

Walton County School District

21st Century Community Learning Centers

Parent & Student Handbook 2016-2017



2016 - 2017 Parent/Student Handbook 21st CCLC (CCLC)



Dear Student, Parents or Guardian,

Thank you for the opportunity to share a wonderful experience with your child through the 21st CCLC's After-School Program. This letter is intended to communicate the rules and guidelines of the program. **This and all other 21st CCLC grant information, contacts, procedures, protocol, and evaluations are on the website www.walton.k12.ga.us and in the 21st CCLC Operations Manual. The information is also presented on a regular basis to 21st CCLC stakeholders.** We look forward to meeting you and your child, if you have any questions, please feel free to call 770-266-4484.

Objective: To work hand-in-hand with the community to provide an after-school program in which children have the opportunity to learn and have fun in a positive and safe environment.

21ST CCLC AFTER-SCHOOL PROCEDURES:

Check-in Procedure: Each student will be checked in by the appropriate personnel. If a student is absent from 21ST CCLC, we cross check our list with the regular day absentee list. If the child is not on the absentee list, we check to see if there is a written note from the parent regarding the student's absence. If there is no written note, the student is expected to be at the 21ST CCLC program.

Pick-Up: Each parent will need to enter the facility through the main entrance and sign in at the front desk. The person at the desk will call for the child. Each parent or guardian 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 will be asked for a photo ID. If a child is not picked up by program dismissal and the school has not received a phone call to notify that the parent will be late, 21ST CCLC will attempt to contact the parents. If the parents cannot be reached, the emergency contacts will be tried. If no one can be reached and 21ST CCLC still has not been notified of late pick-up, the Department of Social Services will be called for further instruction.

Bus/Transportation Plan: Ensuring the safety of all after-school students is the main priority of the 21ST CCLC program. Students will be expected to behave on the bus and will only receive one warning when it comes to bus misbehavior. Any further incident on the bus will result in suspension from the bus, and could result in the total loss of bus privileges. This is to ensure the safety of the driver, and all students transported on the bus. See *Board Policy ED/JGG*.

Recruitment and Retention Plan: The 21st CCLC program will work with the regular day to identify students for the afterschool program. The Site Coordinator will consult the school administration, counselor, and special education teachers to identify the at risk and special education students. Information will also be sent out to all local private schools to let them know that 21st CCLC services are available to their students.

Recruitment will begin by sending invitations and applications home with targeted students. The Site Coordinator will promote the 21st CCLC program during the school's Open House Night as well as other school functions. The 21st CCLC program will keep the program website updated to keep the community updated about the program. Program flyers will be sent out to all the participating schools, as well as the local private schools.

Attendance Plan: Attendance will be monitored regularly and requirements enforced to ensure regular attendance. Seats that become available will be filled from the students on the waiting list or new students recruited for available spots.

No child is denied attendance based on race, color, religion, national origin, age, disability or by any employee or student. Home school and private school students who live in attendance area are allowed attendance based on program criteria and priority. The Walton County Board of Education and 21st CCLC does not discriminate on the basis of race, color, religion, national origin, age, disability, or in its employment practices, student programs and dealings with the public. It is the policy of the Walton County Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), IDEA and all accompanying regulations.

Student Behavior Plan: See *Board Policy JCDA*. The WCSD 21st Century Community Learning Center follows Policies and Procedures of each respective school as described by the Walton County Board of Education Student Behavior Code.

1. Standards of student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student rules established at each school within this school district.

2. Progressive discipline processes designed to create the expectation that the degree of

discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law.

3. Application of disciplinary regulations will at all times reflect fair and reasonable exercise of authority. Procedural due process, to the extent applicable in any particular situation, will be afforded all students prior to imposition of punishment. The degree of due process afforded will be commensurate both with the gravity of the offense and the severity of the contemplated penalty, as outlined in the board's policies and the Code of Student Conduct.

Bullying Policy: See *Board Policy JCDA*. All students have a right to a safe and healthy school environment. All schools within the WCSD have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Student behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. WCSD Student Code of Conduct prohibits bullying, harassment, and intimidation and is printed in the student/parent handbook and made available to students, parents, and staff at the beginning of the school year.

Internet Guidelines for Use: See *Board Policy IFBD(2), IFDB-R, IFBGA, IFBGA-R*. The Walton County School District takes no responsibility for any information or materials that are transferred through the Internet.

Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials which may be deemed inappropriate while using his or her Walton County School District Internet account, he or she shall refrain from downloading this material and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or jail sentence.

The Walton County Public School System makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Walton County Public School System shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The Walton County Public School System reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations.

No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network.

The Walton County Public School System administration reserves the right to change these rules at any time without notice. The Walton County Public School System strongly condemns the illegal distribution of software, otherwise known as pirating. Any students or employees caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable.

Finally, all users should keep in mind that when they use the Internet they are entering a global community and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner.

Preapproved sites are the only sites the students are allowed to use during tutoring.

Cell Phones: Cell phones and pagers are to be turned off or placed in the vibrate mode during after school meetings and during the school day. All staff members are expected to refrain from personal cell phone use during the instructional day when students are under their supervision.

Staff members will not be called to the telephone except in cases of emergency. In cases less urgent, the office staff will be happy to relay a message. Please keep all calls as brief as possible.

Illness: 21ST CCLC reserves the right to release a child if he or she appears too ill to participate in the After School program or considered contagious. 21ST CCLC will notify the child's parent or emergency contact and request that the child be picked up within a half hour. If the child has not been picked up with the allotted time, 21ST CCLC reserves the right to take any necessary action to ensure the health and safety of the child. If a child has a fever, the child is not permitted back to the program for 24 hours after the fever has subsided. Parents must inform 21ST CCLC within 24 hours or the next business day if the child or any member of the family has developed a reportable communicable disease. Life threatening diseases must be reported immediately.

Emergency: Each teacher has an emergency envelope near the doorway of his/her room. This folder should also include a copy of the emergency communication information. Each classroom has a copy of the Walton County Safety codes flip chart.

Each classroom has a fire drill evacuation route map posted near the classroom door and one in the emergency envelope. A fire or emergency drill is held twice a year. The all clear signal to

return to the building will be announced via the intercom system.

Every classroom also has a copy of the Safe Areas for Severe Weather locations posted near the door and in the emergency envelope. This is the location used in case of a severe weather announcement. The signal to re-enter the building is announced from the office. Drills must be taken seriously. Students must follow proper procedures. For more specific information please refer to WCSD website www.walton.k12.ga.us.

Reporting Fraud, Waste, Abuse & Noncompliance: Our objective is to provide 21st CCLC School employees and the general public a confidential means for reporting suspected wrongdoing involving fraud, waste & abuse of and school assets or resources. Reportable activities may include, but are not limited to:

- Neglect of duty - Noncompliance with applicable rules, laws and regulations; misuse or abuse of time during work hours.
- Misuse of Property - Negligence in the care and handling of property, unauthorized or inappropriate use of property or equipment, intentional abuse or destruction of property, theft of property, or of another employee's property.
- Falsification of Information - Falsification of personnel records, time records, or any other and employee record or report.

How to report Fraud, Waste, Abuse & Noncompliance Complaints

If you are unsure how to proceed with a concern, you may contact Robin Bryant during normal business hours at (770) 266-4439 for guidance prior to completing the [Fraud, Waste, Abuse & Noncompliance Reporting Form](#)

- **In person or writing:** The Finance Department is located in the Walton County Board Office at 200 Double Springs Church Road, Monroe, GA 30656
- **By phone:** (770) 266-4439.
- **Online:** Complete and submit the [Fraud, Waste, Abuse & Noncompliance Reporting Form](#).

Complaint Procedures Regarding 21st CCLC: Please try to resolve complaints for WCSD 21st CCLC with WCSD 21st CCLC or the school district before moving forward on a formal complaint. For complaints about 21st CCLC please call Dr. Dawn Spruill at 770-266-4484 for county resolution or for a copy of the complaint form.

To initiate a formal complaint, a person must submit the 21st CCLC Complaint Form to the Walton County School District. This complaint form may be obtained by contacting Dr. Dawn Spruill, Walton County School District at (770) 266-4484, or 200 Double Springs Church Road, Monroe, GA 30656. You may also contact Nathan Schult, Program Manager, 21st Century Community Learning Centers, Office: (404) 232-1197, Cell: (404) 326-3107, ncshult@doe.k12.ga.us.

Student/Parent/Guardian Consent and Agreement: In the event I cannot be reached in an emergency, I hereby give permission to the appropriate medical personnel, selected by the Director, to provide medical treatment deemed necessary by such personnel. Also my signature below signifies that I give permission for my child to be transported by the 21ST CCLC After-School Program if needed.

In consideration of the participant being permitted to enroll in the program, I hereby release, indemnify, and hold harmless 21ST CCLC, its employees, operators, counselors and instructors from any and all claims and demands, costs, charges, and expenses for harm, injury, damage, or loss which may be sustained by the participant as a result of or relating to participation in 21ST CCLC.

I HAVE READ AND I UNDERSTAND

Student _____ Date _____

Parent/Guardian _____ Date _____

**WALTON COUNTY SCHOOL DISTRICT
STUDENT INFORMATION AND MEDIA RELEASE FORM**

Student's Name:

School:

Grade Level:

I am the parent/guardian of the student named above.

My child's principal, teacher, coach, and other school officials are authorized

(1) to photograph, audio record, and/or video record my child in connection with classwork or assignments, class or school activities, and/or team or club events or activities whether individually or as part of a group;

(2) to post my child's photograph, video recording including my child, audio recording of my child, or other image or recording including my child, digital or otherwise, on the school district web page, school web page, teacher web page, school club or organization web page; school district, school, teacher's instructional or coach's team Facebook page; and/or other social media platform;

(3) to release information, recordings and photographs of my child to the print media, television and radio, and other news' outlets, including internet outlets, in connection with my child's achievements and/or participation in school and school district activities (e.g., sport's activities, Anchor Club, FBLA, Beta Club, FCCLA, Safety Patrol);

(4) to place my child's photograph or image in the school yearbook; and school district, school, class or school activity program or publication; and

(5) to place my child's photograph or other image or school work (to include my child's name) in a public location, both in the school and school district, in the community, and other locations where it would be appropriate to display student work.

Participants in the edTPA Georgia program or other teacher certification program are authorized to videotape or otherwise record my child in connection with lessons or other class activities solely for use in training and/or evaluating the program participant.

() I DO authorize the activities described above.

() I DO NOT authorize the activities described above.

Signature of parent/guardian

Date