



**After School
And
Summer Camp Program**

2018 – 2019

Scholar and Parent Handbook

This program is operated in partnership with Miami Dade County Public Schools and is generously funded through the FLDOE

“Believe in the Magic of Education”

21st CCLC Scholar and Parent Handbook

21st CCLC Mission:

To surround scholars with a community of support, empowering them to stay in school and succeed in life.

****This Scholar and Parent Handbook must be upheld during all school programs on and off campus.**

Introduction

Welcome to 21st Century Community Learning Centers Program (21stCCLC). This program is a collaborative effort with Charter Schools USA and Miami-Dade County Public Schools, community agencies, and individuals. Our program is funded through the U.S. Department of Education and the Florida Department of Education and is free of charge to scholars who qualify. The mission of the program is to provide a variety of activities that will enrich the lives of Miami-Dade County School's neediest scholars and help them achieve academic success and personal growth.

While the main focus of the program is academic enrichment, other components will focus on building social, physical, and emotional skills through activities in fitness, sports, arts, culture, science, math, and technology.

The components of the 21st CCLC Program include:

- A Healthy Snack
- Homework Assistance
- Tutoring
- Academic Enrichment
- Personal Enrichment
- Project Based Learning
- Recreation/Cultural Arts

Statement of Purpose

The purpose of implementing 21st CCLC afterschool programs in Charter Schools USA and Miami-Dade County Public Schools is to improve the lives of the scholars through programs that incorporate and foster independent learning, tutoring, and enrichment activities. The program also offers a safe, structured environment for young people. Scholars will be engaged in activities and ongoing relationships with caring adults that increase confidence and encourage success at home, in school, and in the community.

Program Goals and Expectations

- To improve the academic performance in English Language Arts, Math, and Science of scholars by extending the regular school-day curriculum using a variety of activities, including the use of technology, based on Florida State Standards.
- To Increase Family Engagement by providing families with support services and assist them in supporting their children's educational endeavors.

- To offer enrichment and support activities in other subject matters and provide scholars with opportunities to participate in activities related to the arts, recreation, physical fitness and character education that they may not otherwise experience.
- To improve the academic performance in English Language Arts of scholars by extending the regular school-day curriculum using a variety of activities, including the use of technology, based on Florida State Standards.

Parents’/Guardians’ Expectation of the Program

Parents/Guardians may expect that:

- they may visit with the Site Director or Coordinator about concerns related to their child or the program
- they will be informed about any misbehavior on the part of their child and meet with the Site Coordinator to bring improvement in the situation
- they will be regularly informed about the 21st CCLC activities
- they will be informed promptly if their child is in jeopardy of being dismissed from the program

Program’s Expectation of Parents/Guardians

The Program expects that parents/guardians will:

- make every attempt to attend parent training sessions and special functions
- keep the child’s records up to date
- pick up their child on time
- contact the Site Coordinator if the child will not be attending the program for three or more consecutive days
- be attentive of correspondence that comes from the 21st CCLC program

Program Expectations of the Children

The program expects that children will:

- not miss more than ten unexcused days away from the program
- be responsible for their actions
- cannot leave before 5:30 pm daily
- follow school rules that guide them while at the program.
- remain with program staff at all times until released by the proper authority

Children’s Expectations of the Program

Children may expect:

- to have a safe and nurturing environment.
- to receive respectful treatment with discipline that is fair.
- to have 21st CCLC staff members who are actively involved with them.

Registration and Enrollment

Scholars in grades 3-6 attending Downtown Miami Charter School and eligible schools in the neighborhood are eligible to participate in the program based on criteria approved in the grant. Parents/Guardians must register their child with the Site Coordinator. The parent/guardian must complete both the required 21st CCLC Enrollment Forms for scholars to be enrolled in the program. Registration must take place with the Site Coordinator and be completed.

School Year

The 21st CCLC Program is held Monday-Friday, from 3:10 pm until 6:10 p.m. The program will not operate on teacher workdays, school vacation, or holiday periods. When our school is closed due to inclement weather or facility issues (no water, electricity, etc.); scholars will be sent home by the method designated on their registration form. If the program closes during after school hours, our parents or guardians will be contacted and asked to pick-up their child immediately.

Summer Camp

Our 21st CCLC Summer Camp will be held from June 17 to July 26, 2018. It is held Monday-Friday, from 8 am to 4 pm. The program will not operate on teacher workdays, school vacation, or holiday periods. When school is closed due to inclement weather or facility issues (no water, electricity, etc.), scholars will be sent home by the method designated on their registration form.

Attendance

Regular attendance is essential to meet program goals. Excessive absences do not allow the scholar to receive the program's full benefit. Additionally, it takes away the opportunity for other scholars. If your child is not in attendance for more than ten consecutive days and proper documentation has not been provided, he/she will be removed from the roster and placed in inactive status at the end of the waiting list. School excused absences and suspensions will be counted as excused absences.

Arrival

Upon arrival to the program, children will go to the designated area where attendance will be called. If it is necessary for a child to stay late with their regular classroom teacher, the child must report to the program with a note from his/her teacher requesting that the child returns to the classroom. Only after permission has been granted from the Site Coordinator can the child return to his/her classroom. Scholars must be accompanied back to the program when their session is finished. Staff will not be responsible for escorting a child to or from an extracurricular activity such as "Dance" or special tutoring that is not part of the After School or Summer Camp Program, whether it is held on or off the school campus.

Daily schedule

Scholars may be divided according to grade levels and/or multi-grade levels based on the number of participants at that school.

A typical daily schedule will be as follows:

1. Attendance, snack, restroom
2. Homework assistance/tutoring
3. Computerized tutoring (Reading Plus, Mathletics, etc.)
4. STEM (Science, Technology, Engineering, Math) hands-on activities
5. Physical, Personal or cultural enrichment activity

Snack

The Charter Schools USA Nutrition Program will provide a light snack and/or lunch based on USDA guidelines.

Homework

21st CCLC staff will provide a limited and appropriate time for homework. They will encourage each child to use this time wisely and assist as much as possible; however, parents are responsible for ensuring homework completion and accuracy.

Enrichment

Enrichment activities are offered on a rotating basis each semester. These activities will support the development of the scholar and may include:

- Academic Enrichment: Math, Reading, Science, STEM, Gardening, Robotics Creative Self-Expression - drawing, painting, theatre, creative writing
- Personal Enrichment: Lifetime recreational activities such as sports, aerobics, dance
- Wellness activities, character education, and service learning.

Field Trips

In general, field trips during the school year are offered on a limited basis. The summer camp offers more opportunities for field trips. Scholars must attend the program at an 80% attendance rate in order to participate in a field trip.

Parent/Guardian permission is required before a child can participate in a field trip. Also, inappropriate school behavior or failure to comply with program goals can result in denial of field trip privileges.

Departure and sign out

Parents are asked to pick-up their child by 6:10 p.m. Children will be released only to persons who are authorized to pick them up as listed on the registration form. The authorized person will be required to show a picture ID or placard and sign the child out on the daily sign out sheet.

If no one comes to pick up the child 10 minutes after closing parents will be called. If parents cannot be reached, other authorized persons listed on the registration form will be called. If no one can be reached to pick up the child one hour after

the program closes, and 21st CCLC staff has not been notified of an emergency, custody of your child may be turned over to legal authorities.

Children's Belongings

Parents are advised not to allow their children to bring valuables to the program. If they do, it is at their own risk. The After School and Summer Camp Program is not responsible for lost or stolen items. Please check for child's belongings each day before leaving the program. All items and belongings should be labeled with the child's name.

Children's personal property such as coats, clothing, school bags, etc. must be taken home daily. Any personal property left at the program will be placed in a "Lost and Found" box. Although staff attempts to help children stay organized, the program cannot be responsible for lost personal property.

Communication

Staff members are expected to maintain regular communication with parent/guardian(s) of enrolled scholars. Email, text messages, ParentLink, automated messages, newsletters, and flyers are examples of methods the program will notify parents of program updates and upcoming events. Please contact your scholar's Site Coordinator with any questions or concerns.

Emergency Situations

Emergency fire drills will be scheduled during the year. In the event of an emergency or crisis, the 21st CCLC staff will follow the school's emergency plan. For early dismissal due to weather or other emergencies, the 21st CCLC staff will follow the instructions indicated on the child's registration form. It is important that this information is up-to-date. Please report any changes to the Site Coordinator.

Health/Accident Procedures

All parents of children in the program are required to sign a medical release authorizing the Site Coordinator /staff to seek medical attention for the child in case of an emergency. In case of a medical emergency or accident, the following procedures will be used:

- A staff member will carry out immediate first aid for all accidents and will notify parents immediately.
- If the parent or designated person cannot be reached, the Site Coordinator /staff will call the local emergency unit for treatment and/or to transport the child to the hospital for treatment. A staff member will remain at the hospital with the child until the parent or guardian arrives.

Parents are responsible for any medical care charges in case of an accident involving a scholar, as

21st CCLC does not carry medical insurance on scholars in the After School or Summer Camp Program. Please contact school administration for more information on scholar accident insurance.

Health/Medical Issues

In consultation with parents and site staff, accommodations for scholars with health or medical issues will be developed on a case-by-case basis. Parents/guardians are asked to contact the school registrar regarding medication requests. 21st CCLC staff will follow district procedures in the event of an emergency.

If a child becomes ill, parents will be notified. Parents are responsible for picking up sick children as soon as possible. Scholars will be isolated from the other participants until a parent arrives. The child will be under the supervision of a staff member

Scholar Discipline and Suspension

Appropriate behavior is expected of all children at all times. Scholars are expected to follow school procedures, district policies, and the Code of Scholar Conduct. Participation in the 21st CCLC Program is a privilege. It is our desire to serve all scholars who are in need of the program's services; however, certain situations may require that a child be removed from the program either on a temporary or permanent basis. Reasons for suspension include, but are not limited to the following:

- Specific incidences, or repeated behavior problems that endanger the child, others or property
- Conditions that cause health and safety concerns for the child (i.e. children who are not signed in and out daily by their parents/guardians, parents who are chronically late for scholar pickup, etc.)
- Scholars who display chronically disruptive behavior
 - require constant attention from staff
 - inflict physical or emotional harm on self, other children or staff
 - threaten the safety of others through actions prohibited under School guidelines
- Ignore or repeatedly disobey the rules which guide behavior during the school day and program time, thus endangering self and others or disrupting learning.

If a child cannot adjust to the program setting and behave appropriately, then the child may be dismissed from the program.

The After School and Summer Camp Program prohibits the following activities and violation may result in immediate dismissal from the program and/or penalty imposed by CSUSA and Miami-Dade County Public Schools:

- Possession and/or use of alcoholic beverages and/or illegal drugs or being present where drug activity is occurring
- Possession and/or use of tobacco products or being present where individuals are using tobacco products
- Possession of weapons or firearms
- Vulgar language, fighting or any violent actions toward fellow scholars, program staff members, guest speakers, or volunteers and tutors, running away from the program.
- Public display of affection
- Vandalism or destruction of Downtown Miami Charter School's property or the property of others

Discipline Procedures

Our program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline. Only constructive methods of discipline shall be used to promote good behavior. The staff will work with the child and strive to cooperate with parents to resolve any problems that may arise.

However, if a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others, or otherwise conflicts with the program rules and guidelines, parents will be notified. After reports to the parents, one oral and one written, the child may be SUSPENDED from the program for a designated length of time.

In cases of severe discipline problems, parents may be called to pick up their child immediately and the child may be suspended at that time.

Staff will not be responsible for enforcing punishments placed on a child by parents for misbehavior at home.

Discipline Plan

- 1st offense: Site Director or Coordinator talks to scholar and notifies the parent both verbally and/or in writing through scholar's agenda. The scholar will be suspended from the program for one day.
- 2nd offense: Site Director or Coordinator talks to the scholar, notifies the parent both verbally and/or in writing through scholar's agenda. The scholar will be suspended from the program for one week.
- 3rd offense: Site Director or Coordinator conferences with scholar and parent in person regarding the situation. An incident letter will be drafted and Site Coordinator notifies and consults with School Principal and Program Director to determine whether or not the scholar should be withdrawn from the program for the remainder of the year (or other duration).

Scholar Acceptable Internet Use

The 21st Century Community Learning Centers (21cclc) in Miami-Dade County is a partnership between 21st CCLC and Miami-Dade County Public Schools. The 21st CCLC After School and Summer Camp program operates within the school building and has use of computer labs/laptops which meets State and federal guidelines for the use of the equipment. The schools provide appropriate electronic information resources available for the use of web-based curriculum to the 21st CCLC participants with the goal of providing academic enrichment support. The use of electronic information resources during the after school and summer camp program follows the CSUSA and Miami-Dade County Public Schools Internet Policies and defines scholars' proper conduct and responsibilities while using any DMCS electronic information resources. Electronic information resources are defined as all computer equipment, including any desktop or laptop computers, iPad or other hardware that is used within the school buildings, used on the network; and any computer software licensed to the Miami-Dade County Public Schools.

Downtown Miami Charter School provides Internet access to scholars as an educational resource. Families are warned that some sites or pages accessible via the Internet contain material that is offensive, illegal, sexually explicit or discriminatory.

In accordance with federal law, the school system uses appropriate measures, including the use of advanced software for Internet content filtering and has procedures in place where necessary to further block accessibility to language and visual depictions that are obscene, lewd, pornographic, or harmful to minors. Although it is the intent of the board that school system electronic information resources be used only to pursue educational goals and objectives, filters may not block all offensive material and/or scholars may find ways to access inappropriate materials.

The benefits to scholars from access to the Internet in the form of information resources such as web-based academic programs exceed any disadvantages; but ultimately, parents and legal guardians of minors are responsible for setting and conveying the behaviors that their child should follow when using media and information resources. To that end, the After School and Summer Camp program supports and respects each family's right to decide whether or not to deny their child's Internet access. Scholars are granted access to **Reading Plus, Mathletics, Lexia, MobyMax, IReady** via the Internet. However, Internet access is considered a privilege and may be revoked at any time by school administration or the after school staff. Parents or legal guardians may deny access to their child at any time through completion of a Parental Request to Deny Access Form.

School administrators and afterschool staff are responsible for enforcing this policy for all scholars in the school which they supervise. District level technology services personnel are responsible for the use, implementation, and monitoring of Internet content filtering software.

Administrators and staff must supervise scholar use of electronic information resources in a manner that is appropriate to the scholars' age and the circumstances of use.

Appropriate Use

All scholars are directed, monitored and expected to exercise good judgment, use the computer resources in an appropriate manner and adhere to this policy and all applicable laws and regulations. Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette.

Scholar use of electronic information resources is expected to be related to educational goals and objectives. Administrators and staff recognize, however, the possibility of personal use can happen. Incidental and occasional personal use that is infrequent or brief in duration may be permitted at times that are scheduled only and does not interfere with any school function or afterschool activity, and is not otherwise prohibited by board policy or procedures.

Software

The use of non-CSUSA software other than those approved by our staff on any school system computers (including laptops, desktops, and the network) is discouraged. The unauthorized use of and/or copying of software is illegal.

The Charter Schools USA network may not be used for downloading entertainment software or other files not related to the mission and objectives of the board. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and academic enrichment purposes of Charter Schools USA. Prohibited Uses:

- a. Commercial Use: Using school system computers for personal or private gain, personal business, or commercial advantage is prohibited.
- b. Political Use: Using school system computers to advocate, directly or indirectly, for or against legislation, a ballot proposition and/or the election of any person to any office is prohibited.

c. Illegal or Inappropriate Use: Using school system computers for illegal, harassing, vandalizing, or inappropriate purposes, or in support of such activities, is prohibited.

- Illegal activities are any violations of federal, state, or local laws and include, but are not limited to, copyright infringement and/or illegal file sharing; committing fraud; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing another person.
- Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations.
- Vandalism is any attempt to harm or destroy the operating system, hardware, application software, or data. Inappropriate use is any violation of other provisions of this policy and includes, but is not limited to, using another person's ID or password; plagiarizing; accessing, producing, storing, posting, sending, displaying, or viewing inappropriate or offensive material, including pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, or images of exposed private body parts; and accessing material advocating illegal acts or violence, including hate literature.

d. Unauthorized Use: School system computers may only be used by staff and scholars, and others expressly authorized by the Chief Technology Officer or designee to use the equipment.

e. Disruptive Use: School system computers may not be used to interfere with or disrupt other users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising ("spam"), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of school system computers or other resources accessible through the network ("cracking" or "hacking"). Disruptive use may also be considered inappropriate and/or illegal.

The following are considered disruptions and are also prohibited: posting personal or private information about the user or other people on the Internet; arranging or agreeing to meet with someone the user has met on-line for purposes other than an authorized educational purpose; attempting to gain unauthorized access to the Miami-Dade County Schools network; posting information that could be disrupting, cause damage, or endanger scholars or staff; and accessing chat-rooms or instant messaging software, unless for a valid educational purpose.

This policy is applicable to all scholar users of Downtown Miami Charter School's computers and refers to all electronic information resources whether individually controlled, shared, stand alone, or networked. Disciplinary action, if any, for scholars and other users shall be consistent with board policies and practices, including the Code of Scholar Conduct. Violations may constitute cause for revocation of access privileges, suspension of access to school system computers, other disciplinary action, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

Downtown Miami Charter School's electronic information resources, the Internet, and use of e-mail are not inherently secure or private. Scholars shall have no expectation of privacy while using school system electronic information resources. The board reserves the right to search data or e-mail stored on all school-owned or -leased computers or other electronic information resources at any time for any reason. The board reserves the right to monitor scholars' use of school system electronic information resources and to take appropriate disciplinary action based on the scholar's inappropriate or illegal

use or use that is in violation of this policy. The board reserves the right to disclose any electronic message or data to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials or other third parties, for example, in response to a subpoena or court order.

Security on any computer system is a high priority, especially when the system involves many users. Scholars are responsible for reporting information security violations to appropriate personnel. Scholars should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Users of DMCS computers are expected to respect school system property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any damage caused by intentional or negligent acts in caring for computers while under their control.

Compliance with this Scholar Acceptable Use policy is required of all 21st CCLC After School Club participants.

Programming for Adult Family Members of Participating Scholars

The 21st CCLC program encourages parents to be actively engaged in their child's education. Program staff will encourage parents to attend regular EESAC meetings, parent teacher conferences, and other events held at the school. Additionally, the program will offer open house parent sessions on an ongoing basis for parents to stop by and see our program and the scholars work.

Volunteers

Communities In Schools encourages and supports parent involvement in the program. Volunteers are needed in many capacities, such as helping children with homework, providing programs, providing snacks and other donations, chaperoning field trips, and recruiting other volunteers. If you have a few free hours during the week after school and enjoy working with children, please notify the Site Coordinator. All volunteers, who intend to volunteer more than 10 hours a month must participate in an orientation session and have a background clearance on file in order to participate in the program.

Personnel

All 21st Century Community Learning Center staff members are employees of Charter Schools USA of Miami-Dade County. Site staff consists of the Site Coordinator, teachers, tutors, teacher assistants and enrichment leaders. The Program Director will provide supervision for the overall program and staff through the guidance of Charter Schools USA and Downtown Miami Charter School. The Site Coordinator, teachers, teacher assistants and enrichment leaders are responsible for the day-to-day operation of the program. The staff is composed of qualified individuals selected to provide the best educational remediation, care, and guidance for your child.

The staff has been carefully chosen for their character and experience with children, special talents, and creativity. All staff has been thoroughly screened with a complete background check.

Open Door Policy

Any custodial parent or guardian of a child enrolled in the program shall be permitted access to the program during regular hours of operation for the purpose of contacting their child, evaluating the care provided by the program, or evaluating the premises. Our first priority is the welfare of the children and the appropriate supervision needed in order to deliver a quality program. While we encourage your involvement, we ask that you schedule and coordinate your visits in order that

we give you quality time while visiting our program. Upon entering the site, the visitor shall notify the Program Director and/or Staff of their presence and the purpose of their visit. Parents are asked to be reasonable with their visits and to be considerate of the activity of the program.

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