

DeKalb West Elementary 21st Century Community Learning Center Parent/Student Handbook 2026-2027



Dekalb West School Site Coordinator

Mrs. Tonya Ellis 615-536-5332
tonyaellis@dekalbsschools.net

Director of 21st Century Community Learning Centers

Mrs. Lesa Hayes
lesahayes@dekaklbschools.net

Please contact Site Coordinator regarding questions or concerns regarding the program or other aspects of the 21st Century Community Learning Center Grant.

DeKalb County School System
21st Century Community Learning Centers
Parent/Student Handbook
2026-2027

Purpose of DeKalb County School System's 21st Century Community Learning Center Program

The purpose of the program is to establish 21st Century Community Learning Center programs that provide students with strong enrichment activities, as well as, academic focused opportunities along with activities designed to complement the students' regular academic program. DeKalb West School 21st Century Community Learning Centers provides a range of high-quality services to support student learning and development. These services include but are not limited to academic enrichment (such as hands-on science or technology programs), tutoring and mentoring, homework assistance, music, art, sports, and cultural activities. Centers also provide safe environments for students during non-school hours. Community guests and involvement are strongly implemented with our enrichment activities.

Mission Statement:

Our mission is to build upon a partnership of schools parents, community and individuals to provide a safe and supportive school-based center, where youth and adults will experience positive academic, social and recreational activities that maximize their potential for achievement and provide students with new and unique learning opportunities.

Eligible Participants

Due to our county participating in the free breakfast and lunch program all students are eligible to participate in our program. You will be added to the 21st Century Parent Square once your child's registration is confirmed. Parent Square is how we will communicate with you what is going on with our program.

Waiting list will be created as classes are filled.

It is the policy of our program to not discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Act of 1973.

Registration

21st Century 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 afterschool programs prior to the child attending the program. A completed and signed registration form returned to the school completes the registration process.
- Emergency and transportation information must be on file for each child enrolled.
- Each parent will receive a parent handbook indicating requirements of the program.

Attendance Policy

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 DeKalb County School System 21st Century Community Learning Center Program is academic achievement and enrichment activities. **Students in grades K-5 must participate for a minimum of 90 hours by the end of the school year. Students in 6th-8th must participate for a minimum of 45 hours by the end of the school year. Students who attend the required hours will attend a FREE field trip in May.**

Each site will identify and serve programming to only eligible students. It is imperative that all students have regular daily attendance in order to receive the full benefit of the program.

Students are expected to attend the entire program each day. **Students must attend a minimum of three days a week to remain in the program. Students attending less than three days a week will be withdrawn from the program and the next student on the list will be enrolled.**

Parent/Family Involvement

Families are a part of the program. Family nights, news about the program activities, and individual feedback to parents on each child's participation in the program will help in creating the best experiences for the children in the program. The site coordinator will keep parents informed about special events in the program through announcements on the Remind App and newsletters.

Discipline and Behavior Management

After school teachers are knowledgeable of developmentally appropriate student behavior. Discipline shall be in accordance with rules and policy adopted by the school for the regular school day. Objectives, student expectations, behavioral code and discipline procedures shall be followed. Good behavior shall be praised and encouraged. The safety of students is our number one priority. Good behavior is the key to providing quality programs. Students are expected to exhibit acceptable behavior and follow the student code of conduct/discipline plan provided at each school at the beginning of the year. Students must follow all directions given by the adult in charge and must be respectful of all teachers, site coordinator and fellow students. Students who do not follow the rules and policies may be dismissed from the program.

Children enrolled in the Extended Learning Program are expected to exhibit behavior that does not disrupt or interfere with the school climate or the learning process and social interaction of other children. The program staff will enforce school rules throughout the program hours.

Parents will be notified by program personnel when a major discipline problem occurs. After three documented incidents, a student will be suspended from the program for the year. An exception to this rule is when a major incident (deemed by the Site Coordinator and Project Director) occurs. This will result in immediate suspension from the program for the year. The Zero Tolerance Program for the school district applies for the program.

Parents are asked to cooperate with the Extended Learning staff in stressing the importance of good behavior patterns for all the students. It is imperative that parents work with the Site Coordinator to correct any behavior that is interfering with the child's success in the program. This helps to keep the program fun as well as instructionally sound.

Parents who demonstrate abusive language and/or inappropriate scenes or disturbances to students, staff and other adults during the program hours will be asked to withdraw their children from the program. Harassment or bullying will not be tolerated by students, staff or parents.

The following behaviors may result in suspension from the program:

1. Vulgar Language, Cursing
2. Disrespectful behavior to other students and staff
3. Climbing on desks, tables, cabinets, etc.
4. Playing in the bathroom (crawling under stalls, climbing on sinks, splashing water, turning on/off lights, etc.)
5. Throwing balls or other outside equipment while inside the building
6. Improper use of program and school equipment
7. Throwing objects (rocks, ticks, desks, tables, etc)
8. Leaving the group without permission (ie. running away, hiding, etc)
9. Behavior deemed to inappropriate and unacceptable by the Site Coordinator

The program reserves the right to immediately withdraw a child for any of the following reasons:

- Repeated failure of parents to pick the child up from the program on time
- Failure to provide the Site Coordinator with current emergency/medical information for your child
- Continuous disciplinary problems. Three signed write-ups is cause for dismissal from the program.
- Refusal of parent to sign and return discipline note to the Site Coordinator
- Inappropriate conduct of parent or guardian

First Offense: Loss of remaining activities for the day

Second Offense: Two day suspension from the program.

Third Offense: Dismissal from the program for the remainder of the school year.

Emergency Procedures:

Should an emergency situation (example inclement weather) arise during the program time the staff will notify parents. In such circumstances, parents will be required to make arrangements for **immediate pick-up** of their child. Please make sure current phone numbers are on file at all times. Please be sure you join the afterschool remind app.

Illnesses/Communicable Diseases

Should your child become ill or injured during the program, you will be notified and you must make arrangements to pick-up your child **immediately**.

Safety Drills:

Every precaution is taken to ensure the safety of your child during the program. Periodic fire, tornado and other safety drills are executed to make sure students learn proper safety procedures and adhere to all safety guidelines.

Snack:

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 the DeKalb County School System Nutrition Department.

Transportation:

Transportation home from the regular after school program will be provided. Site Coordinators are responsible for providing the transportation department with names of children who are enrolled in each program three days prior to enrollment. Parents will complete a form indicating need for transportation and person(s) to whom the child may be released. A log will be utilized to record the loading and unloading of each student.

In the event of unforeseen circumstances, bus transportation may be limited or discontinued for an extended period of time.

Car Rider Dismissal:

Children not riding the bus may be released to parents or other previously authorized persons upon showing identification, signing a log and time of departure.

Changes have been made to our car rider dismissal. We will have 2 car rider dismissals- 4:30 and 5:20. Please remain in your cars a staff member will come out at car line dismissal with a sign out sheet for you to sign your child out and call for your child.

We realize that sometimes emergencies arise where you will need to pick your child up before car dismissal. If this happens please send a message on parent square that you are here to pick up your child.

Inclement Weather

When severe weather creates hazardous conditions, in order to ensure students' safety the program may be cancelled. Parents will be notified as soon as possible via the remind app. In the event of early dismissal during the regular school day, there be be NO afterschool activities.

DEKALB COUNTY SCHOOL SYSTEM
21ST CCLC AFTER SCHOOL PROGRAM
2026-2027

REGISTRATION FORM (Both Sides Must Be Filled Out Completely)

Date: _____ School: _____

STUDENT INFORMATION

Name: _____

Date of Birth: _____ Grade: _____ Sex: ☐ Male ☐ Female

Address: _____ Telephone Number(s): _____

PARENT/GUARDIAN INFORMATION

Name of Parent/Guardian: _____

Address: _____ Telephone Number(s): _____

PERMISSION TO RELEASE STUDENT TO THESE INDIVIDUALS

<u>Name</u>	<u>Relationship to Student</u>	<u>Telephone Number(s)</u>
-------------	--------------------------------	----------------------------

--	--	--

--	--	--

EMERGENCY INFORMATION

Physician Name: _____

Address: _____ Telephone Number(s): _____

Please describe any medical conditions, including allergies, of the student that the after school program may need to be aware of:

Name of person, other than parent/guardian, authorized to act for the parent/guardian in case of emergency:

DO NOT LEAVE BLANK

Name: _____ Telephone Number(s): _____

In the event of an emergency, I hereby give permission to the DeKalb County School System and anyone associated with its after school programs to secure proper medical treatment for my child. If I cannot be reached, I hereby give permission for emergency personnel selected by the DeKalb County School System or anyone associated with its after school program to order x-rays, routine tests, and treatment for the health of my child. I also give permission to emergency personnel selected by the DeKalb County School System or anyone associated with its after school program to hospitalize, secure proper treatment, and to order injection and/or surgery for my child.

I understand that my child's school information may be shared with the State Department of Education and other contracted entities to be used for evaluation of the extended learning program. ☐ Yes ☐ No

I have received, read and understand the student handbook.

Signature of Parent/Guardian

Date

DEKALB COUNTY SCHOOL SYSTEM
21ST CENTURY COMMUNITY LEARNING CENTERS
AFTER SCHOOL PROGRAM

TRANSPORTATION FORM

The 21st CCLC grant provides bus transportation home for any student enrolled in after school programs.. Delivery times vary based on the number of students riding each day.

Student Name: _____ School: _____

Complete Address: _____

Parent/Guardian Name(s): _____

Telephone Numbers(s): _____

_____ Student will ride the bus home following after school programs. In the event of unforeseen circumstances, bus transportation may be limited or discontinued for an extended period of time.

_____ Student will be a car rider following after school programs. Car riders will only be dismissed at 4:30 and 5:20. If an emergency arises you will need to send a message on Parent Square that you are picking your child up early.

Individuals with permission to pick up student:

<u>Name</u>	<u>Relationship to Student</u>	<u>Telephone Number(s)</u>
_____	_____	_____
_____	_____	_____

I understand that my child is REQUIRED to participate in person for a minimum of 3 days per week and a total of 90 hours for K-5th grade and 45 hours for grades 6th-8th.

Parent/Guardian Name

Date

Parent/Guardian Consent to Participate in Student Survey

The Tennessee Department of Education partners with the University of Tennessee Social Work Office of Research and Public Service to evaluate extended learning programs funded by (Nita M. Lowery 21st Century Community Learning Centers /Lottery for Education Afterschool Programs) grants. Part of that evaluation includes a survey for students in grades 3-12. The survey is anonymous: your child will not be asked to provide their name when they complete the survey. The survey asks about your child's experience of the extended learning program and their response will support continued high-quality programming. Please indicate below if you consent to have your child participate in the survey.

☐ I **consent** to have my child participate in the Student Survey.

☐ I **do not consent** to have my child participate in the Student Survey.

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian