

District School Board of Pasco County
21st Century Community Learning Centers
(CCLC)



PARENT HANDBOOK

STAR ACADEMY 21ST CCLC PROGRAM

&

DELTA ACADEMY 21ST CCLC PROGRAM



Success Through Academic Readiness



PARENT HANDBOOK

Sponsored by the 21st Century Community Learning Center Grant (CCLC)

Welcome to our 21st Century Community Learning Centers (CCLC) program. The information included in this book will help you to understand the operations of our sites, the responsibilities of our site staff and your role in helping provide a quality experience for your child. Our programs are located at two elementary schools and three middle schools in the district; Gulf Highlands Elementary School, Lacoochee Elementary School, Gulf Middle School, Hudson Middle School and Raymond B. Stewart Middle School.

What is 21st Century Community Learning Centers? Florida 21st Century Community Learning Centers (21st CCLC) is a federally funded program that provides students in low-performing schools with an array of academic enrichment activities outside the regular school day at no charge to its participants. Adult family members, of actively participating students served by 21st CCLC, are also offered educational and personal development opportunities.

Our programs will:

- Assist students in meeting performance standards for core academic areas
- Increase student engagement
- Nurture personal enrichment
- Support and prepare students for global citizenship in the 21st century
- Provide students with enhanced skills and tools necessary to function in a global economy.

Some of the services provided to the students are: fun project based learning opportunities that incorporate science, technology, engineering, the arts and math (STEAM), as well as, healthy living and sports instruction. In addition, homework assistance and targeted tutoring by certified teaching staff is also offered in the program. Parent/guardian’s needs will be met by: providing a safe and secure atmosphere for their children and by offering parent nights with learning and fun activity-filled events.

21st CCLC Sites/Contacts

Gulf Highlands Elementary School	Lacoochee Elementary School	Gulf Middle School	Hudson Middle School	Raymond B. Stewart Middle School
727-774-7792	352-524-5645	727-774-8125	727-774-8241	(813) 794-6575
7:00 AM – 9:30 AM 4:00 PM – 5:30 PM	7:00 AM – 9:30 AM 4:00 PM – 5:30 PM	2:00 PM – 6:00 PM	2:00 PM – 6:00 PM	3:00 PM – 6:00 PM

MISSION STATEMENT

Our mission is to assist children in becoming college, career and life ready by fostering a caring and creative environment which emphasizes the social, emotional, physical and intellectual development of each child.

Enrollment

Any student at Gulf Highlands Elementary School, Lacoochee Elementary School, Gulf Middle School, Hudson Middle School, Raymond B. Stewart Middle School will be eligible to attend our program with no cost. Students must attend the school where the program is offered with the exception of private schools. Enrollment forms are available in the program office of the schools usually located in the cafeteria. Enrollment forms need to be completed and returned to the Site Coordinator at the school. The registration forms need to be completed each year a student participates.

Attendance

Students are expected to attend on a regular basis and stay until closing time in order to receive the full benefit of the program. Failure to maintain attendance requirements will result in termination from the program. If a student has three (3) consecutive days of unexcused absences, the Site Coordinator will contact the parent/guardian and the student will be placed on the inactive status with the student's name at the bottom of the program waiting list. Students must attend school during the regular school day in order to attend the program. Students must report to the school cafeteria or the designated program area immediately upon school dismissal.

Reasons Accepted for Excused Absences

- Personal illness/doctor's appointment
- Death of immediate family member
- Religious holidays

Check-In/Check-Out

Each student must be checked into and out of the program daily on the touch screen computer by the parent/guardian, other authorized person or themselves with a personal code or identifier. Only students who have written walking permission signed by the parent/guardian are permitted to sign in or out themselves. Only persons who have written authorization from the parent/guardian are permitted to sign in or out students. Picture identification is required for anyone to sign out a student when they are unknown to site personnel. Any student signed out before the end of the day will be marked with an unexcused checkout. Three (3) unexcused

checkouts will be converted to one unexcused absence and may result in the student being placed on inactive status.

Discipline Policy

Our program discipline policies align with those of the District School Board of Pasco County Code of Conduct. To obtain a District School Board of Pasco County Code of Conduct, contact the Site Coordinator for a copy or visit the District website. Dangerous, unsafe, or frequent misbehaviors are unacceptable and will result in dismissal from the program.

Parents/Guardians Expectations

The program expects that parents will:

- Attend at least 2 parent night workshop sessions and special functions per year.
- Keep the child's records up to date.
- Pick up their child on time.
- Contact the Site Coordinator if the child will not be attending the program for three (3) or more consecutive days.
- Be attentive of correspondence that come from our program
- Contact the Site Coordinator about concerns related to their child or the program.

Responsibility of Parents/Guardians

Parents/guardians must complete and sign the registration form at the beginning of each new school year and summer before a student can participate in the program. Parents/guardians should check with their child to make sure daily homework has been completed, keep up with test preparation, and other classroom activities. Parents/guardians are responsible to inform the Site Coordinator if a student will not be participating on their scheduled day or the child will be absent from the program.

Students Expectations

The program expects that students will:

- Not miss more than 3 unexcused days a month from the program.
- Be responsible for their actions.
- Follow school rules that guide them while at the program.
- Remain with the program staff at all times until released by the proper authority.

Responsibility of Students

Each student is responsible for his or her homework, and is expected to be honest about any assignments. If homework is finished at school, students should bring it for review. Students should remember to bring all necessary homework, materials, and other items with them before they come to the program. Students should treat all staff and students with respect.

Field Trip Permission

Parent/guardians will be notified of the intent to take any field trips. Permission slips are required if a student is taken off campus. The same district and school policies will carry over the 21st CCLC program.

Personal Belongings

We assume no liability for lost/damaged items. Students should keep personal belongings including cell phones and other electronic devices in their backpack if they bring it to school. Students are NOT permitted to return to their lockers or classrooms once the regular school day is over.

Natural Disaster Emergencies

21st CCLC follows the emergency action plan procedures of the District School Board of Pasco County in the event of a natural disaster including but not limited to fires, tornados, and lockdowns. If you would like to review the school's plan, please contact the Site Coordinator.

Medical Emergencies

Designated program staff are trained in First Aid and CPR. Our 21st CCLC programs follow established procedures. In the event of an emergency the parent/guardian or approved adult will be notified immediately and 911 may be called to provide urgent assistance.

Health and Safety

Our staff provides a safe and healthy environment for all children. Please include any medical conditions your child has on the registration paperwork. If your child has a known medical or health condition (asthma, diabetes, ADD, autism, seizure disorder, etc.), you must be sure the Site Coordinator knows what to do if a problem should occur during program hours. You must make sure that any medication needed is available and that the appropriate forms for its use have been completed. Failure to notify our 21st CCLC program of your child's physical or health condition limits the ability to serve your family.

If a child becomes ill while in the afterschool program, the parent/guardian or approved adult will be notified. Depending of the nature of the illness, the parent/guardian may be asked to pick the student up from the program.

If a child has any of the following symptoms of behaviors, the parent/guardian will be notified to pick up the child immediately and the child may not return until symptom-free for a 24-hour period:

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea

- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention
- Physically acts out
- Is verbally abusive

Medication Administration

School Board Policy JHCD “Administering Medicines to Students” states the following: “Administration of medicine during school hours should occur only when medication schedules cannot be adjusted to provide for administration at home.” If a student participating in the program is require to be administered medication, it is the parent’s responsibility to complete the necessary paperwork and provide the medication to the Site Coordinator. All medication, must be in the original prescription container. Regulated nonprescription medication will not be administered at school without a physician’s statement dated for the current school year.

Child Abuse Reporting

Pursuant to F.S. 1006.061, all District employees have an obligation to report all actual or suspected cases of child abuse, abandonment, or neglect and have a duty to comply with child protective investigations and all other provisions of law relating to child abuse, abandonment, and neglect. To report child abuse, abandonment or neglect, please call 1-800-96-ABUSE.

Summer Program

Our 21st CCLC program offers a summer program. Contact the Site Coordinator for dates, times and schedule of activities. All school policies and procedures are followed during the summer program.

Questions, Concerns or Suggestions

Should you have any questions, concerns or suggestions regarding our 21st CCLC program, please do not hesitate to contact the Site Coordinator.

Additional Information

For answers to any other questions or inquiries, contact the Site Coordinator at the student’s school, the PLACE Department office at 813-794-2298, or visit <http://connectplus.pasco.k12.fl.us/do/cclc/>