

# North Central Education Cooperative

## 21<sup>st</sup> Century

### Community Learning Centers

#### *Family Handbook*

2012-2013



**Grant Director:**

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## **Welcome to the Community Learning Center 21<sup>st</sup> (CCLC) Program!**

The 21st Century Community Learning Center Program was established by Congress as part of the Elementary and Secondary Education Act. The 21st Century Community Learning Center Program provides grants to communities to develop or expand on out-of-school time programs. These programs give students opportunities for academic enrichment and provide a broad array of additional services that are designed to reinforce and complement the regular academic program. The 2011-12 academic year marks the 3rd year that 21<sup>st</sup> CCLC programs have been offered by the North Central Educational Cooperative. The programs are funded by a federal grant from the U.S. Department of Education and administered by the North Dakota Department of Public Instruction.

### **NCEC Mission Statement**

“Working Together for Better Schools.”

### **Vision Statement**

The purpose of the North Central Education Cooperative schools is to ensure, through our community learning centers, that students will develop and demonstrate scholastic, technological, physical, social, and problem solving skills essential for achieving academic, occupational, and personal success today and in the future.

## **Program Goals and Objectives**

**GOAL 1:** The academic performance of participating students will improve through homework, tutorial, and enrichment services in the following content areas of READING, MATH and SCIENCE.

### **Objectives:**

- Improve student achievement
- Reach targeted participation levels in core education services
- Reach targeted participation levels in enrichment and support activities

**GOAL 2:** 21<sup>st</sup> CCLC students will be exposed to and experience a wide variety of enrichment activities which will enhance their learning from the academic program and connect it to the students' world.

### **Objectives:**

- Improve student achievement
- Reach targeted participation levels in core education services
- Reach targeted participation levels in enrichment and support activities

**GOAL 3:** Youth and family Development classes and activities will engage students and parents in a learning environment towards developing positive interpersonal and collaborative skills.

### **Objectives:**

- Improve student behavior
- Retain participation students
- Facilitate the social development of participating students

**GOAL 4:** All 21<sup>st</sup> CCLC activities will take place in safe and healthy environments. 21<sup>st</sup> CCLC students will increase their knowledge of appropriate social skills, good nutritional habits, and other wellness skills.

### **Objectives:**

- Improve student behavior
- Facilitate the Social Development of participating students
- Provide safe and secure environment
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## **Program Information**

Enrollment information must be completed before a student may attend the 21st CCLC program. Enrollment forms are available at each programming school or the school site coordinator. Before school, after school and summer programs are provided in some schools.

## **Before School Program**

The before school program operates from 7:30am – 8:30 am Monday – Friday. Students will be provided with gym activities, reading activities, computer lab, homework help, and tutoring. Breakfast is available at the posted rate. Before School Program will be offered at the Middle School only. If your child is only enrolled in the morning program, there is not a fee. However, if he/she attends the after school program they will be charged.

## **After School Program**

The after school program operates from 3:00 pm – 5:00 pm(central)Monday – Friday and 3:15 – 5:15pm(middle) Tuesdays, Wednesdays and Thursdays.\*(Some Mondays as activities become available). Parents are encouraged to look at [www.bottineau.k12.nd.us](http://www.bottineau.k12.nd.us) for the weekly bulletin for our Middle School students on when Monday programming will be available. Students will participate in academic and enrichment activities. Activities will include computers, art & crafts, reading, science, math, homework help, indoor play, outdoor play, games, and field trips. A nutritious snack is served each day. Town students may walk home if parental permission is received. Parents/Guardians should inform the program in advance if their child(ren) will not be attending the program as scheduled.

**Students must be picked up by 5:00 pm as program supervision ends at that time. A late fee of \$5.00 for every 15 minute period will be charged and is due immediately when students are picked up after 5:00 pm**

## **Program Costs**

### **2012-2013 After School Program Fee's**

<b>CCLC Fee Schedule</b>	<b>1 student</b>	<b>2 students</b>	<b>3 + Students</b>
<b>If your family qualifies for free meals:</b>	<b>\$5</b>	<b>\$10</b>	<b>\$15</b>
<b>If your family qualifies for reduced price meals:</b>	<b>\$15</b>	<b>\$20</b>	<b>\$25</b>
<b>If your family pays full price for meals:</b>	<b>\$25</b>	<b>\$30</b>	<b>\$35</b>

Program fees are due at the beginning of each month. If you are late picking up your child, you may be charge \$5 for every 5 minutes you are late. If payment is not received by the 20<sup>th</sup> of the month, your child will be regretfully terminated from the program. Bills are not mailed out by the program. Reminders will be sent home for payments that are overdue. Contact the site coordinator at the school if alternate payment arrangements are needed.

## **21<sup>st</sup> CCLC Staff**

The CCLC program conducts background checks including fingerprinting of all personnel who have direct contact/ interaction with students enrolled in the program. The program works with the Criminal History Record Check request for North Dakota Public Schools through the Office of Attorney General Bureau of Criminal Investigation.

Whenever possible, a 21<sup>st</sup> CCLC aide to student ration of 1 to 20 will be maintained.

## **Holidays and Storm Day Policy**

During the regular school year, the calendar for the 21<sup>st</sup> CCLC program follows the calendar of the school district. On days when there is no school, including snow days, the 21<sup>st</sup> CCLC programs are not in session. If school is released due to bad weather, there will be no after school program. On school days when regular classes are in session, but bad weather is predicted for late afternoon, the after school program may be canceled, and parents will be notified. If a late start for school is announced due to weather conditions or any reason, there will be no before school program.

## **Release of Students**

Activities end at 5:00 pm during the school year. Parents/guardians are expected to pick up their children on time. Local authorities may be contacted for assistance in the event that a student does not get picked up and attempts to locate the parent/guardian or emergency contacts are unsuccessful. If students are to be picked up by persons other than those designated at the time of registration, the Site Coordinator must be notified prior to pick up time.

## **Visitors**

Parents or guardians are welcome to visit the program, but visitors must check in with the school office or Site Coordinator upon arrival. For liability and supervision reasons, students who are not enrolled may not take part in activities.

## **Field Trips**

Field trips are a regular activity of the 21<sup>st</sup> CCLC program. Parent/guardian permission is required before students may participate in scheduled field trips. Permission slips are signed as a part of the enrollment process.

## **Snacks**

During the school year, a healthy snack will be provided at no extra charge through the Public School Food Services Program. No food or beverages may be brought from home. Candy, food, gum, and soda are not allowed. The Site Coordinator must be notified of any special dietary concerns.

### **Accidents or Illness**

Should your child become ill or injured during the time he/she is participating in the 21<sup>st</sup> CCLC program, parents/guardians will be notified immediately to make arrangements for the child to be picked up. If your child did not attend school or was sent home during the school day for any reason, he/she will not be allowed to participate in the 21<sup>st</sup> CCLC program that day.

### **Medications**

The 21<sup>st</sup> CCLC program is not responsible for medication administration. Arrangements must be made to have medications administered to students prior to arrival at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment.

### **Evening Program**

Evening activities will include opportunities for families. Parent education and enrichment opportunities will be planned at the school. Family fun night activities are scheduled at the school or community sites. There may be a minimal charge depending on the activity.

### **Volunteers**

To ensure future success, the 21<sup>st</sup> CCLC program needs families and the community to be involved. Volunteers are welcome in the following areas: help with general programming, help chaperone a field trip, read with students in the after school or summer programs, share a special interest or hobby, work on a newsletter, bring treats or assist at monthly family fun nights. Volunteer possibilities are endless!

### **Responsible Behavior**

Enrollment in the 21<sup>st</sup> CCLC program is entirely voluntary. Students are expected to conduct themselves in a positive manner, emphasizing the six pillars of Character Counts: Respect, Responsibility, Caring, Citizenship, Trustworthiness, and Fairness. Students that exhibit poor behavior and distracts from the 21<sup>st</sup> CCLC program may be suspended according to the behavior. Incidents which threaten the safety and well being of others or themselves will result in a dismissal.

#### **Behavioral Dismissal Procedures**

Step 1            Families will be notified in writing or in person of any concern that requires suspension from the program

Step 2 A meeting will be held with parents/guardians and 21<sup>st</sup> CCLC staff.

Step 3 Dismissal from program for the remainder of the school year.

### **Bullying Dismissal Procedures**

Step 1 Families notified in person of bullying and student report of incident completed by student before returning to the 21<sup>st</sup> CCLC program

Step 2 A meeting will be held with parents/guardians and coordinators

2 – week dismissal from program and students report of incident completed by student before returning to the 21<sup>st</sup> CCLC program.

Step 3 Dismissal from program

## **Policy Statements**

### **Nondiscrimination Statement**

The Bottineau Public School District is committed to a policy of nondiscrimination in relation to race, color, creed, age, religion, national origin, sex, marital status, status with regard to public assistance, and/or disability. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the district does business.

Inquiries concerning Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 may be referred to the school principal or the school district's assistant superintendent. Inquiries concerning Title IX of the Educational Amendments of 1972 should be referred to the school principal or the school district's Title IX Coordinator. The procedure is printed in the back of this handbook.

### **Sexual Harassment Statement**

Sexual harassment is a form of sex discrimination prohibited by the Bottineau Public School District. It is the policy of the school district to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined in the Minot Public School Sexual Harassment Policy. Inquiries concerning sexual harassment should be referred to the school principal, or the district's Title IX coordinator.

### **Access to Student Records**

Under the Family Educational Rights and Privacy Act (20 USC 1232g), parents or 18-year old students have the right to review and inspect all school records pertaining to the student. A summary is printed in the back of this handbook.

## **Technology, Computer and Network Facilities**

Acceptable use of the computer network include activities which support teaching and learning. Network users are encouraged to use technology, computers and the Internet for purposes which meet their individual educational needs and take advantage of the computer and network functions.