



Carroll County School District

21st CCLC: Race to Succeed

Program Handbook

2022-2023

Welcome to our 21st Century after-school programs. We are looking forward to a great year with you and your child at our 21st Century Community Learning Centers (CCLC). The name of our newly-redesigned program is *"Race to Succeed."* 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 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. Should you have any concerns regarding the program at any time, please feel free to call.

Contact Information:

Sara Johnson, District Program Director
662-237-4444 ext. 3
sjohnson@ccsd.ms

Kizzie Edwards, Marshall Elementary School Site Coordinator
662-237-6840
kedwards@ccsd.ms

Sherry Foster, JZ George High School Site Coordinator
662-237-4701
sfoster@ccsd.ms

Vision Statement

Our vision is to create an afterschool program that provides remediation, enrichment opportunities, and increased parental involvement in an effort to achieve district goals for improving student proficiency and college and career readiness.

Goal of the Program

Our district's 21st CLCC program is held at Marshall Elementary School and J.Z. George High School, Monday through Thursday between November and May. In addition to the school-year program, we offer a summer program which will operate in June.

The afternoon program will begin immediately after the regular school day and end at 5:45 pm when students are released for pick-up. Summer program dates and times will be announced at the end of each spring semester.

The program operates under a 21st CCLC competitive grant funded by the MS Department of Education through the U.S. Department of Education. Our program also collaborates with various community organizations for additional funding. Therefore, all program services are provided to your child **free of charge**. The goal of the Carroll County School District's 21st CCLC is to create a program that provides a safe place for students in the afternoon, remediation in ELA/Math, extended library hours, career and college readiness activities, and extra-curricular activities that enrich the lives of the participants.

Admission of Students

Students will be admitted using the following considerations and procedures.

After-School and Summer Educational Programs:

Student must reside within the Carroll County School District.

Homeless and foster children will be given priority admission.

Students scoring below proficiency level in Math and/or ELA on last year's MAAP assessment will receive priority for admission to the program. Additionally, students identified as academically "at-risk" by STAR reading and STAR math, report card grades, classroom performance, and teacher referral will receive priority consideration. (A rubric will be used to prioritize admission when number of applicants exceeds allotted number of slots).

All other available program admission slots are on a "first come – first serve" basis.

All required registration and admission paperwork is received by the program site. Any change to this information must be communicated to the Site Coordinator immediately so that current information is always on file. This is for the safety of your child.

Space availability.

Consideration of sibling participation.

Student's ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations.

Hours and Days of Operation

After school program hours are Tuesday through Thursday from 3:15 until 5:45 November through May. Students are escorted from their individual classrooms to the program by school staff. 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.

Summer program hours will be announced prior to the start of the program.

*The program will utilize the district's AIM Alert Calling System and social media for cancellation notifications.

The program is open Mondays from 3:15- 4:45 at each school library for parent and community use.

Enrollment Forms

A complete set of enrollment forms must be on file before your child may stay for the 21st CCLC program. These forms include, but are not limited to, the enrollment form and the signature page of Carroll County School District Student Handbook and 21st CCLC Parental Permission form. No child will be allowed to stay for any reason unless the forms are signed and dated. It is the parents' responsibility to notify Site Coordinator or *Race to Succeed* staff 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.

Attendance Policy

Our district offers the *Race to Succeed* program as a privilege. There are a limited number of spots available and the students who attend the program are expected to honor that privilege with good behavior and consistent attendance. If a student has more than 5 unexcused absences, he or she will be removed from the program.

A School Status message will be generated for all regular attendees who are absent each day to ensure safety and keep communication open among parents.

Scheduling

Students who participate in the after-school program are provided with ample time for homework assistance and/or tutoring. **Although it is the goal of the program to ASSIST with homework completion, it is up to the parent or guardian to check homework and ensure completion for the following day.** Enrichment classes/activities will be offered weekly at each site. All tutoring sessions are conducted by certified teachers, or other program staff directly supervised by certified teachers. All Volunteers not regularly employed by a governmental agency or non-profit community organization are subject to background checks and screenings.

Dismissal/Release of Students

1. 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 on the first day of program attendance, or previously.
2. The student will be accompanied to the vehicle by a program staff member. (Use the same procedures used for car-rider lines at your designated school).
3. If an emergency should arise and you should need to take your child from school before the close of day, we would appreciate if you would notify office staff that your child attends the after-school or summer program so that the site-coordinator will be aware of the reason for absence.
4. 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 5:45 pm and pick-up should occur no later than 5:50 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 create hardships on the program staff and **three** late pick-ups will result in our inability to continue serving your child. Parents are strongly encouraged not to pick up their child before 5:45 pm. This will allow sufficient time for full participation in the program.

*Site coordinators will develop a check-out system that is appropriate for their specific site/location. Please follow the procedures for check-outs as outlined by your site coordinator. **No student will be allowed to check-in to the program after the start of the day.**

Supervision Policy

All students served in the 21st CCLC program will be supervised at all times by appropriate staff.

Field Trips/Transportation of Children

The program staff will never transport a child should an emergency situation arise. If the child requires transportation, staff members will contact the parent, emergency contact, and/or EMS services if needed.

Field trips occurring during the regular school-year program will be arranged by site. Summer program field trips will be arranged differently according to the program design and locations. Transportation for field trips will be provided by the Carroll County Bus Transportation System. Students will not be allowed to travel in personal vehicles for field trip purposes. Trained staff members will be assigned a group of kids to supervise while on the field trip. A head count and buddy system will be used to monitor the students and ensure that everyone is accounted for. Before any child participates in a field trip, the program will obtain written permission from the parents. Phone calls and handwritten notes are not acceptable.

Guidance Policy

One goal of our program is to help students develop behavior that is appropriate and socially acceptable. We seek to create model citizens who are well-equipped both socially and intellectually for their future college and career goals. In order to guide your child in learning self-discipline and social skills, our program asks student to adhere to a few rules:

- Follow rules of school district handbook. (both school and district rules)
- Follow the directions of staff the **first** time they are given.
- Show respect and speak kindly to others. (no swearing, put-downs, name-calling, threats, etc.)
- Keep hands and feet to yourself. (no hitting, kicking, pinching, etc.)
- Ask permission to leave an area.
- Use equipment and materials properly, carefully, and with respect.
- Clean up after themselves.

In an effort to foster self-discipline, staff members will use positive reinforcements (incentives, positive encouragement, verbal praise) when students exhibit positive behaviors. Students must understand that misbehavior will not be tolerated. If a behavior issue occurs, a staff member will contact the parent/guardian. If the behavior persists, the student will be dismissed from the program.

Snacks

Our Race to Succeed program will work directly with the Carroll County Food and Nutrition Program for after-school snacks and summer meals/snacks (meals are during the summer months only). These snacks will include healthy and nutritious options that adhere to state and federal guidelines. Please include any food allergies on our child's enrollment form so that adjustments can be made to the snack options to accommodate your child's specific needs.

Accidents/Emergencies

If an emergency situation was to arise, staff will follow procedures outlined at their specific site. These procedures include written evacuation routes and procedures for fire, tornado, and active shooter. To ensure preparation for such an event, we will have periodic unplanned fire, tornado, and active shooter drills during program hours. In the unlikely event 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.

If a minor injury is sustained, staff members will administer basic first aid procedures. If a more serious accident/injury occurs, in addition to providing first aid, parent/guardian will be contacted and a decision will be made regarding the appropriate course of action. If an injury is life threatening, EMS services will be called and the parent/guardian will be notified.

All District policies and procedures regarding injury shall be followed, with appropriate reporting.

Management of Illnesses

The site coordinator will use his/her professional judgment when handling complaints of illness. If a student becomes ill and cannot participate in program activities, the site coordinator will contact the parent or emergency contact to notify them of the illness.

Medications will not be administered by *Race to Succeed* staff members.

Outdoor Play

It has been proven through research that daily outdoor play increases students' ability to focus in the classroom and improves overall health and wellbeing of children. Therefore, outdoor play time will be part of our daily schedule of activities. During this time, students will be supervised by *Race to Succeed* staff members. It is important that parents ensure students have the proper attire for outdoor play, especially in the winter months (i.e. coat, hat, mittens, etc.). If outdoor play is prohibited due to weather conditions, students will participate in organized, indoor activities that focus on gross motor skills development.

Parental Participation

One of the goals of *Race to Succeed* is to increase parental involvement in the educational process of our students. The program encourages parents to communicate with staff members

regularly. Parents will be invited to the program periodically as volunteers or for parental involvement activities (i.e Science Fair Make and Take, Family Reading Programs, Parent Academy etc). Our program will also offer homework assistant at the various tutoring sites one night a week so that parents can come with their child and receive instruction on best practices for homework completion.

If at any time you need to have a conference with a staff tutor, please call and schedule the meeting with the site coordinator. We want the relationship between you and the center to be positive. We want to work with you to help your child in any way.

Additional Policies

You may refer to the Student Handbook provided by the Carroll County School District at the beginning of the school year for additional district policies. If you need an additional copy of the handbook, contact the Carroll County School District Office for a copy free of charge.

Zero Tolerance: Our program and school district has a zero tolerance policy regarding dangerous weapons/firearms, sexual harassment, and smoking/tobacco use on school campuses. The *Race to Succeed* program will adhere to the same zero-tolerance policies outlined in the district student handbook.

Personal Property: Personal property such as toys, games, balls, etc. are a distraction to our students and should be left at home. Our program will provide necessary equipment for outdoor physical activities. We will not be held responsible for such items. Please refer to District/School handbooks regarding possession of electronic devices. The **USE of personal** electronic devices such as cell phones, pagers, iPads, iPods, etc., is prohibited during program hours.

Please refer to the Carroll County School District Handbook for details regarding personal property regulations and requirements.

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

Title IX – Discrimination: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-2791. USDA is an equal opportunity provider and employer.

Responsibilities

Student responsibilities include:

1. taking care of equipment
2. cleaning up after activities
3. sharing equipment with each other
4. keeping hands and feet to themselves
5. using appropriate language
6. treating staff with respect
7. finish what they start
8. being responsible for all personal belongings
9. leaving all toy weapons and personal toys at home
10. obey all school rules while participating in the program

Parent responsibilities include:

1. being on time to pick children up
2. treating staff with respect