Calhoun County School District



Program Handbook

2019 - 2020

21st Century Community Learning Centers Program

“Full STEAM Ahead!”

**Mission Statement**

The Calhoun County School District’s 21st Century Community Learning Centers (CCLC) STEAM program, Full STEAM Ahead!, is dedicated to enriching the educational, social, and cultural opportunities and experiences of students and families in the communities served by the Calhoun County School District.

**Our mission is possible because of our collaboration and partnerships with the following:**

Calhoun Academy

Calhoun County Career and Technical Center

Jesse Yancy Memorial Library

Calhoun County Families First

Calhoun Economic Development Association

Bruce Telephone Company

Bancorp South

Bruce 20th Century Club

Bruce Fine Arts Club

Mount Comfort Water

Rydell’s

Weyerhaeuser

Ram Shack

Bruce Family Medical Clinic

Renasant Bank

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Welcome to Full STEAM Ahead! We are looking forward to a great year with you and your child in our 21st Century Community Learning Centers (CCLC) STEAM program. We hope that you will become even more involved in your child’s education and recognize how our program will benefit your child, you, and your entire family. The following information will help you to understand the operations of our program, the responsibilities of our site staff, and your role in helping provide a quality experience for your child. Should you have any concerns regarding the program at any time, please do not hesitate to call.

**Contact Information:**

Dr. Lisa White, 21st CCLC Project Director

662.412.3152

**Introduction**

The Calhoun County School District has been awarded a $700,000 competitive grant to be distributed over the next three years (pending federal appropriation each year) for an afterschool and summer enrichment program for students in grades 6 – 9. All students will receive academic services, such as homework help, tutorial services, remediation, and/or enrichment, that are designed to target each student’s identified areas of need. Additionally, all students will participate in engaging, enriching program activities that promote science, technology, engineering, arts, and math as well as youth development and physical education activities promoting positive choices and healthy living.  Through a partnership with Families First for MS in Calhoun City, programs and services will also be offered for parents and families of participating students.

**Goals of the Program**

The Full STEAM Ahead! program goals include the following:

* Improved academic achievement for students in English Language Arts (ELA) and mathematics
* Positive youth development and personal growth to improve student motivation, attendance, and behavior
* Enhanced ability for parents to become actively involved in their child’s education

**Full STEAM Ahead! Program Logistics**

Project Director: Dr. Lisa White

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Site Coordinator: Kyle Clark

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Location: Calhoun County Career and Technical Center (CCCTC)

 302 N. Madison Street

 Calhoun City, Mississippi 38916

When: September 3, 2019, through April 23, 2020 on Mondays, Tuesdays, and Thursday afternoons from 3:15 until 6:15 PM

 \*Two 2-week summer camps will also be offered during June 2020

Student Arrival: Students will ride the bus from BHS, VES/VHS, and CCHS to the CCCTC.

The Full STEAM Ahead! program activities are provided to students and families free of charge, as all program services are funded through a competitive federal 21st Century Community Learning Centers STEAM grant from the Mississippi Department of Education.

**Enrolling Students**

Each school in the Calhoun County School District with students in grades 6 - 9, along with Calhoun Academy, were asked for a list of eligible students based upon the following criteria:

* Either scored below proficient on the prior year’s Math or ELA section of the MAAP test OR failed one or more of their core academic classes in the prior year
* Had more than 3 office referrals for the 2018-19 school year
* Considered economically (eligible for free or reduced lunch) or academically disadvantaged, including students with disabilities and students who are homeless
* Were considered chronically absent in the prior school year (i.e., more than 18 absences when adding excused and unexcused absences)

Referred students’ parents were sent a letter notifying them of their child’s eligibility for the program and given instruction regarding how to enroll students in the program.

**Program Expectations**

**Attendance**

If your child is enrolled in the Full STEAM Ahead! program, he/she is expected to attend each program day. In order for students to benefit from the program, regular and consistent attendance is required. Regular and consistent attendance is defined as attending, on average, two of the three scheduled days every week, unless ill or other unavoidable conflict. Once a child is enrolled, attendance will be monitored and inconsistent or sporadic attendance will be documented and placed in the student’s file. Please inform the site coordinator if your child participates in an extracurricular activity that will prevent him/her from being able to attend all 3 days each week. Students **must** attend, on average**, two of the three scheduled days per week**.

Each student’s attendance will be reviewed at the end of each five-week period in the program. If a student has not averaged at least two days per week of attendance in the program, he/she will be dropped from the program and replaced with another student wishing to participate in the program.

The program is designed to serve 120 students. There may be a waiting list for students who qualify for the program. If a student is not going to attend regularly, that “spot” needs to be made available to the students on the waiting list. Research done on 21st CCLC programs indicate that students who attend regularly experience more academic and behavioral benefits than those whose attendance is irregular. Program participants are expected to attend the entire 3 hours each program day unless there are unavoidable scheduling conflicts or emergencies.

**Behavioral Expectations/Student Code of Conduct**

Students are expected to follow the student code of conduct in the 2019 – 2020 Calhoun County School District Student Handbook. The student code of conduct purports to define expected behaviors allowing students to function independently in a socially acceptable manner. Self-control, self-discipline, and social skills are developed by guiding students through everyday activities and positive interactions with others.

Rules and limits in the Full STEAM Ahead! program are set for three main reasons: to prevent possible harm to self or others, to prevent infringement on the rights of others, and to prevent damage to property. To provide a safe and secure environment for everyone, the following rules have been developed which will be in effect at all times.

Students will be expected to:

* Follow **all** rules of school district handbook, including dress code.
* Follow the directions of staff the first time they are given, including bus drivers.
* Show respect and speak kindly to others (no swearing, put-downs, name-calling, threats, etc.).
* Keep hands and feet to yourself (no hitting, kicking, pinching, horseplay, etc.).
* Ask permission to leave an area.
* Use equipment and materials properly, carefully, and with respect.
* Clean up after themselves.
* Follow all bus rules.

Appropriate behavior will be encouraged (and rewarded) by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior. Students must understand that undesirable behavior cannot, and will not, be tolerated. Parents will be informed of their child’s behavior and may be called upon to participate in a partnership to resolve special situations. If at any time, the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff, himself/ herself, or the program, a parent conference will be scheduled. If the behavior continues, the child may be dismissed from the program.

**Scheduling**

All students participating in the Full STEAM Ahead! program will be assigned to a cohort. There will be six cohorts with up to twenty students in each cohort. Cohorts of students will participate in the assigned activity for 5 weeks and will rotate through all STEAM activities throughout the school year.

Daily Program Schedule

Students who participate in the afterschool program will arrive at the CCCTC by 3:15 PM. From 3:15 PM until 4:00 PM, students will be provided with academic services, such as homework help, tutorial support, literacy instruction, and/or enrichment activities. All tutoring sessions are conducted by certified teachers, or other program staff directly supervised by certified teachers.

From 4:00 PM until 4:15 PM, students will be provided with a snack. The final two hours, from 4:15 PM until 6:15 PM, will be spent in either robotics, art, chess/language study, personal finance, other STEM activities, physical education, or music.

**Dismissal/Release of Students**

Dismissal will be handled as follows:

* Students from Calhoun City may be picked up by authorized persons between 6:20 and 6:30 PM at the CCCTC
* Students from Bruce will ride the bus to Bruce High School (BHS), where they are to be picked up by an authorized person by 6:30 PM
* Students from Vardaman will ride the bus to Vardaman High School (VHS), where they are to be picked up by an authorized person by 6:30 PM.

Pick up may ONLY be made by authorized parties. Permission MUST be in writing

and signed by the legal parent or guardian on the Enrollment Form that was completed prior to the first day of program attendance.

If a student is picked up prior to dismissal, the parent, guardian, or authorized person MUST come into the CCCTC to personally sign out the student, or the student will be accompanied to the vehicle by a program staff member.

In the event of illness or if the student will be absent for another reason, please notify the 21st CCLC program staff if at all possible.

At no time will a student be allowed to walk home. Students must be picked up at either the CCCTC, BHS, or VHS.

Note: Staff will not release children to anyone, including parents, who appear to be under the

influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

The afterschool program ends exactly at 6:15 PM and pickup should occur no later than 6:30 PM. Please be on time! Parents should arrange for an authorized back-up person to pick up their child in the event of lateness. Chronically late pick-ups create hardships on the program staff and could result in our inability to continue serving your child. Parents are **strongly encouraged not to pick up their child before 6:15 PM.** This will allow sufficient time for full participation in the program.

**Supervision Information**

All students served in the 21st CCLC program will be supervised at all times by appropriate staff.

**Custody Agreements:** If there are custody issues involving your child, you must provide the center with court papers at the time of registration indicating who has permission to pick up the child. The center may not deny a parent access to his/her child without proper documentation. If custody changes, the parent is required to notify the center and provide a copy of the changes.

**Child Abuse Reporting:** All staff members are trained and mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the Department of Human Services.

**Inclement Weather Situations or Other Emergencies**

In the event of inclement weather or another danger near time for dismissal, the students will remain at the CCCTC until the threat passes. Program staff will contact parents to inform them of the situation.

The center will **not** transport a child in emergency situations. If a child requires transportation, the parent will be contacted. If the student requires emergency transportation, the student will be transported by emergency response staff.

**Accidents/Emergencies**

The CCCTC has devised several procedures to follow in the event that an emergency would occur while a child is in the care of program staff. In the event of a fire or tornado, staff will follow the written instructions posted in the CCCTC. The instructions describe emergency evacuation routes and the procedures to be followed to assure that students have arrived at the designated spot. In order to prepare students for the unlikely need to evacuate, the CCCTC will conduct periodic fire drills and tornado drills. Should the need arise to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, students will be evacuated to designated emergency locations. A sign will be posted in the front door of the CCCTC indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child’s enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. An incident report would also be provided to the parents. In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered, and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available center health records. Staff will not transport children in staff owned vehicles. Only parents or EMS will transport.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency response personnel; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

**Management of Illness**

The CCCTC and the Full STEAM Ahead! program strive to provide students with a clean and healthy environment. A student with any of the following symptoms will be isolated and parent or emergency contact notified:

* Temperature of 100+ degrees F – in combination with other signs of illness
* Persistent Diarrhea
* Difficult or rapid breathing
* Yellowish skin or eyes
* Redness on the eye, obvious discharge, matted eyelashes, burning, itching
* Untreated skin patches, unusual spots or rashes
* Unusually dark urine or grey/white stools
* Stiff neck with an elevated temperature
* Vomiting more than once or when accompanied by any other sign of illness
* Sore throat or difficulty swallowing

Any student demonstrating signs of illness not listed above will be carefully observed for symptoms, and the parent will be notified. If a student does not feel well enough to participate in center activities, the parent will be called to pick up the student. Anytime a student is isolated, he/she will be kept within sight and hearing of a staff member.

**Parent Participation**

Parents are encouraged to participate whenever possible in the activities at the center. Families First is partnering with the Calhoun County School District in the Full STEAM Ahead! program to provide services to both participating students and their families. Services for families include classes in drug addiction, parenting, and job readiness as well as an online diploma, literacy support, and other services designed to improve family outcomes.

Parents are also encouraged to participate in the Calhoun County’s 21st CCLC Advisory Council, a group of stakeholders who will meet at least twice during the school year to discuss suggestions and concerns regarding the Full STEAM Ahead! program.

Ways parents can become more involved in their child’s education and in the Full STEAM Ahead! program include the following:

● Participate in appropriate activities & programs that support the education of their child.

● Get involved with the Parent Advisory Council and help make program decisions.

● Make contact with other parents to encourage participation.

● Attend Families First parent trainings and workshops.

● Help plan and participate in healthy activities as appropriate.

**Parent Conferences:**  Full STEAM Ahead! program staff communicate with your child’s classroom teacher on a continuous basis regarding academic and behavioral performance. All parents/guardians are encouraged to regularly communicate with Full STEAM Ahead! program staff. To set up a conference, please contact Mr. Clark, site coordinator, at 662.628.1143.

**Confidential Information:** All information about children and their families will be handled as confidential information. Access to child and family records will be restricted to appropriate administrative and instructional personnel. A parent/guardian may request to view their child’s records at any time. All volunteers will abide by the confidentiality policy. Breach of confidentiality by an employee may result in immediate dismissal.

**Responsibilities**

**Student responsibilities include:**

1. Taking care of equipment

2. Cleaning up after activities

3. Sharing equipment with each other

4. Keeping hands and feet to themselves

5. Using appropriate language

6. Treating staff and other students with respect

7. Finishing what they start

8. Being responsible for all personal belongings

 9. Leaving all toy weapons and personal toys at home

10. Obeying all school and district rules while participating in the program

**Parent responsibilities include:**

1. Being on time to pick children up

2. Treating staff with respect

3. Bringing concerns to staff

4. Keeping up with policy changes

5. Notifying staff of changes in enrollment information

6. Informing staff of contagious illness

7. Keeping child’s records up to date

8. Cooperating with staff on discipline matters

9. Completing program surveys and questionnaires

**Staff responsibilities include:**

1. Treating students and parents with respect due them

2. Motivating the students

3. Providing a safe, comfortable, and enriching environment

4. Introducing students to new and innovative hands-on activities not available during the regular

school day

5. Planning engaging activities with defined educational purposes

**Calhoun County School District**

**Acceptable Use Policy**

Introduction

Calhoun County School District has established a Local Area Network (LAN) for each school in the district and a Wide Area Network (WAN) that links all schools and makes access to the Internet and e-mail possible. The Internet allows staff, students, and occasionally others in the community, to explore thousands of libraries, databases, museums, and other sources of information; e-mail allows students to collaborate on school projects with students in other classes or schools or to communicate for special projects, with approved adults such as authors, college professors, or legislators. Parents may also communicate with teachers or vice versa about student progress. E-mail may be used as a way to keep up with assignments for students who are absent. The networks, Internet, and e-mail allow teachers to collaborate with each other and to research lesson plans and materials to enrich lessons. The online lesson plans allow administrators to keep in close touch with what is being taught in the classroom. E-mail serves as a way to update staff and communicate on school issues in a timely manner. Teachers or administrators may use the Internet to take online courses for professional development or to earn college credits. Opportunities available increase every day.

Calhoun County School District complies with the Child Internet Protection Act (CIPA) by providing filtering services that block offensive content and also provides close supervision when students are using the Internet; however, the district cannot make an absolute guarantee that a student will view no inappropriate material. The district also complies with The Children's Online Privacy Protection Act (COPPA) which requires parental permission when individually identifiable information about a child is collected online that would allow someone to identify or contact a child. The district will release no such information, and students are prohibited from releasing such information. Students must have parental consent to use the Internet and must use the Internet responsibly.

**Acceptable Uses**

1. The computer networks in the Calhoun County School District have been set up in order to

allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via e-mail, message boards, and other means. All users are responsible for citing sources and giving credit to authors during the research process. Staff members are allowed access to school equipment outside of class hours for personal use subject to some restrictions (see staff handbook).

2. Students and other users will have access to the Internet via computers in the classrooms, libraries, labs, etc. when assigned or when they have received permission and are supervised.

3. Network users must respect resource limits and must delete old e-mails or other files that

may take up excessive amounts of storage space.

4. Student use of the Internet is contingent upon parent/guardian permission in the form of a

signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any

time.

5. Material created and or stored on the system is not guaranteed to be private. School officials or technicians may review the system from time to time to ensure that the system is being used properly. For this reason, students or staff members should expect that e-mails, material placed on Web pages, and other work that is created on the network may be viewed by a third party.

6. Network users are expected to adhere to the safety guidelines listed below.

**Unacceptable Uses**

1. The network may not be used to download, copy, or store any software, shareware, or

freeware without prior permission from the school.

2. The network may not be used for commercial purposes. Users may not buy or sell products

or services through the system without prior permission from the school.

3. Use of the network for advertising or political lobbying is prohibited.

4. The network may not be used for any activity, or to transmit any material, that violates United

States or local laws. This includes, but is not limited to illegal activities such as threatening the safety of another person, downloading music, or violating copyright laws.

5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage

in personal attacks, harass another person, or post private information about another person.

6. Network users may not log on as another user or access others' files. "Hacking" or otherwise

trying to gain access to another person's or organization's computer system is prohibited.

7. Network users may not access Web sites, newsgroups, or chat areas that contain material

that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, school administrator, and*/*or network administrator.

8. Network users may not engage in "spamming" (sending an e-mail to more than 10 people at

the same time) or participate in chain letters. The prohibition against "spamming" does not apply to personal information lists or school workgroups.

**Consequences of Inappropriate Use**

Inappropriate use, vandalism or tampering with computer systems or security systems, or any malicious attempt to harm or destroy data of another user of the Calhoun County School District network will result in disciplinary actions to be determined by school administrators and loss of computer and network privileges - temporarily or for the remainder of the school year depending upon the severity of the infraction.

**Safety Guidelines**

1. Never give out your last name, address, or phone number online.

2. Never agree to meet in person with anyone you have met online unless you first have the

approval of a parent or guardian.

3. Notify a teacher, aide, or administrator immediately if you receive a message that may be

inappropriate or if you encounter any material that violates this Acceptable Use Policy.

4. Parents of students should instruct them if there is additional material that they think it would

be inappropriate for students to access. Calhoun County School District expects students to follow their parent's wishes in this matter.

\*Prior to using the Calhoun County School District network or attached equipment, all users must read and sign this agreement (found in the student handbook). Parents or guardians of students must also sign and give their permission for this use. The requirement includes staff, students, parents, community members, workshop presenters, outside technical assistance people, and all others.

**Students and parents must sign and return the appropriate use policy agreement on the signatures page of the student handbook in order to use computers on the network in the Calhoun County School District.**

For the Full STEAM Ahead! program, parents must also initial on the appropriate form in the Enrollment Packet.