

# ***Piedmont Learning Academy***

## ***21st CCLC Program***

502 W. Hood Street  
Piedmont, AL. 36272

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## ***PLA Teachers, Aides, and Substitutes***

Program Director: Alana Norman

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Site Coordinator: Deana Barber

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## ***Piedmont City School District***

Superintendent: Mike Hayes

Assistant Superintendent: Jerry Snow

Federal Programs Director: Rachel Smith

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PIEDMONT LEARNING ACADEMY  
(2023-2024) 21ST CCLC PROGRAM

**“PLA 21st CCLC Program Information: 2023-2024”**

- 1.) The Piedmont Learning Academy will begin the first day of school and run through the last full day of school. Operation hours are 3:15 to 5:45 p.m., Monday-Friday for grades pre-k-8th. PLA will follow the Piedmont City School District’s calendar throughout the regular school year.
- 2.) PLA will also offer a 5 week summer program during the months of June and July. Hours of operation are 7:30 a.m. to 3:30 p.m. During the summer months the program will offer a partnership with PES concerning students who have an SRIP and attending PES morning literacy camp sessions. Students who are a registered for our program will transition over after lunch ensuring a full day of enriched fun filled activities.
- 3.) The PLA program is a 21st CCLC program focused to enrich (all) students lives pre-k-8th grade. We highly encourage our students to attend M-F for the full time and experience all session during the week to receive the full benefits of the program. The PLA program will adhere to program improvements to best serve our students according to regular school day student data, state assessments, GPRA measurements, and student, parent and teacher surveys.
- 4.) Parents must attend an orientation with the director before students are allowed to start. During the orientation parents will register their child at that time.\*After registration if parents wish to make changes in the days the student will be attending the program, the parent MUST send a note, or call the student’s homeroom teacher, who is responsible at the end of the day directing the child on how to dismiss from the regular school day. The teacher will not accept what the child says regarding dismissal, only what the parent documented in a note or direct oral communication.
- 3.) Applications must be filled out COMPLETELY, to ensure safety, health, behavior, and academic needs are met.
- 4.) Tuition is always the big question, and it is **NOT** mandatory at this time due to serving students under a 21st CCLC Grant. Please keep in mind, all approved grant sites have goals and objectives. Partnerships are created to help meet the goals. Parents agree to a partnership within the registration form and support the program. All students Prek-8th are welcomed to participate in the 21st CCLC program, but must adhere to and follow the PCS code of conduct and grant guidelines policies and procedures. If classes are full a waiting list will be created and students will be entered as students are dismissed.
- 5.) Special Note: Any student who has a special need or health issue parents must document this on our registration sheet. Also parents MUST request a meeting with Ms. Norman to document their child’s need/health before starting the program. This will ensure the correct care for your child is being met on the first day as well ensure safety. PLA does not have a nurse on regular basis or hours depending on our need during after school hours unless we are aware of a students health need.
- 6.) PLA Program has found through our experience with certain individual students based on age, social and emotional needs, special needs, and/or health needs, that our program makes for a long day and may not be in the child’s best interest. We are here to do what is best for your child so they are successful during the regular school day and embrace life long skills through academics, and enrichment sessions. Therefore, all students are welcome to participate in the PLA program. Students with IEP, and/or health concerns along with behavior/mental health concerns must meet with the director, nurse, and/or PCS special education director to ensure students needs are met in the best of interest of the child.

**Information Continued....**

- 8.) **Early Dismissal:** The PLA follows the Piedmont City School District’s early dismissal/ school closing procedures and times, due to inclement weather, etc. Parents are notified through a school cast, teacher REMIND, and through the PES/PMS and PLA Facebook post. It is the sole duty of the parent or guardian to update contact information address and/or phone numbers, as well as permission for pick-ups, should this take place during the regular school day and/or PLA 21st CCLC program.
- 9.) Late Pick ups after 5:45 p.m.: Parents who are late three times within a semester could jeopardize their child from being dismissed from the program. In this case a conference with the director will be held with the parent during the first two late pick-ups. If a parent continues to be late after conferencing (within the same semester), the student can be dismissed from the program.
- 10.) All PCS students who are attending the PLA program and their parents will adhere to the PLA policy and procedures within this handbook as well as the Piedmont City School Districts policy and procedures included the PCS Code of Conduct.
- 11.) All parents, guardians, and any other designee must have a photo I.D. on file or with them, along with an updated phone number and address. All legal papers (court orders, safety plans must be given and placed on file with the PLA Director), and not just with PES, and PMS during the regular day school day. If the regular day school has a copy then the parent, principal and counsel should share this information with PLA depending on the situation and circumstances such as DHR, safety plan, and/or foster care. With that being said, in these situations the school principal and/or counselor will share the information to ensure the child’s safety.
- 12.) All students will be given a nutritious snack/supper resulting at no cost each day.
- 13.) Students who continuously check out early without a valid reason and participating for at least an hour each day, can result in dismissal from the program. Continuous early dismissals indicate students are not benefiting from program sessions. Students who are on the waiting list are in need of attending for support within their academics as well as benefiting from enriched sessions.
- 14.) Please NOTE: constant check-outs are a continuous interruption within the program and prohibit the staff from meeting the needs of students who are engaged in learning activities. Continuous check-outs can also pose a safety issue for the student dismissing from sessions on site as well as the students within the staff members care. We are not equipped like the regular school day with multiple staff members throughout the campus site. Therefore, the program has certain check-out times. Please adhere to the following check-out times, 1st check-out time (4:30-4:45), and 2nd check out time (5:15) Dismissal time (5:45).

## Safety

The PLA program will follow an approved Safety Plan each year and follow the safety practice procedures throughout the year. Transition time from the regular day to the PLA program is critical when following a safety plan. Students are under the supervision of PES and/or PMCS admins and staff until 3:15 each day. The PLA program staff reports to each grade level to receive students for the program at 3:16 p.m. each day to begin program. At this time students are in transition and check-outs are absolutely not permitted unless there is an emergency.

1.) At the end of each regular school day it is the responsibility of the regular day homeroom teacher pre-k- 5th and 6th-8th to hold and hand-over registered attending PLA students to the program staff member. The homeroom teacher will do this each day under the direction of the PES admin.

2.) Most important, students and parents who participate in the program will exhibit good respectful behavior toward their peers and staff members, and not put others at risk, including their safety, and emotional and/or physical well being.

3.) Students dismissing will follow safety procedures accordingly depending on their location on campus at the time of program dismissal. This is why program check-out times and program dismissal time should be adhered to ensure safety of all students while on site.

4.) All parents/guardians and/or approved designees must report to the PLA office to sign their child/children out daily. Parents are not permitted to enter PLA hallways/bathrooms or anywhere on site, unless the site director gives permission due to family nights etc. All parents/guardians, designees, partners, other adults entering the PLA site (visiting, conducting activities, or speaking with the director) must wear a visitors badge by signing in through the PLA office. The PLA office will also announce anyone entering the site and state of busy. This is to enforce safety for all students and staff and will be enforced. An SRO officer will be on site during the duration of the program to ensure safety in enforced.

5.) All students must be signed out daily by parents, guardians, or the designee listed on their registration form. Please note: all designees must be 16 years of age to sign a student out (state law). Also, students who walk or ride a bike home, parents must document approval on a PLA form.

6.) The PLA follows safety procedures required by the Alabama State Department of Education as well as safety procedures required by Piedmont City School District concerning threatening weather, fire/gas excavation, intruder drills, dismissal procedures, medical emergency procedures, and bus evacuation drills for field trips. Students will participate in these exercises according to guidelines throughout the year.

## Board Policy

**It shall be the policy of the Piedmont City Board of Education that all students, without regard to status (e.g., immigrant, homeless, limited English proficient, migrant, etc.), will be provided a free and appropriate public education (FAPE), including equal and appropriate educational opportunities and support services, to enable them to achieve state and local content and achievement standards. Pursuant to such policy, no student shall be improperly excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity on the basis of gender, race, color, marital status, maternal status, age, religion, belief, national origin, ethnic group, disability, health, or other protected status. All programs offered by schools within the Piedmont City Schools shall be open to all students in compliance with statutory and judicial requirements. The Piedmont City Board of Education assures that any barriers to the enrollment and education of students will be eliminated.**

**All students and parents will follow the Piedmont City School District policies and procedures, including the Code of Conduct.**

*The Piedmont City 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 the Boy Scouts and other designated youth groups. The following people have been designated to address inquiries regarding the non-discrimination policies:*

*Mr. Mike Hayes, Title IX Coordinator, 502 Hood Street West, Piedmont, AL 36272 (256) 447-8831*

*Mrs. Debra Ledbetter, 504 Coordinator, 504 Hood Street, Piedmont, AL 36272 (256) 447-7483*

*Mrs. Revonda Pruitt, Title II Coordinator, 504 Hood Street, Piedmont, AL 36272 (256) 447-7483*

## **Message from the PLA Director**

***We appreciate you entrusting your child to our care. Students will be participating in sessions designed to enrich their lives. Our goal is to enrich our students lives and their families through education classes/programs, ensuring a community of strategic learners full of knowledge for a better life and a community as whole.***

***Sincerely,  
PLA Director Alana Norman***

## Discipline, Temporary Dismissal, or Suspension

*The PLA follows and adheres to Piedmont City School Districts:  
Policies and Procedures, and Code of Conduct.*

**The PLA ensures that all students learn in a pleasant and equal environment. It is our constant goal to work with students and their individuality and enable them to meet obvious goals, while obtaining tools to live the dreams in their future. With that being said, the PLA cannot serve those who display chronic disruptive behavior, which requires constant attention from the staff, inflicts physical or emotional harm to one's self, other children, abuses the staff, or involves destruction of property, or that which ignores or disobeys program rules. If a student cannot adjust to our program and rules within the scheduled time frame and behave appropriately, he/she may be disciplined, temporarily dismissed, or suspended. Reasonable efforts will be made to assist the student in making needed adjustments.**

### Disruptive Behavior

- Consistent defiance
- Inability to take responsibility for bad behavior
- Temper tantrums on a regular basis
- Vengeful behavior and resentment
- Aggressiveness toward others
- Destroying property
- Stealing and lying
- Bullying
- Constant Rule Breaking
- Safety procedures not respected
- Lack of Engagement and Participation

Disruptive behavior will be dealt with in a fair and consistent manner including:

- Implementation of an in-house discipline procedure:
  - All students with discipline problems will be referred to the PLA site director or lead teacher.
  - Our program time is short. We are implementing multiple activities and serving students in 2 1/2 hours. Therefore teachers do not have time for discipline problems. It is an honor to attend our program.

## Illness, Medication and Emergencies

### Illness and Medication:

- 1.) No medication will be administered by the PLA staff unless they are trained and certified by the PCS nurse.
  - An arrangement for a meeting with the school nurse and PLA director prior to the student attending academy must take place ensure the students needs are met.
- 2.) The procedures listed will be followed if a student becomes ill during their stay within the program schedule.
  - A PLA nurse and/or staff member will call the parent/guardian and discuss the student's symptoms.
  - If symptoms persist or worsen, the parent will be called to pick up the student. This includes students with a 100 degree temperature, Fahrenheit, or vomiting/diarrhea as occurred.
  - If a student has a contagious illness, in some cases, a doctor's release may be required depending on circumstances.

### Emergencies

*In the event of a medical emergencies*

- PLA staff will call 911.
- PLA site director will contact the parent or guardian.
- The School Principal or Assistant Principal will be notified.

### PLA Safety Plan

The PLA program has a PLA Safety Plan Handbook, which is updated yearly by a team of admins, teachers, and SRO officers. The plan ensures readiness to implement in emergency situations. Training is provided each year for staff members and implemented throughout the year as well as during the summer months.







