

Meriwether County Schools 21st Century Community Learning Centers

Parent – Student Handbook

*Aiming Higher, Achieving, Graduating, and
Succeeding with Meriwether County Schools 21st
Century After-School Programs*



2020-2021

Student and Parent Handbook

This program operates in partnership with
Meriwether County Schools and is generously funded through
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Mission

The Meriwether County Schools is committed to empowering students to aim high, achieve, graduate and succeed.

Vision

The vision of the Meriwether County Schools is to prepare all of our students to be effective, responsible, and productive members of society.

Values

We value:

- *Quality Relationships: Building understanding and trust so that the school, home and community are all working together to meet the needs of the students.*
- *Involvement: Participating in all aspects of the student's education.*
- *Active Learning: Engaging everyone in striving to create the best opportunities for learning.*
- *Rigor: Creating learning opportunities that equip every student to perform to their maximum potential.*
- *Relevance: Students are able to relate to and understand the concepts being learned.*
- *Citizenship: Learning responsibility to contribute to society.*
- *Character: Qualities that prepare students to become successful adults.*

The Meriwether County School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Meriwether County 21st Century Community Learning Centers



Introduction

August 3, 2020

Welcome new and returning families,

The *Meriwether County Schools* Nita M. Lowey 21st Century Community Learning Centers Programs (21st CCLC) is a place where every student's education is met with hands-on support and an individualized education plan for future successes; we truly take to heart our motto "**Every Student Matters, Every Student Counts**". This program is a collaborative effort with 21st CCLC, community agencies, and the Meriwether County School District. The program is funded through the U.S. Department of Education and is free of charge, providing transportation to students. We are looking forward to a great year at our 21st Century Community Learning Centers (CCLC) program!

The following information will help you to understand the operations of our sites. Should you have any concerns regarding the program at any time, please feel free to call.

Refer questions to: Ms. Ida Freeman, Program Director, ida.freeman@mcsga.org or (706-441-0601) Ext. 1048

The mission of the program is to provide a variety of activities that will enrich the lives of Meriwether County School students and aid each in achieving academic success in ELA, Math, Science, and Social Studies. However, opportunities will be offered to develop other skills and interests, such as CTAE, STEM, Health and Nutrition, Early College/Career Exposure, the Arts (Literary, visual, and performing Arts, services for adult family members, and personal growth). While the main focus in the program is academic enrichment, other components will focus on building social, physical, and emotional skills through activities in fitness, sports, arts, culture, science, math, and technology. The 21st CCLC is open to ALL MCSD students' grades 3rd – 8th.

Locations and hours: The Meriwether County School District 21st Century programs operate four days a week during the academic school year. The program hours for each site are listed below.

Site/ School Name /Site Coordinator (s)	Begins	Ends
Mountainview Elementary – Ms. F. Harris	3:00 PM	6:00 PM
Unity Elementary – Ms. C. Moseley & Ms. K. Boyd	3:00 PM	6:00 PM
Greenville Middle – Mr. A. Owens & Mrs. E. Heaton	3:25 PM	6:25 PM
Manchester Middle – Mrs. L. Leonard	3:25 PM	6:25 PM

Monday, Tuesday, Wednesday, & Thursday.

The summer 21st CCLC Program will be available at the sites above, four days a week. The program hours will be available in June for the Summer Program, starting time 8:00 AM ending time 12:00 Noon on Tuesday, Wednesday, and Thursday.

Best Regards,
Ms. Freeman

Components of the 21st CCLC Program include:

- ✓ A Healthy Snack
- ✓ Homework Assistance (Limited)
- ✓ Tutoring
- ✓ Academic Enrichment
- ✓ Recreation/ Cultural Arts
- ✓ Mentoring
- ✓ Remediation
- ✓ Provide a variety of Evidence-based programs
- ✓ College & Career Readiness
- ✓ Literary, Visual & Performing Arts
- ✓ Brain Games

Statement of Purpose

The purpose of implementing Meriwether County Nita M. Lowey 21st CCLC Afterschool Programs is to improve the lives of students through programs that incorporate and foster independent learning, to establish or expand community learning centers, which provides students with academic, and enrichment activities. The program also offers a safe, structured environment for children. Students will be engaged in activities and ongoing relationships with caring and site coordinators, professionals' teachers and paraprofessional that increase confidence and encourage success at home, in school, and in the community. All program activities are funded by a 21st CCLC grant funded by the Georgia Department of Education through the U.S. Department of Education. Therefore, all program services are provided to your child free of charge.

Program Goals and Expectations

- To develop thoughtful, fun, accessible, activities, improve the academic performance for increased evidence-based intervention in Reading & Math with an improved use of technology and district-wide tracking during out of school hours.
- To motivate and engage all students to participate.
- To improve the need for access to high –quality childcare with youth personal development programming and social and emotional learning opportunities during the academic school year and summer component, connecting to grade-level benchmarks, standards, and the school-day curriculum to increase achievement.
- To improve the academic performance in Literacy (reading and writing) by extending the regular school day curriculum using a variety of activities, including the appropriate use of technology based on Georgia College and Career Ready Standards, tutoring, and homework assistance.
- To offer enrichment, hands on opportunities, and support activities in other subject areas and provide students with opportunities to participate in activities related to science, the arts, recreation, drama, STEM, physical fitness and character development that they may not otherwise experience.
- To increase Family Engagement by providing families with support services and background knowledge to assist them in supporting their children's educational endeavors and help them to become self-sufficient, including family engagement for all.

Parents'/ Guardians' Expectation of the Program

Parents/Guardians may expect that:

- they may visit with the Site coordinator about concerns related to their child or the program
- they will be informed about any misbehavior on the part of their child and meet with the Site Coordinator to bring improvement in the situation
- they will be regularly informed about the 21st CCLC activities
- they will be informed promptly if their child is in jeopardy of being dismissed from the program

Custody Agreements

If there are custody issues involving your child, you must provide the school site with court papers at the time of registration indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation. If custody changes, the parent is required to notify the center and provide a copy of the changes.

Child Abuse Reporting

All staff members are trained and mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

Program's Expectation of Parents/Guardians

The 21st CCLC MCSD Program expects that parents/guardians will:

- make every attempt to attend quarterly parent training sessions and special functions
- keep the child's records up to date
- pick up their child on time from the designated drop-off locations
- contact the Site Coordinator if the child will not be attending the program for three or more consecutive days
- be attentive of correspondence that comes from the MCSD 21st CCLC program

Program Expectations of the Children --- Code of Conduct

The MCSD 21st CCLC Program expects that children will:

- attend and participate in the afterschool program and will not miss more than 80% of the program days
- be responsible for their actions and words using good manners at all times during the program
- follow school rules (including dress code) and procedures that guide them and keep them safe and secure at all times during the program.
- remain with 21st CCLC program staff at all times until released by the proper authority

Children's Expectations of the Program

Children may expect:

- to have a safe and nurturing environment
- to receive respectful treatment with discipline that is fair
- to have 21st CCLC staff members who are actively involved with them
- to have additional assistance with academics

Publicity and Program Information

The School District has a website <http://www.mcsga.org>. Each school within the district has a link with school news and events posted regularly.

Registration and Enrollment

Students in grades 3 – 8, including students with special needs students/private school students, living or attending Meriwether County Schools are eligible to participate in the program based on criteria approved in the grant. Activities will be able to be modified in a variety of ways in order to address the different learning styles and needs of the students based on age/ grade level, learning styles, and any physical or learning disabilities.

Parents/Guardians must register their child with the Program Director or Site Coordinator or schoolteacher.

The parent/guardian must complete both the required 21st CCLC Enrollment Forms for students to be enrolled in program. Registration must take place with the Program Director or Site Coordinator, or school and be completed along with necessary bus transportation services in place before a child may attend. The Summer school program will include grades 3rd- 8th starting June 1, 2021. No child is denied attendance based on race, color, religion, national origin, age, or disability. Home school and private school students who live in attendance area are allowed attendance based on program criteria and priority. The 21st CCLC staff will work with the regular day school officials to identify students for the afterschool program, with ongoing recruitment of students.

Recruitment, Enrollment and Retention Plan

The 21st CCLC staff program will work with the regular day principals, teachers, other school officials to identify students for the afterschool program. The Site Coordinator will consult the school administration, counselor, and special education teachers to identify the at risk and special education students. Information will also be sent out to all local private schools to let them know that 21st CCLC services are available to their students. Recruitment will begin by sending invitations and applications home with targeted students. The Site Coordinator will promote the 21st CCLC program during the school's Open House Night as well as other school functions. The 21st CCLC program will keep the program website updated the keep the community updated about the program. Program flyers will be sent out to all the participating schools, as well as the local private schools.

Recruitment begins by sending invitations and applications home with targeted students. As applications are received, the 21st CCLC Site Coordinator reviews student's records to identify students for the afterschool program. Parents/Guardians are contacted via letters, emails, or phone calls regarding acceptance to the program and further details. Students may be placed on a waiting list. Site Coordinators also consult the school administration, day teachers, counselors, and special education teachers/directors to identify at risk, special education students and students receiving IEP or EIP services. Site Coordinators and day staff collaborate in order to provide appropriate accommodations for IEP and EIP students who participate in the program. 21st CCLC activities are offered and opened to private school students.

To ensure that meaningful consultation with private school officials takes place, invitations to participate and consult with the 21st Century Project Director and staff take place prior to the program start and ongoing several times per year via receipt delivery. Each meeting is documented and has an agenda and sign-in- sheets. Private school officials submit an "Intent to Participate" form. Consultation is ongoing. Regular and open communication between the Site Coordinator and parents/guardians takes place to help ensure retention and in order to optimize services for the students and families. The 21st Century Community Learning Center Program Director will keep the program website updated and keep the community updated about the program. All materials can be made available in other languages when necessary.

Hours/Days of Operation

Afterschool Program/Nutrition Snack (followed by the guidelines of CDC).

The MC 21st CCLC Programs are held for 21 - 22 weeks (between 85 - 88 days) during the school year on Monday, Tuesday, Wednesday, and Thursday. There are times that the schedule may be altered due to, school closures, pandemics, or inclement weather, etc. The Meriwether County Schools Child Nutrition Program will provide a light snack based on USDA guidelines followed by the guidelines of CDC.

Transportation is provided for students whose parents requested transportation assistance on the registration form. The program will not operate on teacher workdays, school vacations days, or holiday periods. When school is closed due to inclement weather; students will be sent home by the method designated on their registration form.

Summer School Program

The 21st CCLC Summer School Program will start on June 1, 2021 and will operate only three days per week, Tuesday, Wednesday, and Thursday for twelve sessions. Hours of operation will be from 8:00 a.m. until 12:00 p.m. The Meriwether County Schools Child Nutrition Program will provide breakfast, a light snack and/or lunch based on USDA guidelines. Transportation will be provided for students whose parents request transportation assistance on the registration form. When school is closed due to facility issues (no water, electricity, pandemics, or inclement weather, etc.), parents and students will be notified through the school's announcement.

Attendance

Regular attendance is essential to meet 21st CCLC- program goals. Excessive absences do not allow the student to receive the program's full benefit. Additionally, it takes away the opportunity for other students to participate. **Therefore, 21st CCLC attendance is important** and *students must be present 80% of school days enrolled* or the child's reservation in the program will be cancelled and given to a student on the waiting list. Home school and private school students who live in attendance area are allowed attendance based on program criteria and priority.

Arrival

Upon arrival to the program, children will go to the designated area where attendance and temperature check will be taken and provided a snack. Students must be accompanied back to the program when their session is finished. Staff will be responsible for escorting students to or from an extracurricular activity such as gymnastics or special tutoring.

Daily Schedule

Students may be divided according to grade levels and/or multi-grade levels/ Social distancing guidelines recommended by CDC based on the number of participants at that school. A typical daily schedule would include:

- Arrival / Temperature check, Wearing of Mask, proper hand washing/ Afternoon Snack and Homework Help
- Academic Remediation/Acceleration Hour
- Enrichment Clubs (EXAMPLES include foreign language, technology, safety lessons, cooking, creative writing, art, painting, theater, STEM, wellness/fitness, and more. Programs are chosen based on student interest and monthly themes)
- Clean-up and Departure

Homework

21st CCLC staff will provide a **limited time** for homework. They will encourage each child to use this time wisely and assist as much as possible. The After-School Program is neither an exclusive tutoring program nor an exclusive homework assistance program. Parents are responsible for ensuring that all homework is completed. Homework assistance will be provided under the following conditions:

- The students must realize that the responsibility for completing homework assignments ultimately rests with the student.
- The student needs to come to the After-School Program with the necessary school supplies such as paper and pencil and homework assignments.
- Academic assistance may be in the form of group sessions, individual assistance, or peer tutoring.

Enrichment

Enrichment activities are offered on a rotating basis each week, following with social distancing guidelines and CDC recommendations. These activities will support the development of the student and may include:

- Creative Expression - drawing, painting, interest groups, creative writing
- Lifetime recreational activities such as physical fitness, sports, dance
- Wellness activities, character education and development, and service learning.

Field Trips

In general, field trips during the school year are offered on a limited basis. Social distancing will be re-enforced and the CDC guidelines. Students must attend the program at an **80% attendance** rate in order to participate in a field trip. Parent/Guardian permission is required before a child can participate in a field trip. Also, inappropriate school behavior or failure to comply with program goals can result in denial of field trip privileges. However, some field trips will possibly be virtual in the event of school closures due to pandemic, inclement weather, etc.

Dismissal/ Departure and Sign-out

Dismissal and Departure from the 21st CCLC program will begin at 6:00 (Elementary) and 6:25 (Middle). Parents who choose to pick up their child are asked to be on time. Parents are given the transportation options on the application: walk, car, or bus. Please be sure to circle the preferred option on the application. Walkers are required to have a release form on file and the student must be in second grade or higher to walk. Car riders are dismissed by the Site Coordinators when the pickup person is in the foyer and is seen by the Site Coordinator. Bus drivers are given a list of students riding the bus each program day. Any absent students marked off of the bus driver's list to avoid wasting travel time.

Children will be released only to persons who are authorized to pick them up as listed on the registration form. The authorized person will be required to show a picture ID and sign the child out on the daily sign out sheet. Students are not permitted to sign themselves out of the program. If no one comes to pick up the child 10 minutes after closing parents will be called. If parents cannot be reached, other authorized persons listed on the registration form will be called. If no one can be reached to pick up the child one hour after the program closes, and 21st CCLC staff has not been notified of an emergency, custody of your child may be turned over to legal authorities.

Bus Transportation

Bus transportation will be provided by Meriwether County School District to parents who request transportation assistance on the registration form. Students will be transported to a neighborhood bus stop area. All MCSD School Board policies governing student discipline and conduct will be observed. Misconduct on the bus or at the bus stop is subject to the same disciplinary measures as misconduct at school. When necessary, the 21st CCLC staff may suspend or revoke riding privileges. In most situations, the first offense will be a verbal warning. The severity of the offense will be taken into consideration in the administration of these rules. Suspension from the bus may also result if parents/guardians are not at the bus stop at the designated time to pick up their child.

The afterschool programs are held at their respective schools. Students will not be leaving their school campus until dismissal. To maintain on-site safety, parents will be required to sign-out students who do not ride a bus home. Only those adults who are listed on the student's registration form will be allowed to sign-out a student. Identification will need to be produced in order to sign-out a student. Parents will decide and specify the mode of transportation for their child on the program's enrollment form. Copies of this form will be stored at the program site and in the District's central office.

The program will follow the District's policy and procedures if a parent wants to make a change regarding their child's mode of transportation. We utilize buses provided by the school system for student transportation. The bus drivers are Meriwether County School District bus drivers. They already have the correct licensing, training and safety credentials required by the district to be a driver. The bus drivers are fingerprinted each year per grant requirements. The school system maintains liability insurance on their fleet of vehicles, including school buses. The school system ensures that all bus drivers are trained in safety, student discipline, and emergency procedures before they are allowed to drive for the program. The buses may not have bus monitors. The expected maximum length of time students will be on the bus is 30 minutes. This length of time is predicted based on the regular school day bus routes and run times. Students riding the bus will be dropped off at designated bus stops. Parents will be notified before the program begins the approximate time the bus will arrive at the bus stop each afternoon in order to pick up their child. The parent must notify the afterschool program in writing as to whether they will pick their child up daily from the bus stop or if the child will walk to their house from the bus stop.

In Case of Inclement Weather

Early dismissal means that buses will run at an earlier than normal time and **will not return** to pick up students in the afterschool program. All students in afterschool programs will be sent home as though the day is a non-program day; their regular dismissal plan. If students are in the afterschool program, parents will be responsible for picking up their child at the school **no later than 3:30 PM**. The school (21st CCLC site) will not/ does not schedule staff to stay beyond the pick-up deadline.

For early dismissal due to weather or other emergencies, the 21st CCLC staff will follow the instructions indicated on the child's registration form. It is important that this information is up-to-date. Please report any changes to the Site Coordinator.

The Meriwether County School District will send out Text-Alerts and phone calls through our One Call system. Staff will be utilizing and sending out a "Remind" notification if you are part of the email listings.

If parents make different or other arrangements for their child to go home, they must contact the school office to inform school officials (i.e., Site Coordinator).

Protocol for School Closures and Distance/Remote Learning Platforms at MSC 21st CCLC

The safety and wellbeing of students, staff, and families remains our top priority as we continue to put learners and learning at the forefront of everything we do. Therefore, a protocol for School Closures ensuring the preparedness, response, and recovery from any emergencies that require the school to close due to health-related issues, inclement weather, or natural disaster emergencies, etc. are outlined below.

Remote education or online learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Classes will or can be offered through Google Classroom, Google Meeting, Google Handouts, Flip Grid, and Padlet. The courses offer a flexible pace, schedule, and location. Students will be required to complete all assignments, projects, etc., with trained and certified teachers, students receive one-on-one attention and communications on an ongoing basis throughout the virtual learning platforms.

Internet Access

There are several internet providers, which can provide access to the internet for families who do not already have access to internet. In some cases, there are free internet access, which you will have to search in your location. Just to list some, *Spectrum, Comcast, Xfinity, Cox*, etc. In addition to commercial internet providers, the district is identifying and sharing Internet via Wi-Fi/Hot Spots throughout the community on School buses.

The following **Online Platforms** can and will be utilized, which provides Remote /Distance Learning for faculty/student/family collaboration to ensure a quality of student learning experience when planning and delivering remotely:

1. **Email** is the communication tools used to contact and communicate with MCS families, teachers, and students Prek-12.
2. **Google Classroom, Google Meeting, and Google Handouts** has many built-in ways to communicate with your students. This includes emailing student or guardians, creating posts, questions, assignments, and quizzes. You can link to any page on the web, and you can upload any file to share information.
3. **Flip Grid** is a website that allows teachers to create "grids" to facilitate video discussions. Each grid is like a message board where teachers can pose questions, called "topics," and their students can post video responses that appear in a tiled grid display.
4. **Padlet** is an online virtual "bulletin" board, where students and teachers can collaborate, reflect, share links and pictures, in a secure location. Padlet allows users to create a hidden wall with a custom URL. Padlet creators can also moderate posts, remove posts, and manage their board 24/7.
5. **OFFICE 365 Tools, including Teams**, may be used for Distance Learning with students who have a school email.
6. **Class Dojo** are the online Distance Learning platforms used by teachers.
7. **ZOOM** is a virtual classroom platform that may be used by all teachers. This is a simple procedure for students and parents to access, as the classroom teacher simply sends a link via email and for individuals to join the meeting/class.
8. **SEESAW** Students explore a variety of powerful and intuitive tools (like draw+record, collage, video, and more!) to show what they know in the way that works best for them. Families gain a window into their student's learning and engage with school happenings.

In addition to the above resources, we encourage faculty, students, and parents to contact teachers for any tech related question related to the platform and to expect a response within 24 hours.

Parent Expectations

- Parents will provide internet access for their students.
- Provide an environment conducive for learning (access to technology, quiet, and safe).
- Ensure that students read carefully the daily and weekly expectations for each class related to their schedule
- Observe and remain updated on student communication with teacher.
- Monitor the time spent engaging in online and offline learning.
- Elementary parents should be checking daily teacher communications for instructions, assignments, and online teaching platform (video classes).

Student Expectations

- Students will check teacher communications daily to keep track of learning activities, assignments, and assessments.
- Dedicate appropriate time to learning, comparable to a school day and /or as guided as your teacher (s).
- Students will share what is expected and the tasks for the day with their parents.
- Students will complete all assigned assignments.

Site Coordinators and Teacher Expectations

- Site Coordinators will ensure and maintains the data for the program, promotes student engagement, responsible for weekly and daily scheduling of all site activities, site and student data collection, daily and weeks data entry, liaising with school personnel implementation of behavior plans and policies and communication with Program Director, monitors students' progress, and supports students.
- Teachers will communicate with parents and students as much as needed.
- Teachers should post assignments and specific course materials the day or weeks before.
- When needed and if feasible, the teacher will organize class instruction via real time platforms and be available for video chat conversations and support when needed.
- When designing online lessons, teachers will keep the following limits and parameters in mind.
- Teachers will implement online instruction from wherever they might be. Teachers should not consider this a vacation and be sensitive to things they communicate on social media. This is not a "time off" and teachers should make sure to set up their temporary working environment.

Feedback:

- Students need timely feedback, especially when working online because they cannot simply raise their hand and ask a question.
- Monitor your email for questions.
- There should be a clear way for students to get clarification of the task at hand, the deadline, the feedback, etc.

Offline work:

- Not all families have printers, so make sure printing the assignment is not a requirement.
- Activities should include online parts such as reading in their textbook or other literature, talking with friends and family, writing in a journal or notebook, talking pictures or videos, etc.

Parent Engagement: Programming for Adult Family Members of Participating Students

Parent engagement is a vital part of the 21st CCLC program and ensuring students success. The 21st CCLC program encourages parents to be actively engaged in their child's education. Program staff will encourage parents to attend regular PTA/PTO meetings, parent teacher conferences, and other events held at the school. Additionally, the program will offer open house parent sessions on an on- going basis for parents to stop by and see the school/ program and the students work.

Information will be available to all parents on the school website, through conferences and meetings, and through direct mailings (i.e., email; text when applicable). Program Director and Site Coordinators will oversee activities for families and students, providing opportunities for students and families to learn valuable skills together, with common themes including student's education and academics, parental involvement and volunteering, and literacy. This engages parents in their child's educational process, including 21st CCLC program activities. *Parent(s) and/or families will attend a minimum of 4 family events (including Parent/Teacher Conferences) as required by 21st CCLC enrollment. Not meeting these requirements could result in dismissal from the program.*

These events consist of fun parent/family educational activities. Flyers will be sent home to families prior to each event. All parenting events are FREE and designed to enhance the family connection. Your participation in one (1) of the parent/family events and related education development is required annually.

Children's Belongings

Parents are advised not to allow their children to bring valuables to the program. If they do, it is at their own risk. The MCS D 21st CCLC Afterschool and Summer Program is not responsible for lost or stolen items. Please check for child's belongings each day before leaving the program. All items and belongings should be labeled with the child's name.

Children's personal property such as coats, clothing, school bags, etc. must be taken home daily. Any personal property left at the program will be placed in a "Lost and Found" box. Although staff attempts to help children stay organized, the program cannot be responsible for lost personal property.

Communication

Staff members are expected to maintain regular communication with parent/guardian(s) of enrolled students. Email, text messages, automated messages, newsletters, and flyers are examples of methods the 21st CCLC Program will notify parents of program updates and upcoming events. Please contact your student's/ school's Site Coordinator with any questions or concerns.

Emergency Situations and Procedures Plan

All school personnel are trained, along with our students, how to respond to emergency situations. Outside personnel review the emergency guides in every occupied room of the school buildings. Monthly emergency fire drills will be conducted at each school during the school day. MC 21st CCLC conducts 2 additional drills during the afterschool programs every cycle on a program day.

In the event of an emergency or crisis, the 21st CCLC staff will follow the school's emergency plan. For early dismissal due to weather or other emergencies, the 21st CCLC staff will follow the instructions indicated on the child's registration form. It is important that this information is up-to-date. Please report any changes to the Site Coordinator. If a child is injured during the 21st CCLC program, our staff will:

- Follow proper first aid procedures immediately
- Notify parents
- Notify Site Coordinator/Program Director
- Complete an Accident/Incident Form and submit it to the Site Coordinator.
- The Site Coordinator will turn in information to the Program Director.

Health/Accident Procedures

All parents of children in the program are required to sign a medical release authorizing the site coordinator /staff to seek medical attention for the child in case of an emergency. In case of a medical emergency or accident, the following procedures will be used:

- A 21st CCLC staff member will carry out immediate first aid for minor accidents and will notify parents when child is picked up that day.
- In case of serious accidents, a 21st CCLC staff member will notify the parents immediately. Parents must provide current phone numbers and/ or contact information. Notify Program Director/Manager or Principal (if available) immediately. Complete the Accident/Incident Form and submit it to the 21st CLCC Project Director/Manager.
- If the parent or designated person cannot be reached, the Site Coordinator /staff will call the local emergency unit for treatment and/or to transport the child to the hospital for treatment. A staff member will remain at the hospital with the child until the parent or guardian arrives.
Parents must complete the school's Parental Permission / Understanding of Agreement Form.
- *Parents understand and give medical authorization for treatment of a minor (person under 18 years of age): I request and authorize 21st CCLC staff, volunteers, chaperones, and adult leaders to provide all reasonably necessary medical care, including but not limited to medical transport, hospitalization, hospital tests and any and all medical care should illness or accident occur. I will accept responsibility for payment of any medical expenses.*
- Parents are responsible for any medical care charges in case of an accident involving a student, as 21st CCLC does not carry medical insurance on students in the After School or Summer Camp Program. **Parents must complete the school's Parental Permission / Understanding of Agreement Form.**
- *Parents understand and agree to release all staff and volunteers from any and all liability which may be incurred that is in any way related to my child's participation in the 21st CCLC – MCS D program. This release of liability is given voluntarily in consideration of the time, effort, and financial outlay contributed by 21st CCLC – MCS D after school program.*

Health/Medical Issues

In consultation with parents and site staff, accommodations for students with health or medical issues will be developed on a case-by-case basis. Parents/guardians are asked to contact the school nurse regarding medication requests. 21st CCLC staff will follow district procedures in the event of an emergency.

If a child becomes ill, parents will be notified. Parents are responsible for picking up sick children as soon as possible. Students will be isolated from the other participants until a parent arrives. The child will be under the supervision of a staff member.

Wellness Program

The Meriwether County Board of Education recognizes that student wellness and proper nutrition are related to students' well-being, growth, development, and readiness to learn. The Board is committed to providing a

school environment that promotes and protects student wellness, proper nutrition, nutrition education, dental health, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. In addition to saying “NO” to drug, tobacco, and alcohol prevention.

Parents must complete the school’s Non-School Foods Permission and Release form, if applicable.

Student Discipline and Suspension

Appropriate behavior is always expected of all children. Students are expected to follow school procedures, district policies, and the Code of Student Conduct. Participation in the 21st CCLC Program is a privilege. It is our desire to serve all students who need program services; however, certain situations may require that a child be removed from the program either on a temporary or permanent basis.

Reasons for suspension include, but are not limited to the following:

- Specific incidences, or repeated behavior problems that endanger the child, others or property
- Conditions that cause health and safety concerns for the child (i.e. children who are not signed in and out daily by their parents/guardians, parents who are chronically late for student pickup, etc.)
- Students who display chronically disruptive behavior
- require constant attention from staff
- inflict physical or emotional harm on self, other children or staff
- threaten the safety of others through actions prohibited under School guidelines
- Ignore or repeatedly disobey the rules which guide behavior during the school day and program time, thus endangering self and others or disrupting learning.

If a child cannot adjust to the program setting and behave appropriately, then the child may be dismissed from the program.

Discipline Procedures and Plan

The 21st CCLC program’s philosophy of discipline is based on respect for the child’s self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline. The staff and key partners with the expertise will work with students and strive to cooperate with parents to increase student’s use of self-regulating strategies and problem solving and character development. The staff, and when appropriate, expert specialists, will work with the child and strive to cooperate with parents to resolve any problems that may arise.

1st offense: Site Coordinator talks to student and notifies the parent both verbally and in writing through an incident letter. At the discretion of the Site Coordinator and 21stCCLC Program Director, the student may be suspended from the program for one day.

2nd offense: Site Coordinator talks to the student, notifies the parent both verbally and in writing through an incident letter. At the discretion of the Site Coordinator and 21stCCLC Program Director, the student may be suspended from the program for a period of one week.

3rd offense: Site Coordinator conferences with student and parent in person regarding the situation. An incident letter will be drafted, and Site Coordinator notifies and consults with School Principal and 21stCCLC Program Director to determine whether or not the student should be withdrawn from the program for the remainder of the year.

Acceptable Use Practices (Internet, Equipment and Software)

(Title XVII, The Children's Internet Protection Act; 15 USC §Chapter 91, The Children's Online Privacy Protection Act of 2013).

Acceptable Internet Use

The 21st CCLC After School program and Summer Camp program operate within the Meriwether County Schools school buildings and has use of computer labs which meets State and federal guidelines for the use of the equipment. The schools provide appropriate electronic information resources available for the use of web-based curriculum to the 21st CCLC participants with the goal of providing academic supplemental and enrichment support. The use of electronic information resources during the after school and summer camp program follows the Meriwether County Schools (MCSD) Internet Policies and defines students' proper conduct and responsibilities while using any MCSD electronic information resources. Electronic information resources are defined as all computer equipment, including any desktop or laptop computers, iPad, 1:1 device or other hardware that is used within the school buildings, used on the network; and any computer software licensed to the Meriwether County Schools.

The Meriwether County Schools provides Internet access to students as an educational resource. In accordance with federal law, the school system uses appropriate measures, including the use of advanced software for Internet content filtering and has procedures in place where necessary to further block accessibility to language and visual descriptions that are harmful to minors. Although it is the intent of the board that school system electronic information resources be used only to pursue educational goals and objectives, filters may not block all offensive material and/or students may find ways to access inappropriate materials.

The benefits to students from access to the Internet in the form of information resources such as web-based academic programs exceed any disadvantages; but ultimately, parents and legal guardians of children are responsible for setting and conveying the behaviors that their child should follow when using media and information resources. The MCSD 21st CCLC Afterschool and Summer Camp program supports and respects each family's right to decide whether or not to deny their child's Internet access.

Students are granted access to research-based instruction, such as, **MyOn, STAR 360, Reflex Math, IXLMath** and other differentiated instructional, web-based curriculum via the Internet. However, Internet access is considered a privilege and may be withdrawn at any time by school administration or the afterschool staff. Parents or legal guardians may deny access to their child at any time through completion of a Parental Request to Deny Access Form.

School administrators and afterschool staff are responsible for enforcing this policy for all students in the school which they supervise. District level technology services personnel are responsible for the use, implementation, and monitoring of Internet content filtering software. Administrators and staff must supervise student use of electronic information resources in a manner that is appropriate to instruction.

Acceptable System/ Equipment Use

Users/ students of the Meriwether County Schools computers are expected to respect school system property and be responsible in using the equipment. Users/ students are to follow all instructions regarding maintenance or care of the equipment. Users/ students may be held responsible for any damage caused by intentional or negligent acts in caring for computers while under their control.

This policy is applicable to all student users of the Meriwether County Schools computers and refers to all electronic information resources whether individually controlled, shared, stand alone, or networked. Disciplinary action, if any, for students and other users shall be consistent with board policies and

practices, including the Code of Student Conduct. Violations may constitute cause for cancellation/ withdrawal of access privileges, suspension of access to school system computers, and/or other disciplinary action. Specific disciplinary measures will be determined on a case-by-case basis.

Acceptable Software Use

Student use of electronic information resources (software) is related to 21st CCLC educational goals and objectives. The research web-based curriculum software used in afterschool- and summer camp programming is licensed to Meriwether County Schools and for use under the provision of the 21st CCLC grant. All software is legally licensed by the 21st CCLC & MCSD prior to request of loading onto school system equipment. The unauthorized use of and/or copying of software is illegal.

Compliance with this Student Acceptable Use policy is required of all MC School County Schools 21st CCLC Afterschool and Summer Camp participants.

Training is in accordance with Title XVII (The Children's Internet Protection Act) as well as other Federal, State or School Board policies consistent with Internet Protection Measures that block access to obscene, pornographic or material harmful to minors, as well as guidelines on copyright infringement and plagiarism.

The Meriwether County Schools & 21stCCLC After School and Summer Camp program complies with 15 USC §Chapter 91, The Children's Online Privacy Protection Act of 2013 as well as all school and/or district policies and procedures regarding electronic communications.

The Meriwether County Schools 21stCCLC After School and Summer Camp program has obtained parental consent for E-mail and/or Internet communication with students as per 15 USC §Chapter 91, The Children's Online Privacy Protection Act of 2013. **Parents must complete the school's Internet access agreement.**

Personnel

All 21st Century Community Learning Center staff members are employees of MCSD. Site staff consists of the Program Director, Site Coordinators, teachers, paraprofessionals, tutors, enrichment leaders, data specialist, and bus drivers. The Program Director will provide supervision for the overall program and staff through the guidance of Meriwether County Schools. The Site Coordinators, teachers, paraprofessionals, and enrichment staff are responsible for the day-to-day operation of the program along with the Data Specialist. The staff is composed of highly qualified individuals selected to provide the best educational intervention, care, and guidance.

The staff has been carefully chosen for their character and experience with children, special talents, and creativity. All staff has been thoroughly screened with a complete background check.

Volunteers

MCS 21st CCLC Programs encourages and supports parent involvement in the program.

Volunteers are needed in many capacities, such as helping children with homework, providing programs, providing snacks and other donations, chaperoning field trips, and recruiting other volunteers.

If you have a few free hours during the week after school and enjoy working with children, please notify the site coordinator. All volunteers must participate in an orientation session and have a background clearance on file in order to participate in the program. Please notify the Program Director if you are interested in volunteering.

Secure and Accessible

All public-school buildings in the Meriwether County School District have a security system (Raptor Security System) in place to screen visitors before admission to the building. **Any student not leaving on the bus must be signed out by an adult that has permission to take the student from school property.** Before removing a student from the property, this adult's ID is checked and verified.

All 21st CCLC buildings are handicapped accessible. The Policy Against Discrimination and Harassment on the Basis of Race, Sex and Other Protected Characteristics is located on page 45 of the Student Guide portion of the Student/Parent Handbook. A copy will be made available upon request.

Evaluation and Confidentiality

The 21st CCLC program must annually be evaluated for program quality. Information about the quality of the program is collected through the year about student progress, teacher instruction and how the program is meeting expectations and quality standards. This information is shared with the Georgia Department of Education, GaDOE contracted statewide evaluator, and the United States Department of Education under the 21st Century Community Learning Centers grant. The purpose of this data collection is to calculate the impact 21st CCLC has on student performance. All records and information are protected and kept in confidence by specific MCSSD personnel. Confidentiality (identity is always concealed) is addressed in the school's student handbook and on the FERPA form attached to each application. Parents must complete the school's Parental Permission / Understanding of Agreement Form.

By signing the form (application), parents understand and give permission for the collection of demographic information, assessment data, student grades, survey data, free and reduced lunch status, and attendance data.

Confidentiality of student information: All schools within the MCSD have an obligation to maintain the confidentiality of student information. All staff receives formal training on an annual basis. In 21st CCLC, only the Site Coordinator at each school can access student information in Infinite Campus to monitor grades, attendance, and parent contact information. Staff will not disclose, publish or disseminate any information in any form (electronic, printed, verbal, written, etc.) that is obtained under the provisions of the Family Educational Rights and Privacy Act (FERPA) and Georgia State Statutes or developed for MCSD related to the personal information of the participants at the Community Learning Center without the prior written authorization of the 21st Century Community Learning Center Project Director. Staff will not use, publish or disseminate any information or work product available for personal use, nor will provide it to a third party for their use. Staff further agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication or dissemination of any materials as stated above. In addition, failure to comply with this policy shall result in suspension or termination from employment and/or access to any and all 21st Century Community Learning Center activities in the future. Staff is trained annually on FERPA and signs a confidentiality agreement upon hiring.

Reporting Fraud, Waste, Abuse & Noncompliance: 21st Century Community Learning Centers provide a confidential means for reporting suspected wrongdoing involving fraud, waste & abuse of and school assets or resources. Reportable activities may include, but are not limited to:

- Neglect of duty - Noncompliance with applicable rules, laws and regulations; misuse or abuse of time during work hours.

- Misuse of Property - Negligence in the care and handling of property, unauthorized or inappropriate use of property or equipment, intentional abuse or destruction of property, theft of property, or of another employee's property.
- Falsification of Information - Falsification of personnel records, time records, or any other and employee record or report.

We define abuse, fraud, and waste as:

"**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.

"**Fraud**" means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to local government 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.

- "**Noncompliance**" means not following guidelines set forth by local, state and federal regulations and grant requirements.

Complaint Procedures Regarding the 21st Century Community Learning Center program: Please try to resolve complaints for MCSD 21st Century Community Learning Center with MCSD 21st Century Community Learning Center or the school district before moving forward on a formal complaint.

For complaints about 21st Century Community Learning Center please call Dawn Woodard or Tomecka Woody at 706-441-0601 for county resolution or for a copy of the complaint form. To initiate a formal complaint, a person must submit the 21st Century Community Learning Center Complaint Form to the Meriwether County School District. This complaint form may be obtained by contacting 2100 Gaston Street, Greenville, GA 30222, or phone: (706) 441-0601. You may also contact Ms. Ida Freeman, Program Director, 21st Century Community Learning Centers, Office: (706) 441-0601. ida.freeman@mcsga.org

Partnership and Community Outreach

The 21st CCLC Program administrators and staff collaborate with community partners who have a deep commitment in supporting the students in Meriwether County Schools. **Parents must complete the school's Release for Photographic Reproduction Form.**

- By signing the form (application), parents understand and give permission for their child/children's activities/ photographs, artwork, and quotes to be used in any outreach, publicity, and publication that the 21st Century Community Learning Centers (21st CCLC) program may produce. Students' names are concealed.
- By signing the form (application), parents understand and also give permission for their child/children's activities/ photograph, artwork, and quotes to be used on Meriwether County Schools' website, social media, and 21st CCLC partner's/ sponsor's websites. Students name are concealed.

******Meriwether County 21st Century at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, employees, students, and parents will be notified.***