



**21<sup>ST</sup> CENTURY COMMUNITY  
LEARNING CENTER  
AFTER SCHOOL PROGRAM**

Parent & Student Handbook  
2021-2022



# Introduction

Welcome to the Colbert County Schools 21<sup>st</sup> Century educational programs. We are excited that you and your child have decided to take part in the 21<sup>st</sup> Century Community Learning Center (CCLC) after school and Summer programs. We hope that you will become fully involved in your child's education and recognize how our programs will benefit your child, you and your entire family. The following information is intended to share the operations of our sites, the responsibilities of our site staff and your role in helping provide a quality experience for your child. If you have any concerns regarding the program at any time, please feel free to contact us.

Program Manager –

Emily Counce

256-386-8565 Ext

[ecounce@colbert.k12.al.us](mailto:ecounce@colbert.k12.al.us)

Assistant Program Manager-

Brooke Cunningham

256-386-8565 Ext 1233

[bcunningham@colbert.k12.al.us](mailto:bcunningham@colbert.k12.al.us)

## Site Lead Teachers

Cherokee Elementary School-

Tiffanie Fuqua, [tfuqua@colbert.k12.al.us](mailto:tfuqua@colbert.k12.al.us)

Colbert Heights Elementary School-

Amy Michael, [amichael@colbert.k12.al.us](mailto:amichael@colbert.k12.al.us)

Anna Phillips, [aphillips@colbert.k12.al.us](mailto:aphillips@colbert.k12.al.us)

Hatton/Leighton Elementary School-

Jera Prestage, [jprestage@colbert.k12.al.us](mailto:jprestage@colbert.k12.al.us)

Andrea Pless, [apless@colbert.k12.al.us](mailto:apless@colbert.k12.al.us)

## Colbert County Schools

### *Vision:*

One Team... One Goal... Our Legacy!

### *Mission:*

CCS will provide students the tools to acquire the knowledge and abilities necessary for an ever-changing world.

### *Core Beliefs:*

- CCS will provide a challenging curriculum through supportive learning environments & high expectations
- CCS will foster a culture of life-long learning
- CCS will provide a safe & nurturing learning environment
- CCS will prioritize stakeholder involvement, collaboration & leadership

## Colbert County Schools 21<sup>st</sup> CCLC After School Program *Goals and Objectives*

1. *Provide academic enrichment to meet challenging state academic standards in the areas of reading and math.*
2. *Implement Science, Technology, Engineering and Math (STEM) activities.*
3. *Increase student attendance for regular school day.*
4. *Increase parent and family engagement*
5. *Improve student behavior throughout the regular school day.*
6. *Provide service learning opportunities*
7. *Provide nutritional snacks in the after school program*
8. *Provide a safe alternative for students without after school childcare*

## ***Student Enrollment***

Students will be admitted using the following considerations and procedures:

1. 21<sup>st</sup> CCLC After School Program is open to all Colbert County School Students
2. Students must reside in the Colbert County School District.
3. Students scoring below proficient in state assessments will receive priority for admission to the program. In addition, students academically at-risk as determined by report cards, classroom performance and teacher referral will receive priority consideration. All other students will be accepted on a "first come – first serve" basis.
4. All required registration paperwork must be submitted to the program site. Any changes to this information must be communicated to the Site Coordinator immediately so that current information is always on file.
5. Space availability,
6. Consideration of sibling participation.
7. Student's ability to cooperate and work in small group settings, display appropriate behavior and adhere to staff expectations.

## ***Hours of Operation***

After School program hours are 3:00 p.m. to 5:30 p.m.. The program does not operate on school vacation days, on days of early release for threat of inclement weather or days of school cancellation for inclement weather.

Students will be escorted from their class to the program area by school staff.

At the end of the day, students must be signed out by parent or other authorized adult. Signing in and out will be done on a Chromebook. Staff members will be available to assist with these procedures.

## ***Required Registration Paperwork***

Completed registrations forms must be on file before your child may stay for the 21<sup>st</sup> CCLC program. These forms include the following:

- Registration Form
- Signature Page from the Parent & Student Handbook
- Media Release form
- Internet Usage form

It is the parents' responsibility to notify the Site Coordinator of any changes. These changes would include change of address, change of contact numbers, change in those persons authorized for pick-up, and changes in family arrangements.

## ***Parent Orientation***

Parents are required to attend parent orientation. Parents will be provided a program overview, Parent & Student Handbook, and a tour of the facility. All staff will be available to answer any questions or concerns from parents.

## ***Attendance Policy***

In order for students to benefit from the 21<sup>st</sup> CCLC After School Program, regular and consistent attendance is required. Regular and consistent attendance is defined as attending, on average, three of the four scheduled days every week, unless ill or other unavoidable conflict. Student attendance will be monitored and documented. If a child is absent, we will make every attempt to determine why the child is not present. If your child is going to be absent, please call the school office and ask that the Site Lead Teacher be notified.

The program sites serve a limited number of students. There may be a waiting list for students who qualify for the program. If a student is not going to attend regularly, the "spot" needs to be made available to the students on the waiting list.

Research indicates, regular attendance in the 21<sup>st</sup> CCLC after school program provide greater benefits for students, academically, socially, and behaviorally.

## ***Scheduling***

Students who participate in the after school program are provided with at least 45 minutes per day for academic instruction and/or homework assistance. Enrichment activities will be offered weekly at each site. All academic instruction is conducted by certified teachers, or other program staff. All 21<sup>st</sup> CCLC after school program staff will be subject to background checks and screenings.

## ***Supervision Policy***

All students served in the 21<sup>st</sup> CCLC program will be supervised at all times by appropriate staff. Program staff will meet students in designated area at 3:00 p.m. to begin the daily schedule.

Students' 4<sup>th</sup> grade and older may run errands inside the building or use the restroom alone or in groups of no more than 4 children without adult supervision as long as staff member checks on them at least every 5 minutes. All students will be under the direction and supervision of program staff.

## ***Dismissal/Release of Students***

- Pick up may ONLY be made by authorized parties. Permission MUST be in writing and signed by the legal parent or guardian on the Registration Form that is completed prior to the beginning of the program.
- At pick up time, the parent, guardian, or authorized person MUST come into the school building to personally pick up the student, or the student will be accompanied to the vehicle by a program staff member.
- If an emergency should arise and you need to take your child from school before the end of the school day, we would appreciate if you would notify office staff that your child attends the after school program.
- In the event of illness, or other absence, please notify the 21<sup>st</sup> CCLC program staff if at all possible.
- Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

The after school program ends exactly at 5:30 p.m.. Please be on time! Parents should arrange for an authorized back-up person to pick up their child in the event of lateness. Chronically late pick-ups cause hardships on the program staff and could result in our inability to continue serving your child. Parents are strongly encouraged not to pick up their child before 5:20 p.m.. This will allow sufficient time for full participation in the program.

## ***Fieldtrips/Transportation of Children***

The center will not transport a child in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

Parents will receive written notification and will be required to sign authorization forms prior to any field trips requiring transportation or to an additional walking destination. Field trips are arranged by site staff. Trained staff members will be assigned a group of students to supervise. Before departing the center, each staff member will take a count of all the children in their group. Upon arrival at the destination, the staff member will take another count to assure that all the students have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of the field trip, each staff member will have specific students that they are responsible for supervising.

## ***Discipline Policy***

### **Behavior Requirements**

Students attending the after school program are expected to comply with the Colbert County Schools Code of Conduct and will be subject to disciplinary actions as outlined in the Student/Parent Resource Guide. The following procedures will be used by after school staff to address inappropriate behavior:

**1<sup>st</sup> offense-** Teacher/Student Conference (**parents will be notified in writing of the nature of the conference**)

**2<sup>nd</sup> offense-** Student/Parent/Teacher Conference

**3<sup>rd</sup> offense-** Conference with Site Lead Teacher (or designee) at which time the student/parent will be informed that the student will be dismissed from program if behavior concerns are not corrected.

The above procedures will be followed unless the student commits a major Class III offense at which time they will be referred to the Central Office.

Violations of the Code of Conduct are grouped into three classifications of MINOR, INTERMEDIATE, and MAJOR offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or his or her designees.

### ***Student Safety***

The school has devised several procedures to follow in the event that an emergency would occur while a child is in the care of the 21<sup>st</sup> CCLC staff. In the event of a fire or tornado, staff will follow the written instructions posted in the school. The instructions describe emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the school does conduct periodic fire and tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, children will be evacuated to designated emergency locations. A sign will be posted on the front door of the school indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick-up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's registration form. In the unlikely event that there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible; contact and follow the directions given by the proper authorities; and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

### ***Accidents/Emergencies***

In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available center health records. Staff will not transport children in staff owned vehicles. Only parents or EMS will transport.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. All district policies and procedures regarding injury shall be followed, with appropriate reporting.

### ***Management of Illness***

The 21<sup>st</sup> CCLC sites provide children with a clean and healthy environment. A child with any of the following symptoms will be isolated and parent or emergency contact notified:

- Temperature of 100+ degrees F
- Persistent Diarrhea

- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness on the eye, obvious discharge, matted eyelashes, burning or itching
- Untreated skin patches, unusual spots or rashes
- Vomiting
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

### ***Parent Participation***

Parents are encouraged to participate whenever possible in the activities at the center. Parents have access to all areas of the building used for activities during hours of operation but should check in with the site lead teacher. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Scheduled appointments allow the staff to focus on you and your child. If you have any concerns or questions at any time, please feel free to bring them to the appropriate staff member when they occur. Often problems can be addressed when they are little, before they grow into bigger issues. We want the relationship between you and the center to be positive.

**Parent Conferences:** Parent conferences are scheduled by your child's classroom teachers. 21<sup>st</sup> CCLC staff provide input to your child's classroom teacher on a continuous basis regarding academic and behavioral performance measures. All parents/guardians are encouraged to take advantage of meeting with the academic staff of the 21<sup>st</sup> CCLC often.

### ***Additional Policies:***

***Dangerous Weapons – Zero Tolerance:*** Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school or the center. Offenders will be subject to disciplinary action and dismissal. Under no circumstances are concealed weapons permitted at any center.

***Zero Tolerance:*** The Colbert County School District has a Zero-Tolerance policy for incidents involving threats, weapons, harassment, and drugs, etc. Students will be disciplined according to the Colbert County School District Code of Conduct, which could include suspension and expulsion from school and dismissal from the 21<sup>st</sup> CCLC program.

You may refer to the Student Handbook that is posted online at [colber.k12.al.us](http://colber.k12.al.us) for additional behavior consequences, dress code and other pertinent procedures and regulations.

***Smoking and Tobacco Use:*** All school buildings and school grounds within the Colbert County School District are designated as tobacco free environments. All employees, students, parents, and visitors are required by Alabama law to refrain from smoking and/or using tobacco products anywhere on district and school property.

***Sexual Harassment:*** Sexual harassment is a form of misconduct that undermines the integrity of our programming. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which



debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and should promptly process a complaint with the site director.

**Telephones:** The telephone is located in the center office and is used for business purposes and is available to students for emergencies only. Students are not called to the phone for messages or personal calls during the program periods; however, messages can be given to students by staff members. Staff members will return calls to parents at their earliest opportunity. Please refer to the Colbert County School District Student Handbook for regulations regarding cell phone use by students.

**Personal Property:** Personal property, such as balls, toys, games, etc., should be left at home. We cannot assume responsibility for such items. Children should not wear expensive watches or jewelry items. All personal electronic devices are prohibited. Please refer to the Colbert County School District Student Handbook for details regarding personal regulations and requirements.

**Homework/Internet Usage:** Students will be assisted with homework as time allows. Homework may or may not be completed when the student leaves the center. It is the responsibility of the parent to check homework and assist with completion.

Students will have access to the internet at the 21<sup>st</sup> CCLC. Each student of the Colbert County School District reads and signs an Internet Acceptable Use Policy statement regarding internet use. Inappropriate usage of the internet will result in loss of privileges.

#### **5.42 STUDENT ACCEPTABLE USE POLICY**

The following is the policy of Colbert County Schools and has been approved by the Superintendent and School Board. Colbert County Schools offer access to email, Google Drive, and the Internet as a resource for instruction and to provide access to materials that complement the instructional program. We respect each family's right to decide whether to apply for access. To gain access, the parent/guardian and student will be required to sign a written consent form prior to being allowed access to email and the Internet. This consent form is included in each student registration packet. A staff member will supervise Internet use and will review communications to maintain system integrity and to determine that students are using the system responsibly. However, students are responsible for appropriate behavior while using the Internet. Any material, written or pictorial, accessed on the Internet must conform to established school policy and cannot be obscene or contain profanity or abusive language. Vandalism of equipment or programs will result in punishment as defined in school policy.

All users must abide by the following guidelines:

1. Be accountable for your actions. Appropriate behavior is expected from users at all times.
2. Notify an adult immediately if you encounter materials that violate this policy or school handbook.
3. Do not use the Internet or email to hurt, harass, attack, or harm other people or their work.
4. Do not damage the computer or network in any way
5. Do not use the Internet, email or Google Drive for illegal activities, i.e. hacking, threats, child pornography, drug dealings, purchase of alcohol, gang activities, etc.
6. Do not install software or download unauthorized files, games, programs, or other electronic media.
7. Do not violate copyright laws
8. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
9. Do not share your password with another person

10. Do not access another student's work, folders, or files.
11. Email and Google Drive will be filtered for content.
12. Email and Google Drive access will be terminated if the following conditions are met, student withdraws, misuse of email or Google Drive, disciplinary action, or graduates from High School.

Violation of this policy will result in loss of Internet access at school and other disciplinary action.

#### Computer Policy

1. NO FOOD OR DRINK!
2. Only work on class assignments.
3. Students using any computers, software, and any other technology resources should not:
  - A. Send, display, or download offensive messages or pictures
  - B. Use obscene language
  - C. Violate copyright laws
  - D. Trespass in other users' files, folders, or work
4. Do NOT change any computer settings (including, but not limited to, printer configurations, desktop backgrounds, Internet settings)
5. Music must be listened to using headphones and at a volume where others cannot hear it. When you are finished at a workstation please:
  1. Log out.
  2. Pick up all paper around your station.
  3. Push chair under desk.
  4. Make sure you leave a clean and orderly workstation for the next user.

Violation of any of the above policies could result in loss of access, disciplinary action, and/or possible legal action.

***Confidential Information:*** All information about children and their families including all records will be handled as confidential information. Access to child and family records will be restricted to appropriate administrative and instructional personnel. A parent/guardian may request to view their child's records at any time. All volunteers will abide by the confidentiality policy. Breach of confidentiality by an employee may result in immediate dismissal.

***Custody Agreements:*** If there are custody issues involving your child, you must provide the center 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 paper 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 students is always our first concern.

#### ***EQUAL EDUCATION OPPORTUNITY STATEMENT***

It is the official policy of the Colbert County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.



It is the policy of the Colbert County Board of Education that, pursuant to the Every Student Succeeds Act (ESSA) of December 2015 and the Title VII-B of the McKinney-Vento Homeless Assistance Act of 2001 (42 USC 111431, et seq.), as amended by the ESSA, and each and every other law, rule, regulation or code, regarding a free and appropriate education, all students, regardless of status, placement, shall have equal access to appropriate



education, including public preschool education. All students shall be provided the opportunity to attain the challenging content and student performance standards established by the state of Alabama, without stigma or isolation on any basis.

***Colbert County Schools  
21<sup>st</sup> CCLC After School Program  
Student/Parent Handbook Acknowledgement Form***

Please complete this form and return to a Colbert County Schools 21<sup>st</sup> CCLC After School Program Staff Member.

Student Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

My signature indicates that I have read and understand the Colbert County Schools 21<sup>st</sup> CCLC After School Program Handbook; I have received a hard copy of the handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature