

**DeKalb County School System
After School Programs
LEAPs Academy**



**Northside Elementary
Family Handbook
2020-2021**

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DeKalb County School System
After School Programs
LEAPs Academy**

Purpose:

The purpose of the LEAPs program is to provide students with strong enrichment activities and academic focused opportunities along with activities designed to complement students' regular academic curriculum. Programs which are located at Northside Elementary School provide 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.

With remote learning, students will have the opportunity to continue enrichment activities with community partners through virtual tours, academic needs will be addressed using the Google Classroom and Google Meets.

Philosophy:

Foundational to all goals established for the Leaps program are the relationships and connections created during our after school programs. To that end, teachers are intentional about developing positive relationships with students and fostering positive student to student relationships. Through these connections we expect to see positive outcomes in academics, attendance, behavior, and the social-emotional well being of our participants.

DeKalb County School System's LEAPs grant supports extended learning programs in the following schools:

Smithville Elementary School
Northside Elementary School

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. 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. 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:

- Qualify for free or reduced lunch
- Be behind one year or not passing specific coursework
- Not meeting specific requirements on benchmark or state assessment test
- Be at risk of educational disadvantage and failure to circumstances of low income, abuse, neglect or disability

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

Registration

The LEAPs Afterschool program is available at no charge to families. Participation is based on attendance, a positive attitude and appropriate behavior. All sites operate under board approved policies and procedures.

- Parents or legal guardians must complete a registration form for their child for afterschool programs. Once returned, families will be notified of a start date by letter. Once classes/clubs are full, students will be placed on a waiting list.
- Emergency and transportation information must be on file for each child enrolled.
- Each family will receive a handbook indicating requirements of the program.

Attendance Policy

Research shows that students should be in an after school program for a minimum of 30 days to receive the greatest benefit. The Leaps program implements an aggressive attendance policy to reduce absenteeism and to ensure students participate on a regular and consistent basis. The core service of the DeKalb County School System LEAPs Afterschool Program is academic achievement and enrichment activities. **All students must participate for a minimum of 30 days before being considered part of the program.**

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 and maintain attendance throughout the year.

Remote learners must check in each day to the LEAPs Google Classroom using his or her school issued Chromebook. This allows for accurate attendance submission.

Discipline and Behavior Management

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 children is our number one priority

Good behavior is the key to providing quality programs.

Children are expected to exhibit acceptable behavior and follow all Northside SOAR Expectations both during and after school.

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.

Safety:

There shall be a staff member present at all times who has current CPR and first aid training. A first aid kit is on the premises as well as a first aid chart. There is an Emergency Management plan, a written plan to protect students in the event of disaster, such as fire, tornado, earthquake, floods, etc.

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 the DeKalb County School System Nutrition Department. Menus will be posted monthly.

Transportation:

Parents are required to pick up their child no later than 5:30pm in front of the school building. All attendees must be signed out by an authorized adult or family member.

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 requested to follow security procedures to insure the safety and protection of all children. Parents should keep the Site Coordinator informed of any changes in their child's emergency information or other factors concerning the welfare of their child. Four parent meetings will be held each year.

Communication

In the event of remote learning, Teachers or Site Coordinators will be responsible for communicating with students and parents enrolled in the LEAPs program through phone calls, emails, Remind App, Google Classroom and Google Meets. It is crucial, per the grant, that we communicate with LEAPs participants on a regular basis.

Teacher/Student Ratio Charts

Class sizes are limited to the following:

Grades K-2	1:10
Grades 3-5	1:15
Grades 6-8	1:20
Grades 9-12	1:20

LEAPs Program--District

Michelle Burklow
615-597-4084
michelleburklow@dekalbschools.net

Site Coordinators at each school

Smithville Elementary School, Mrs Ally Atnip 615-597-4415
Northside Elementary School, Mrs. Beth Pafford 615-597-1575

Please call Site Coordinator at each school regarding questions or concerns regarding the program or other aspects of the LEAPs Afterschool Program.

Northside Elementary
LEAPs Extended Learning Program
Registration/Parental Permission/Emergency Information
2020-2021

Student Name: _____ Homeroom: _____ Grade: _____

Parent(s)/Guardian: _____ Program: AM or PM

Address: _____ Home Phone: _____

Cell Phone: _____ I can receive text messages on my cell: (Circle one) **Y / N**

Name of Emergency Contact: _____ Phone: _____

The people listed below have permission to pick up my child from LEAPs and may be contacted in an emergency if persons listed above cannot be reached:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Does your child have any allergies or medical conditions? _____ If yes, please explain:

Photo/Media Release: I understand that my child's name and photos of my child may be used to publicize their participation in the LEAPs program. I give permission to photograph my child for use in the LEAPs newsletter, bulletin board, web page, in local media, etc. **Circle one: Y / N**

LEAPs hours are from after school to 5:30 PM. Our program offers homework help, physical activity, enrichment, and a healthy snack. The LEAPs before and after school programs are free to Northside Elementary students. LEAPs is funded through the Tennessee Department of Education's Lottery for Education: Afterschool Programs. Research indicates that students should be in an extended learning program for a minimum of 30 days to receive the greatest benefit. Therefore, we ask for a commitment from families and students that every effort be made to attend LEAPs a minimum of 30 days during the school year.

Students that have 5 unexcused absences from LEAPs may be dropped from the program so that new students may be enrolled. All school rules must be followed. Failure to be Safe, On Time, Accountable, and Respectful after school will result in dismissal from the program. Transportation is not provided by the program and students shall be picked up each afternoon by closing. If school is not in session or cancelled, LEAPs will also be cancelled.

***Once this form is completed and returned, your child will be placed on the LEAPs waiting list. You will be notified by letter as soon as your child can begin the program.**

I received and read the Summary of Child Care Rules & Regulations: _____

Parent/Guardian Signature Required