



WE ARE COMMUNITY!

21ST CENTURY COMMUNITY LEARNING CENTER HANDBOOK FOR STUDENTS AND PARENTS



The Jefferson County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all individuals and designated youth groups.

Jefferson County Public School District
WWW.JCPSD.NET/WEARECOMMUNITY

Jefferson County Elementary School and Jefferson County High School Sites

Purpose 21st Century Community Learning Center Program

The purpose of the program is to establish 21st Century Community Learning Center programs that provide students with academic enrichment opportunities along with activities designed to complement the students' regular academic program. The sites at Jefferson County Elementary School and Jefferson County High School will provide a range of high-quality services to support student learning and development. The services are provided by licensed and/or paraprofessionals. The project intends to 1) increase the rate and level of achievement; 2) promote character development; and 3) include parental participation in the teaching-learning process.

21st Century Community Learning Center grant supports extended learning programs for the following schools:

Jefferson County Elementary School
Jefferson County Upper Elementary School (Grade 5 Only)
Jefferson County High School (Grades 9th-12th)

Goals and Objectives

1. Improve student achievement
 - 1.1. At least 50% of regularly attending students Grades 1-5 will meet grade-level ELA benchmarks
 - 1.2. At least 80% of regularly attending Grade 3 students will demonstrate Reading proficiency
 - 1.3. At least 70% of regularly attending Grade 1-3 participants will meet the new local benchmarks for grade promotion
 - 1.4. At least 50% of regularly attending students in Grades 1-5 will demonstrate Math proficiency
 - 1.5. At least 50% of regularly attending students in Grades 1-5 will demonstrate Science proficiency
 - 1.6. At least 50% of regularly participating secondary students taking the ACT will show improvement in scores, pre- and post
 - 1.7. Beginning in Year 2, at least 70% students taking the ACT who have been regular participants for at least 2 years will score a composite of 17 or above on the ACT
 - 1.8. By the end of the project period, the number and percent of students in dual enrollment classes will increase from 14.2% to 17%
2. Foster responsibility and positive behaviors
 - 2.1. At least 80% of regular participants will be absent from school fewer than 8 days

- 2.2. Each project year, at least 6 21st CCLC personnel, parents, and/or community collaborative representatives will complete Tier 1 Positive Behavior Interventions and Supports (PBIS) training
 - 2.3. Each project year, at least 90% of parents of regularly attending participants will report improved attitudes and growth in character development
 - 2.4. Each project year, at least 80% of classroom teachers will report improved behavior among regularly participating 21st CCLC students
3. Include parents in the teaching-learning process
 - 3.1. At least 80% of parents will observe and/or participate with his/her child for at least 1 hour every week
 - 3.2. At least 80% of parents of regularly attending participants will report using at least two (2) strategies or ideas from parent training at home
 - 3.3. At least 20 adult family members of project participants annually will participate in an activity to encourage them to explore learning options for GED, career training, and /or college degree

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 and 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; these students will be added to the waiting list. 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 at least one of the following:

- Score within the Tier 3 on the district’s universal screener
- Be identified as Lowest Performing Student (LPS) on state assessment and/or district’s benchmark
- Be at risk of educational disadvantage and failure to circumstances of low income, abuse, neglect or disability
- Be eligible for free/reduced lunch

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

Registration

The We Are 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 attendance prior to the student attending the program. A completed and signed registration form must be returned to the school before the a student may begin. Each parent/legal guardian must also sign for a handbook and complete necessary forms including/but not limited to: registration/transportation forms, permission forms, acknowledgment forms and medical authorization forms. All forms will be kept on file at the designated site for each student.

Attendance Policy

Regular attendance is a key baseline indicator that allows impact for participating youth to be possible. We must maintain at least 80% attendance with our overall program, therefore attendance is critical. Regular attendance is tracked through state and federal reporting as 30 days or more, 30-59 days, 60-89 days, and 90 plus days. In addition, youth who are non-regular attendees are tracked as having participated for fewer than 30 days.

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 We Are Community! 21st Century Community Learning Center Program is to provide academic achievement and enrichment activities. It is imperative that all students attend at least once a week to remain active in the program and also to receive the full benefits of the program. If a student is absent for three consecutive program days and contact has not been made with the appropriate personnel, the student will be dropped from the rolls. A student on the waiting list will be added in the child's place. Please contact us when you realize your student may have excessive absences due to an unforeseen event.

Excused Absences:

- Medical (which includes illness or doctor or dental appointments)
- Administrative/School Related
- Court Appearance/Ordered
- Religious holiday or training

(See JCSD Student Handbook page 28-29 for detailed descriptions)

Check-Outs (Students)

Each parent/or approved person will need to enter the facility through the main entrance and sign in at the front desk – without exception. The person at the desk will call for the child. Each parent or approved person 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.

Daily Schedule

Tentative Scheduling of After-School Activities: Mondays, Tuesdays, Wednesdays				
<i>Grades 1-5</i>				
3:20-3:40 (20 Mins)	Daily	Greeting, check-in and snack		
3:40-3:45 (5 Mins)	Daily	Restroom, water break		
3:45-3:55 (10 Mins)	Daily	<i>Move to Learn</i>		
3:55-4:25 (30 Mins)	Daily	Homework help and tutoring		
4:25-5:25 (60 Mins)	1 st -5 th Grades	Mon.	Tues.	Wed.
	Group A	Math Academic Support	Reading Academic Support	STEM
	Group B	Reading Academic Support	Math Academic Support	STEM
5:25-6:20 (55 Mins)	Daily	Enrichment Activities (Rotation of arts/crafts, “Financial Fitness for Life” financial literacy, hands-on science, character education, logic and coding, and library time)		
6:20 PM	Dismissal to buses or authorized individual			
Tentative Scheduling of After-School Activities: Mondays, Tuesdays, Wednesdays				
<i>Grades 9-11</i>				
3:35-3:45 (10 Mins)	Daily	Greeting, check-in and snack		
3:45-4:15 (30 Mins)	Daily	Homework and tutoring stations		
4:15-4:35 (20 Mins)	Daily	Gym time, stretch, PE, intramural		
4:35-4:45 (10 Mins)	Daily	Restroom, water break		
4:45-5:45 (60 Mins)	9 th -11 th Grades	Mon.	Tues.	Wed.
	Group A	Math Academic Support	Reading Academic Support	Science Academic Support

	Group B	Reading Academic Support	Science Academic Support	Math Academic Support
	Group C	Science Academic Support	Math Academic Support	Reading Academic Support
5:45-6:35 (50 Mins)	Daily	Enrichment Activities (Rotation of arts, VEX robotics, financial literacy, character education/leadership, robotics, library time, service learning)		
6:35 pm	Dismissal to buses or authorized individual			

Discipline and Behavior Management

We are Community 21st Century Learning Community is geared towards improving student behavior through the use of PBIS (Positive Behavior Intervention Support). All personnel will be encouraged to implement positive behavior intervention techniques to foster a classroom environment that promotes positive behavior. Discipline shall be in accordance with rules and policy adopted by the school for the regular school day. The Code of Conduct from the JCSD Student Handbook—including Student Behavior, General Rules, and Student Discipline--shall be followed as outlined in the handbook. Internet safety and security will be monitored during computer lab use. Consequences for internet violations will follow the policies adopted by the respective school. We have zero tolerance for bullying, weapons, drugs, alcohol and fighting.

- Discipline will be referred to the Project Coordinator; as necessary, matters will be referred to the school principal.
- Students with a total of three (3) or more disciplinary referrals will be removed from the program.

Field Trips

On occasion, 21st CCLC students may participate in field trips following normal school district procedures. Transportation is provided. Site Coordinators coordinate the trips to be approved by the Project Director. All field trips will follow the district's policies and procedures and use the district's field trip requests and permission forms.

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 Jefferson County Schools Nutrition Department.

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 required to participate in all sponsored activities/meetings. Parents are requested to follow security procedures to ensure the safety and protection of all children. Parents should keep the 21st CCLC teacher informed of any changes in their child's emergency information or other factors concerning the welfare of their child.

Safety

A minimum of four emergency drills will be conducted each year specific to 21st Century operating hours. Drills are to be taken seriously by staff and students. A first aid kit is on the premises as well as a first aid chart. The district's Emergency Management Plan will be implemented to protect students in the event of disaster, such as fire, tornado, earthquake, floods, etc. During inclement weather days, parents are to follow the student's home school directives for releases in the event of bad weather. 21st Century will not operate on days of school closings including emergencies or school-related closings.

Teacher/Student Ratio Charts

Class sizes are limited to the following:

Grades 1-5	1:10
Grades 9-12	1:15

Transportation/Dismissal

Transportation is provided to participating students as needed. Local school buses will be utilized and drivers will be employed to provide safe transportation for children to return home. Transportation forms must be completed and signed by each participant.

Dismissal and release of students:

1. Pick up may only be made by authorized parties. Parents must specify on the applicant who will be authorized for student pickup/checkout.
2. On the application, parents must also specify if the student will be carpool or a bus rider.
3. If a student is picked up early/checked out from 21st Century, the parent/guardian must come to the office to sign them out, and walk with them to the vehicle.
4. Transportation changes (bus changes or carpool to bus or bus to carpool may only be submitted in writing.
5. Parents must notify the 21st CCLC teacher if they will be late; parents must not be on time for pick-up; failure to pick up students on time for two or more instances may result in the student's removal from the program.

21st CCLC Tentative Bus Route

Bus Number	Driver	Drop Off Points
Bus #39	Henry Reynolds	Lorman/Waterloo Church, MLK Apartments, Polly Beverly Apartments, Sunny Side/Hwy 61, Old Country Store, Red Lick Ball Park, Harriston Store
Bus #42	Melvin Tenner	Union Church, Vietnam, Library, Guice Store
Bus # 30	Willie Washington	Church-Hill, Hwy 33, Stampley Four Fork, Mary One Stop, Cannonsburg/Hwy 61, Church Hill/553

Please contact the Program Coordinator regarding questions or concerns regarding the We Are Community! 21st Century Community Learning Center Grant.

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