEM Blasters and Beyond after school program are required to attend both morning and afternoon sessions. The grant will serve students in grades 2, 3, and 4. It is mandatory that the students who are served, attend both morning and afternoon sessions. This requirement is in accordance with the 21st CCLC attendance guidelines.

The morning and afternoon sessions will provide extra assistance to your child in the areas of Reading, Math and Science. The program also focuses on Digital Literacy which will compliment the day school curriculum.

Please sign below and return to your child’s school. Your signature verifies that you have read and understand that your child must attend both morning and afternoon sessions to receive services in the 21st CCLC program.

Thanks and we look forward to a great school year.

Parent’s Signature

Date

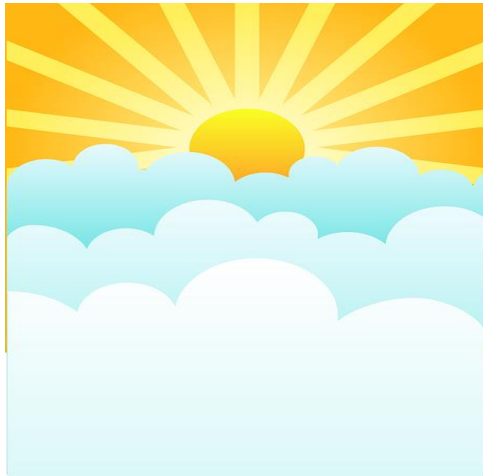
21st CCLC STEM Blasters and Beyond

2019-2020

JOHN JOHNSON ELEMENTARY
JONES WHEAT ELEMENTARY
POTTER STREET ELEMENTARY
WEST BAINBRIDGE ELEMENTARY



Parent-Student Handbook Acknowledgement Form



The Signature below acknowledges that I have reviewed, understand, and will abide by, all policies and procedures listed within the 21st CCLC Parent-Student Handbook for the Decatur County School System.

Student Name _____

School Site

Parent Signature

Date