



**NITA M. LOWEY 21<sup>ST</sup> CENTURY**  
COMMUNITY LEARNING CENTERS  
**F L O R I D A**

# PARENT HANDBOOK

STAR ACADEMY

&

DELTA ACADEMY



Success Through Academic Readiness



## PARENT HANDBOOK

### Sponsored by the 21<sup>st</sup> Century Community Learning Center Grant (CCLC)

Welcome to our 21<sup>st</sup> 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 three elementary schools and three middle schools in the district; Gulf Highlands Elementary School, Quail Hollow Elementary School, RB Cox Elementary School, Gulf Middle School, Hudson Middle School and Raymond B. Stewart Middle School.

**What are 21st Century Community Learning Centers?** Florida 21st Century Community Learning Centers (21st CCLC) are federally funded programs that provide 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 offered in the program. Parent/guardian needs will be met by: providing a safe and secure atmosphere for their children, conducting parent nights and fun activity-filled events.

### 21<sup>st</sup> CCLC Sites/Contacts

Gulf Highlands Elementary School	RB Cox Elementary School	Quail Hollow Elementary School	Gulf Middle School	Hudson Middle School	Raymond B. Stewart Middle School
727-774-7792	352-524-5189	813-794-1180	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	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, Quail Hollow Elementary School, RB Cox Elementary School, Gulf Middle School, Hudson Middle School and Raymond B. Stewart Middle School are eligible to attend our program at no charge. Students must attend the school where the program is offered. Enrollment forms are available in the program office at the school. The office is 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 the 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. If the same student continues to have unexcused absences, then the student will be placed on inactive status with the student's name placed 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 holiday

### **Check-In/Check-Out**

Each student must be signed in and out of the program daily on the touch screen computer by the parent/guardian, other authorized person. Only students with a written permission slip signed by the parent/guardian are permitted to sign themselves out and leave campus. 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 considered the equivalent of one unexcused absence and may result in the student being placed on inactive status. The STAR program ends exactly at 5:30 pm and pickup should occur no later than 5:30 p.m. The DELTA program ends exactly at 6:00 pm and pickup should occur no later than 6:00 pm. Please be on time! Parents should arrange for an authorized back-up person to pick up their child in the event of lateness. Three late pick-ups will result in our termination from the program. Parents are strongly encouraged not to pick up their child before 5:15 pm., as this will allow sufficient time for full participation in the program

### **Discipline Policy**

Our program discipline policies align with those of the District School Board of Pasco County's Student Code of Conduct. To obtain a District School Board of Pasco County Student 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**

- Attend at least 2 parent night workshop sessions
- Keep student registration information current
- Sign student out by close of program each day
- Contact the Site Coordinator if the student will not be attending the program for three (3) or more consecutive days
- Read and respond to correspondence that comes from our program
- Contact the Site Coordinator about concerns related to your student 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 at the beginning of summer before a student can participate in the program. Parents/guardians are expected 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 if the child will be absent from the program.

### **Student Expectations**

- Attend program on a regular basis (no more than 3 unexcused absences)
- 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 own homework 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 other students with respect.

### **Field Trip Permission**

Program field trips will require a permission slip signed by the parent/guardian. Students are expected to follow the District Student Code of Conduct whether on campus or off campus for a field trip.

### **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 them to school. Students are NOT permitted to return to their lockers or classrooms once the regular school day is over.

### **Natural Disaster Emergencies**

21<sup>st</sup> 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. 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. If your child has a known medical or health condition (asthma, diabetes, ADD, autism, seizure disorder, etc.), you must indicate it on the registration form and be sure your 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 21<sup>st</sup> 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 on 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, the parent/guardian will be notified to pick up the child immediately:

- Any communicable disease

- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention

A student may not return until they have been without symptoms for 24 hours.

### **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 21<sup>st</sup> CCLC program offers a summer program. Please contact the Site Coordinator for further information.

### **Additional Information/Questions**

Please contact the Site Coordinator at the school your student attends, the PLACE Department office at 813-794-2298, or visit <http://connectplus.pasco.k12.fl.us/do/cclc/>

## **Parent/Client Information**

### **Civility Policy**

The District School Board of Pasco County believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all Pasco County students will reach their highest potential.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public.

The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors. District staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return. District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting or threatening manner.

Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution. District students' rights and responsibilities are further defined within the Code of Student Conduct.

Authority: 1001.41(2), F.S PCSB Policy: KFA