

*21st Century Community Learning Centers
Extended Learning & Clubs
2018-19*

Parent
Handbook



Soaring Beyond Expectations

Sequatchie County Schools:

Griffith Elementary

Sequatchie County Middle School

District Coordinator Contact: Rhonda Harmon 423-949-3617

GES: Monday & Tuesday: Site Coordinator- Charlie Smith 423-834-6518

Wednesday & Thursday: Site Coordinator- Candice Griffith 423-309-5285

SCMS: Monday & Tuesday: Site Coordinator- Misty Young 423-605-0260

Wednesday & Thursday: Site Coordinator- Brittany Davenport 423-605-0260

The 21st Century Community Learning Centers (CCLC) program provides academic enrichment as well as remedial education designed to help students meet state and local standards and is based on rigorous scientific research.

Approved Activities for the program include:

- Remedial education
- Academic enrichment
- Math & Science activities
- Arts & Music activities
- Limited English Proficient classes
- Tutoring & Mentoring programs
- Recreational activities
- Technology programs & telecommunications
- Expanded library hours
- Parent involvement
- Family literacy activities
- Drug & Violence Prevention
- Counseling programs
- Character Education

Sequatchie County Schools does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in admission to or access to, or treatment or employment in its programs or activities. The system will be in compliance with the regulations implementing Title VI of the Civil Rights Act of 1994, Title IX of the Educational Amendments of 1992, The Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitations Act of 1973. Any persons having inquiries concerning the system's compliance with the regulations implementing Title VI, Title IX, or ADA is directed to contact the Sequatchie County Schools compliance officer at 423-949-3617.

Program schedule:

The 21st CCLC program meets each regular school day from 6:30-7:30am and 3:00- 5:15 pm (Monday - Thursday). SCMS clubs times vary. The program does not meet on Friday. **If school is dismissed early, the afterschool program will not meet.**

Registration:

- ♦ A parent or legal guardian must register his/her child for the 21st CCLC program prior to the child attending the program.
- ♦ Emergency & Transportation information must be on file for each child enrolled.
- ♦ Parents are responsible for their child's transportation home.

Schedule and Routines:

- ♦ Nutritional snacks will be provided daily.
- ♦ Homework help and tutoring will be offered each day until 4:00.
- ♦ Students will have 2-3 classes a day (rotating with 2-3 different teachers) SCMS Clubs will vary.

Attendance

- ♦ Attendance is important!
- ♦ Participating students are expected to attend the entire program each day.
- ♦ Students who do not maintain regular attendance may be dismissed from the program.
- ♦ Students who attend 30 days or more during the school year will be given first priority in the Summer program.

Discipline/Expulsion

- ♦ The safety of children is our #1 priority and good behavior is the key to providing quality programs.
- ♦ Children are expected to exhibit acceptable behavior and follow the student code of conduct/ discipline plan listed in the *school's student handbook* given to parents and students at the beginning of the school year.
- ♦ Students must follow all directions given by the adults in charge and must be respectful of all class leaders, fellow students, and school property.
- ♦ **STEP 1:** Parents will be called or notified in writing of unacceptable child behavior.
- ♦ **STEP 2:** Parents will be called and notified in writing of unacceptable child behavior.
- ♦ **STEP 3:** The third discipline referral to the site coordinator may result in dismissal from the program for the remainder of the year.

Parent Involvement

- ♦ Parents are very important in a child's education
- ♦ Parents should keep the Site Coordinator informed of any changes in their child's emergency information or other factors concerning the welfare of their child.
- ♦ Volunteering is encouraged in the 21st CCLC program. You will need a TBI/FBI background check to work with the children. Please contact Rhonda Harmon at 423-949-3617 for details.
- ♦ Family nights, newsletters about program activities, bulletin boards with announcements, and individual feedback from parents, help create the best experiences for the children in the program. Parent suggestions are always encouraged and appreciated.
- ♦ Please check our website for updated information: <http://www.sequatchieschools.net>

Student Pick Up - Please park behind the football stadium between GES front office and the back of SCMS by the gym. GES students will be picked up between the GES front office and the Library.

SCMS students will be picked up at the 5th and 6th grade Hallway entrance by the SCMS gym.

- ◆ For the safety of all involved, students must be "signed-out" of the program by a legal parent/guardian or other designated person listed on the registration information.
- ◆ **The person "signing-out" the student must walk into the building. Please have a photo ID with you.**
- ◆ Students will be released only to those individuals listed on the registration form- NO EXCEPTIONS.
- ◆ Failure to pick up students by the end of the program time on THREE occasions may result in dismissal from the program.
- ◆ In the event a student is not picked up and all emergency phone contacts have been tried, the local authorities and/or Department of Children Services will be called for assistance.

Emergency Plan:

In a safety-conscious school, continuing efforts are made to prevent situations that can lead to an emergency. Preventive measures that can avert or minimize emergency occurrences have been established for each Sequatchie County School. The 21st CCLC program will follow the individual school's Emergency Response Plan. This plan includes specific steps that will be taken for a variety of emergency situations. All emergency agencies in Dunlap and Sequatchie County have been informed of these plans and have developed a response system. Students in the 21st CCLC program will periodically participate in drills for various emergency situations.

Medication Policy:

Since the school nurse's office is not open during program hours, a copy of the Medicine Form must be on file with the Site Coordinator if a child has to be given daily medicine (seizure medicine, Epipen, inhaler, etc.). This form must have clearly stated instructions such as the name of the medicine, dosage, and time of day to be administered. The instructions should include the physician's signature. The medicine must be given to the Site Coordinator in a prescription bottle or original container. Antibiotics and over the counter medicines such as cough syrup, aspirin, and cold medicines cannot be administered in the program. If your child's inhaler or Epipen is located in the school nurse's office, the morning and afterschool staff does not have access to it. You will need to send one to the Site Coordinator.

We LOVE having the opportunity to show your child new and exciting things!

