



# WE ARE COMMUNITY!

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## 21ST CENTURY COMMUNITY LEARNING CENTER HANDBOOK FOR STUDENTS AND PARENTS



*The Jefferson County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all individuals and designated youth groups.*

Jefferson County Public School District  
[WWW.JCPSD.NET/WEARECOMMUNITY](http://WWW.JCPSD.NET/WEARECOMMUNITY)

## **Jefferson County Elementary School**

### **Purpose 21<sup>st</sup> Century Community Learning Center Program**

The purpose of the program is to establish 21<sup>st</sup> Century Community Learning Center programs that provide students with academic enrichment opportunities along with activities designed to complement the students' regular academic program. The Jefferson County Elementary School site will provide a range of high-quality services to support student learning and development. The services are provided by licensed and/or paraprofessionals. The project intends to 1) increase the rate and level of achievement; 2) promote character development; and 3) include parental participation in the teaching-learning process.

### **21<sup>st</sup> Century Community Learning Center grant supports extended learning programs for the following schools:**

#### **PreK-4 Site: 430 Hwy 33 Fayette, MS 39069**

Jefferson County Elementary School

### **Goals and Objectives**

1. Improve student achievement
  - 1.1) At least 60% of pre-K participants will demonstrate Kindergarten readiness
  - 1.2) At least 50% of regularly attending Kindergarten students will increase reading proficiency
  - 1.3) At least 50% of regularly attending Kindergarten students will increase math/numbers proficiency
  - 1.4) At least 50% of regularly attending students Grades 1-4 will demonstrate reading and math proficiency
  - 1.5) At least 80% of regularly attending Grade 3 students will perform as Proficient on the Mississippi 3rd grade reading assessment
  - 1.6) 80% of regularly attending students shall participate in learning the Spanish language
  - 1.7) At least two (2) staff members will attend a Science of Reading Training to promote literacy skills
  - 1.8) At least 50% of regularly attending students in Grades 1-4 will demonstrate Math proficiency
2. Foster responsibility and positive behaviors
  - 2.1. At least 80% of regular participants will be absent from school fewer than 8 days
  - 2.2. Each project year, at least 6 21<sup>st</sup> CCLC personnel, parents, and/or community collaborative representatives will complete Tier 1 Positive Behavior Interventions and Supports (PBIS) training

- 2.3. Each project year, at least 90% of parents of regularly attending participants will report improved attitudes and growth in character development
- 2.4. Each project year, at least 80% of classroom teachers will report improved behavior among regularly participating 21<sup>st</sup> CCLC students
- 2.5. Each project year, at least 80% of classroom teachers will report improved behavior among regular participants
- 2.6. Each project year, 100% of students will take part in at least two enrichment activities to support learning
3. Include parents in the teaching-learning process
  - 3.1. At least 60% of parents of regularly attending students will attend weekly Parent Academies to support learners
  - 3.2. At least 80% of parents of regular participants will attend at least 2 school/community events
  - 3.3. At least three Saturday sessions will meet at local church sites

### **Eligible Participants**

Principals, Site Coordinators, Guidance Counselors and Classroom Teachers will collaborate in determining at-risk students who meet the criteria for the program. Site Coordinators and Teachers will identify students with the greatest need and those with the risk of failing or falling behind will be given first priority to attend the program. Site Coordinators will establish a first and second priority list at each school; these students will be added to the waiting list. Specific demographics groups will be identified at the school level; however, will not be emphasized in any program.

Students in the program at each school must meet specific criteria including at least one of the following:

- Score within the Tier 3 on the district's universal screener
- Be identified as Lowest Performing Student (LPS) on state assessment and/or district's benchmark
- Be at risk of educational disadvantage and failure to circumstances of low income, abuse, neglect or disability
- Be eligible for free/reduced lunch

The services offered to students will not discriminate on the basis of race, ethnicity, religion, or gender.

## **Registration**

The We Are Community! Learning Center is available at no charge to parents. Participation is based on attendance, a positive attitude and good behavior. All sites operate under board approved policies and procedures.

A parent or legal guardian must register his/her child for attendance prior to the student attending the program. A completed registration form and signed electronic verification form must be returned to the school before the a student may begin. Each parent/legal guardian must also sign for a handbook and complete necessary forms including/but not limited to: registration/transportation forms, permission forms, acknowledgment forms and medical authorization forms. All forms will be kept on file at the designated site for each student.

## **Attendance Policy**

Regular attendance is a key baseline indicator that allows impact for participating youth to be possible. We must maintain at least 80% attendance with our overall program, therefore attendance is critical. Regular attendance is tracked through state and federal reporting as 30 days or more, 30-59 days, 60-89 days, and 90 plus days. In addition, youth who are non-regular attendees are tracked as having participated for fewer than 30 days.

The program implements an aggressive attendance policy to reduce absenteeism and to ensure students participate on a regular and consistent basis. The core service of We Are Community! 21<sup>st</sup> Century Community Learning Center Program is to provide academic achievement and enrichment activities. It is imperative that all students attend at least once a week to remain active in the program and also to receive the full benefits of the program. If a student is absent for three consecutive program days and contact has not been made with the appropriate personnel, the student will be dropped from the roster. Parents/guardians will be contacted if a student is dropped from the roster. A student on the waiting list will be added in the child's place. Please contact us when you realize your student may have excessive absences due to an unforeseen event.

### **Excused Absences:**

- Medical (which includes illness or doctor or dental appointments)
- Administrative/School Related
- Court Appearance/Ordered
- Religious holiday or training

(See JCSD Student Handbook page 28-29 for detailed descriptions)

## Check-Outs (Students)

Each parent/or approved person will need to enter the facility through the main entrance and sign in at the front desk – without exception. The person at the desk will call for the child. Each parent or approved person will sign their child out with the person at the front desk. If someone other than a parent is picking up a child, that person must be listed on the registration form as an authorized contact/pick-up person. All individuals checking out students will be asked to show a photo ID.

## Daily Schedule

After-School Scheduling: Mondays, Tuesdays, Wednesdays,		
After-School Scheduling: Mondays, Tuesdays, Wednesdays, Pre-K -4		
3:15 pm	Daily	Greeting, check-in and snack
3:30 pm	Daily	<i>Move to Learn</i>
3:40 pm	Daily	Restroom, water break
3:45 pm	Daily	Homework Help
4:15 pm	Daily	ELA/Math Academic Support (Alternate Days)
5:15 pm	<b>Rotation of Enrichment Activities (Social Emotional Learning/Character Education- Counselor), Mondays-Arts/Crafts OR Music Tuesdays-Foreign Language-Spanish Wednesdays-Hands-on Science</b>	
6:05 pm	Daily	Restroom, water break
6:10 pm	Daily	Wrap-up/Reading Time
6:30 pm	Daily	Dismissal to busses or authorized individual

## Discipline and Behavior Management

We are Community 21<sup>st</sup> Century Learning Community is geared towards improving student behavior through the use of PBIS (Positive Behavior Intervention Support). All personnel will be encouraged to implement positive behavior intervention techniques to foster a classroom environment that promotes positive behavior. Discipline shall be in accordance with rules and policy adopted by the school for the regular school day. The Code of Conduct from the JCSD Student Handbook—including Student Behavior, General Rules, and Student Discipline--shall be followed as outlined in the handbook. Internet safety and security will be monitored during computer lab use. Consequences

for internet violations will follow the policies adopted by the respective school. We have zero tolerance for bullying, weapons, drugs, alcohol and fighting.

- Discipline will be referred to the Program Counselor, Site Coordinator and Project Director; as necessary, matters will be referred to the school principal.
- Students with a total of three (3) or more disciplinary referrals will be removed from the program.

### **Field Trips**

On occasion, 21<sup>st</sup> CCLC students may participate in field trips following normal school district procedures. Transportation is provided. Site Coordinators coordinate the trips to be approved by the Project Director. All field trips will follow the district's policies and procedures and use the district's field trip requests and permission forms.

### **Nutritional Program:**

Good nutrition and physical activity are important components of a healthy learning environment. Students will receive nutritious snacks according to the guidelines of the Federal Child Nutrition Program provided by Jefferson County Schools Nutrition Department.

### **Parental Involvement**

Parents are very important in a child's education and are encouraged to participate in parent meetings, read all material provided concerning the program and complete surveys. Parents are required to participate in all sponsored activities/meetings. Parents are requested to follow security procedures to ensure the safety and protection of all children. Parents should keep the 21<sup>st</sup> CCLC teacher informed of any changes in their child's emergency information or other factors concerning the welfare of their child.

### **Safety**

A minimum of four emergency drills will be conducted each year specific to 21st Century operating hours. Drills are to be taken seriously by staff and students. A first aid kit is on the premises as well as a first aid chart. The district's Emergency Management Plan will be implemented to protect students in the event of disaster, such as fire, tornado, earthquake, floods, etc. During inclement weather days, parents are to follow the

student's home school directives for releases in the event of bad weather. 21<sup>st</sup> Century will not operate on days of school closings including emergencies or school-related closings.

## **Security**

All building entries will remain locked. Only authorized personnel will be allowed to enter the sites. The Jefferson County Sheriff's Office along with the Fayette Police Department will provide routine monitoring. Jefferson County School District will also provide onsite security to ensure the safety and well-being of students and staff. Staff is required to report any incidents that threaten program security immediately to the director and the local authorities.

## **Teacher/Student Ratio Charts**

Class sizes are limited to the following:

Grades Pre-K-4      1:10

## **Transportation/Dismissal**

Transportation is provided to participating students as needed. Local school buses will be utilized and drivers will be employed to provide safe transportation for children to return home. Transportation forms must be completed and signed by each participant.

Dismissal and release of students:

1. Pick up may only be made by authorized parties. Parents must specify on the applicant who will be authorized for student pickup/checkout.
2. On the application, parents must also specify if the student will be carpool or a bus rider.
3. If a student is picked up early/checked out from 21<sup>st</sup> Century, the parent/guardian must come to the office to sign them out, and walk with them to the vehicle.
4. Students will be escorted to buses by 21<sup>st</sup> CCLC staff.
5. Car-riders will be escorted to the carpool area and released to the parents/guardians.
6. Transportation changes (bus changes or carpool to bus or bus to carpool may only be submitted in writing.

7. Parents must notify the 21<sup>st</sup> CCLC teacher if they will be late; parents must not be on time for pick-up; failure to pick up students on time for two or more instances may result in the student's removal from the program.

## **21<sup>st</sup> CCLC Tentative Bus Route**

Please see provided Bus Schedule/Routes.

### **Volunteers**

The after-school program welcomes volunteers to support and enhance student learning, enrichment activities, and program operations. This policy outlines the expectations, requirements, and procedures for volunteers to ensure a safe, productive, and positive environment for all participants.

#### **Eligibility & Requirements**

To become a volunteer, individuals must:

- Be at least 18 years old (unless otherwise approved).
- Complete a volunteer application and provide relevant references.
- Pass a background check (if volunteering more than 10-20 hours total or on a weekly basis).
- Attend a volunteer orientation and training session before starting.
- Agree to follow all program policies and child safety guidelines.

#### **Roles & Responsibilities**

Volunteers may assist with:

- Homework help & tutoring
- Supervising activities (arts, sports, STEM, etc.)
- Mentoring and providing social-emotional support
- Assisting program staff with logistics and setup
- Helping with special events

Volunteers must:

- Arrive on time and sign in and out at the designated area.
- Follow the guidance of staff and respect all program rules.
- Maintain **professional conduct** and appropriate interactions with students.
- Report any concerns about student well-being to the program coordinator.
- Not discipline students; all behavior issues should be referred to staff.

**PLEASE NOTE: VOLUNTEERS WILL NOT BE LEFT UNSUPERVISED WITH STUDENTS UNDER ANY CIRCUMSTANCES.**



Please contact the Program Coordinator regarding questions or concerns regarding the We Are Community! 21<sup>st</sup> Century Community Learning Center Grant.

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