

21st Century Community Learning Centers Family Handbook

STEM+ Outreach Academy at Hatch Valley High

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Parent/Guardian Acknowledgement Form

21st Century Community Learning Centers (CCLC) is an out-of-school time program offered **free of charge** through a federal grant administered by the New Mexico Public Education Department. The program offers academic, leadership, and enrichment opportunities for students and families. Program is offered Monday through Friday afternoons. All **21st CCLC students must participate on a regular basis**. If program is offered both morning and afternoon, students are not required to attend both sessions.

Family group activities will be offered on some evenings and weekends. Please attend as many activities as possible! Family participation is very important to our grant because 21st CCCL has a dual capacity framework, meaning we serve both students AND families!

Your child and family are expected to meet program guidelines and participate regularly. Instructors use positive reinforcement during the out-of-school time program to keep a positive and fun learning environment. To maintain that positive environment, we will not allow harassment or bullying. We have a “zero tolerance” policy for any weapons or controlled substances. We follow the school district’s [Code of Conduct Handbook](#) practices and procedures. Expectations during the out-of-school time program are the same as during the traditional learning day. Our behavior/discipline policy states that if a student has a discipline issue, the parent or guardian will be notified. If your child receives three strikes, he or she may be dropped from the program and potentially lose the opportunity to participate in future programs. We reserve the right to drop a student from the program immediately if a student’s behavior puts staff or other students in danger. Please refer to the Code of Conduct Handbook on the Parents-Students section the school district webpage or the remainder of this family handbook for more information.

The afternoon program hours are 3:30 – 5:30 pm Monday through Friday. Meals will be served during this time. We will not be open on non-school days. There won’t be afternoon programs on early release days. Please read and discuss this Family Handbook with your child. Then, please sign this form and return it to the out-of-school time Learning Center Site Facilitator along with the completed registration forms. You will be notified if there is a space available in your child’s grade level.

Student Name

School

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Please return this signed form to your 21st CCLC School Coordinator with your 21st CCLC registration forms.



STUDENT REGISTRATION

STEM+ OUTREACH ACADEMY at HATCH VALLEY HIGH'S 21st CENTURY COMMUNITY LEARNING CENTER PROGRAM

Student Information:

Name (First) _____ (Middle) _____ (Last) _____

Preferred Nickname (if applicable) _____

Grade student will be in during Academic Year 2024/2025 _____

Name of School _____

Student's Primary Teacher _____

Date of Birth _____ Age _____ Race (optional) _____

Mailing Address:

Street _____

City _____ State _____ Zip Code _____

Parent/Guardian Information:

	Parent/Guardian 1 Information	Parent/Guardian 2 Information (if applicable)
Name		
Cell Phone		
Home Phone		
Work Phone		
Email Address		

How will your child get home from the program? (Select one)

☐ Walk ☐ Parent/Guardian Pick-Up ☐ Bus ☐ Other: _____

Person(s) authorized to pick up child besides parent/guardian(s)

Name

Contact Phone Number

1. _____

2. _____

Parent/Guardian Signature

Date



MEDICAL AUTHORIZATION FORM

Student's Name (please print):

First _____ Middle _____ Last _____

Person to be contacted in case of emergency:

Name _____ Relationship to student _____

Phone _____

Alternate person to be contacted in emergency:

Name _____ Relationship to student _____

Phone _____

Please list below any health-related condition the director of the program should know about your child. *(Reporting such conditions will not prevent your child from participating and will be kept confidential.)*

Allergies/food (explain) _____

Allergic to any drug(s) (explain) _____

Diabetes _____

Heart Condition _____

Epilepsy _____

Convulsions _____

Emotional Upsets _____

Asthma _____

Other Conditions? _____

List below any medication being taken now (including aspirin):

Circle any medications that your child will be bringing to the program.

1. _____

2. _____

3. _____

4. _____

5. _____

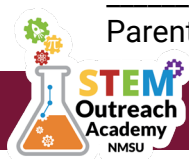
Are there any activities in which your child should not participate?

Does your child have any physical restrictions?

I, being a person authorized by law to give such permission, do hereby give my permission for emergency medical treatment to be given to the student listed on this form. I understand that all reasonable attempts will be made to contact me as soon as possible after the condition necessitating treatment arises, and, if unable to reach me, all reasonable attempts to contact the alternate listed above will be made. I understand that all reasonable precautions will be taken for safety at all times. I further release 21st Century Community Learning Centers and all persons associated with this organization from any liability associated with any accident, injury or disease to the person who is the subject of this form.

Parent/Guardian Signature

Date



PARENTAL PERMISSION FORM

Student's Name (please print):

First _____ Middle _____ Last _____

The 21st Century Community Learning Centers (CCLC) program must provide documentation to the New Mexico Public Education Department and U.S. Department of Education concerning progress of the program. We may need to access attendance records, test scores, report cards, and/or transcripts. Additionally, we will distribute surveys to collect information in order to help improve program quality. All information will be strictly confidential. Please select one of the following choices for accessing this information for program quality enhancement purposes.

☐ **I give my permission for the 21st CCLC program to access my child's grade/assessment and attendance data through my child's school.**

☐ **I DO NOT give the 21st CCLC program my permission to access my child's grade/assessment and attendance data through my child's school.**

Sometimes there may be activities during which your child uses the internet for tutoring and/or other academic activities. Students will always be monitored and supervised when they are on the internet. Please select one of the following choices:

☐ **I give my permission for my child to access the internet.**

☐ **I DO NOT give my permission for my child to access the internet.**

During the program, photographs or video recordings may be made of students performing various activities. These might be used in the newspaper, a flyer/brochure, and/or our web sites for promotion of the program. Please select one of the following choices:

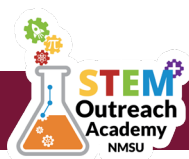
☐ **I give permission to use my child's photos/videos in the manners described above.**

☐ **I DO NOT give permission to use my child's photos/videos in the manners described above.**

Parent/Guardian's Name (please print)

Parent/Guardian's Signature

Date:



Section I: 21st CCLC Introduction

Vision: STEM+ Outreach Academy at Hatch Valley High 21st Century Community Learning Centers (CCLC) program creates happy, engaged, future-ready learners.

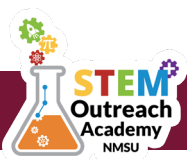
Mission: STEM+ Outreach Academy at Hatch Valley High 21st CCLC program provides a high-quality out-of-school time program that engages students in exploration of academic content in interesting and innovative ways.

Program activities are designed to support student academic, social and emotional growth. The program focuses on activities that help students meet state learning standards in language arts, mathematics, science and social studies, and build critical thinking skills and positive character traits. To honor youth voice, activities are designed to be innovative, hands-on and relevant. They are built on learning goals that are shared with youth. The program strives to create strong, transparent connections to college and career exploration and readiness. It also includes sessions that promote health and wellness and support a student's success in school.

The minimum program requirement at each site is 8 hours per week for a minimum of 30 weeks. This provides an additional 240 instructional hours for students. This is approximately 34 additional school days.

Goals and Performance Measures

1. Maintain and improve student academic achievement in language arts and math.
 - a. Of students earning a passing grade after the first grading period, 75 percent will maintain a passing grade by the close of the academic year.
 - b. Of students earning below a passing grade after the first grading period, 50 percent will raise their grades by the close of the academic year.
2. Design and deliver a 21st CCLC program to meet the needs of all constituent groups.
 - a. Of all survey participants, 85 percent will agree or strongly agree that the 21st CCLC program offered in their community is high quality.
3. Implement a program that engages students.
 - a. The program will meet 75 percent of the target enrollment goal each academic year.
 - b. The program will maintain an average attendance rate of 75 percent throughout the academic year for enrolled classes.



Section II: Enrollment and Attendance

Attendance Policy

This learning program is provided *free of charge* to students (and their families) attending Hatch Valley High School. Enrollment is on a first-come, first-served basis, while also reserving space for students who are identified as most in need of support. This is possible because the program is funded through a 21st CCLC grant, administered by the New Mexico Department of Education and provided through the STEM+ Outreach Academy at Hatch Valley High.

After returning the Parent/Guardian Assurance and 21st CCLC Enrollment Forms, families will be notified if their child has been accepted for participation in the STEM+ Outreach Academy 21st CCLC program.

Attendance is a very important part of our program. To get the most out of the program, your child should attend their registered sessions for the full semester. **Parents are responsible for contacting the Learning Center Site Facilitator, Gabriel Lucero, if their child will be absent (575-267-8230 or glucero@hatchschools.net)**. If a child has a prior commitment, written notice containing the parent's or guardian's signature and stating the reason for the absence must be provided to the Site Facilitator. This notice will become part of the student's 21st CCLC file. Frequent absences may result in your child being dropped from the program.

Excused Absences

- Illness of student
- Serious illness or death of family member
- Head lice or nits
- Doctor or dental appointments
- Legal matters
- Religious holiday or training
- Unforeseen emergencies (e.g., natural disasters)
- Prior commitment that has been documented in student file by the parent/guardian

The Site Facilitator will contact the parent or guardian of any student who has more than three unexcused absences. Continued excessive absences may result in the student being dropped from the program to allow space for another student on the waiting list.

Unexpected Absences

Please contact the Site Facilitator in advance if you know your child will be absent from the 21st CCLC program. Your child's safety is our top priority and it is our responsibility to know where he or she is expected to be each day.



Section III: Program Hours and Activities

Hours of Operation

The 21st CCLC program begins in August 2025 and ends in May 2026, excluding the summer program.

After School

The out-of-school time program operates from 3:30 P.M. – 5:30 pm Monday – Thursday and some days during lunch 11:24 am- 12:04 pm. The last day of program during the academic year will be on May 15, 2026.

During the afternoon hours, students will participate in academic and enrichment activities. Activities will include homework help, STEM-based programs, and electives.

Summer Program

Summer program dates, times, and locations will be announced in the spring.

Students will participate in academic and enrichment activities. Activities may include computers, art & crafts, theatre, reading, science, math, health/nutrition, service learning, and community field trips.

Holiday and Bad Weather Policies

During the regular academic year, the calendar for the 21st CCLC program follows the calendar of the school district. On days when there is no school, including bad weather days, the 21st CCLC program is not in session. If school is released due to bad weather, the afternoon program will not be provided. On school days when regular classes are in session but bad weather is predicted for late afternoon, the afternoon program may be canceled.

Dismissal

As described in Section II of this handbook, attendance is important. To get the full benefit of this program, your child should attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- Students who take the bus home will be dismissed to board their designated bus when it arrives.
- Students who are picked-up by parents will gather in the designated area near the circular driveway and wait until their ride is at the front of the circle. Once a student's authorized individual for pick-up is at the front of the circle, the 21st CCLC instructor(s) who has/have been assigned pick-up duty will verify the driver's identity before dismissing the student to get into the vehicle.



Early Pick-Up

We discourage picking up your child early. Program staff plan activities based on the full program time available. Your child will not receive the full benefit if they do not participate in the full program day. We understand that early pick-up may be required sometimes. Please try to limit those times as much as possible.

When you arrive, please check in with the 21st CCLC staff and be sure to sign your child out before leaving the building.

Students may be dropped from the program if they are picked up early frequently. Please note, this does not include prior commitments that have been documented in the student's 21st CCLC file by the parent or guardian.

If you want a person other than those listed on the registration form to pick up your student, the Site Facilitator must be notified prior to pick-up time.

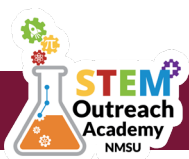
Late Pick-Up

Students must be picked up on time when the program ends. This means at 5:30 pm Monday to Friday. The learning center is not staffed after these hours. **A student may be dropped from the program if he or she is picked up late three times.** Local authorities may be contacted for assistance if a student is not picked up after program hours and we can't reach the parent, guardian, or emergency contacts.

Family Participation

Family involvement is a very important component of your child's education; we encourage each adult family member to participate in this program as much as your schedule allows. Each semester, we plan to offer two activities in the evenings or on weekends for both the parents and their children, or just for parents. Activities may include, but are not limited to, the following types of workshops: GED, English as a second language, parenting, how to help with homework/studying, and community/family events.

The community/family events are designed to be fun for the whole family, so we hope you will attend! Please let the Site Facilitator know if there are workshops that would be of interest or benefit to you.



Section IV: Behavior Policy

The behavior policy at our site was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others. The main reasons for establishing behavior expectations are these:

- to prevent possible harm to self or others;
- to prevent infringing on the rights of others; and
- to prevent damage to equipment and property.

To provide a safe and secure environment for everyone, the following expectations will be in effect at all times:

- Follow the rules of the school district handbook.
- Follow the directions of staff the first time they are given.
- Show respect and treat others with kindness.
- Ask permission to leave an area.

Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to ignore the rules and accept the consequences.

Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior.

If a student has a discipline issue, the parent or guardian will be notified. Parents will be informed of their child's behavior and may be asked to participate in a discussion to resolve special situations. If your child receives three strikes, he or she may be dropped from the 21st CCLC program and potentially lose the opportunity to participate in the 21st CCLC programs in future semesters. We reserve the right to drop a student from the 21st CCLC program immediately if a student's behavior warrants it. Please refer to the Code of Conduct Handbook on the Parents-Students section the school district webpage <https://www.hatchschools.net/>.

Section V: 21st CCLC Staff and Volunteers

The STEM+ Outreach Academy at Hatch Valley High 21st CCLC program has a teaching team that consists of teachers, paraprofessionals, and/or community members.

Each activity adheres to a 1 to 15 staff-to-student ratio, which provides several benefits:

- more one-on-one attention from the staff;
- students get to know each other better; and
- staff can tailor instruction to students' individual needs.

We also recruit volunteers to assist students in a variety of ways: small-group tutoring for academic skill practice, apprenticeship or technical skill instruction, and enrichment projects. Other volunteers work behind the scenes on administrative tasks.

We welcome all family members who would like to volunteer with the 21st CCLC program! If you or someone you know would like to donate a few hours in the classroom or behind the scenes, please contact Gabriel Lucero, Site Facilitator, at 575-267-8230 or glucero@hatchschools.net.

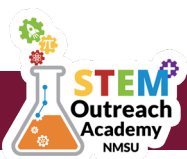
All 21st CCLC team members, paid instructors, and volunteers, are required to pass a fingerprint/background check. Your child's safety is a priority, so this policy is strictly enforced.

Section VI: Communications

It is important to keep the lines of communication open between the 21st CCLC staff and families of enrolled students. Listed below are ways we plan to keep families updated, and a way for families to contact program staff.

Program activities: A newsletter will be sent home once per semester. Additional family and adult learning events will be shared as they are scheduled.

Questions, concerns, suggestions: Please contact the Site Facilitator, Gabriel Lucero, 575-267-8230, glucero@hatchschools.net.



Section VII: Additional Details

Meals

A nutritious meal will be provided daily at no charge. Please notify the Site Facilitator of any special dietary concerns.

Medications

The 21st CCLC program staff are not responsible for giving medications to students. Arrangements must be made to have medications administered before students arrive at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them. The 21st CCLC program does not have a supply of EpiPens or inhalers. Please make sure to inform the Site Facilitator of any medications your child will bring to the program.

Health and Safety

Our staff provides a safe and healthy environment for all youth. Please list your child's medical conditions on the registration paperwork. If your child has a known medical or health condition (such as asthma, diabetes, ADD, autism, seizure disorder), be sure the Site Facilitator knows what to do if a problem should occur during program hours. Please notify us of your child's physical or health condition so we can do our best to serve your family. If a child becomes ill while in the out-of-school time program, the parent, guardian, or approved adult will be notified. Depending on the nature of the illness, the adult may be asked to pick up the student. If a child has any of the following symptoms or behaviors, the parent or 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
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention

21st CCLC Emergency Policy

Designated program staff members are trained in First Aid and cardiopulmonary resuscitation (CPR). Our 21st CCLC program follows established school procedures in responding to emergencies. In case of an accident or illness, we will call the parent or guardian of a child. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you arrive. If the EMT determines the need to transport the student and you have not yet arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive on campus, you will be updated on the transportation of the student. The parent(s) or guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.



Natural Disasters and Other Emergencies

21st CCLC follows the emergency action plan procedures of the Hatch Valley Public Schools in the event of a natural disaster or other emergency. If you would like to review the school or district plan, please contact the Site Facilitator.

Field Trip Permission

You will be notified of plans for any field trips. Permission slips are required if a student is taken off campus. The usual district and school policies for field trips will carry over to the 21st CCLC program.

Personal Belongings

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpacks. These devices should not be used during program hours unless there is an emergency or a student has permission from the program staff. Students are *not* permitted to return to their classrooms once the school day is over.

On behalf of the entire STEM+ Outreach Academy at Hatch Valley High 21st CCLC team, we look forward to an outstanding year of learning and fun!

