

# Hyde 21st Century Community Learning Center

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## Parent Student Handbook 2023-24



## Hyde County Board of Education

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# 21<sup>st</sup> Century Community Learning Center Administration

## **Nancy Leach**

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Hyde 21st Century Community Learning Center, Program Director

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## **Open Position**

Program Manager & Ocracoke Site Coordinator

(252) 928-3251 x 3406

## **Emilie Miller**

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## **Program Goals**

The goals of the Hyde 21st CCLC are to:

1. Provide targeted academic support that will help each individual student, including English Language Learners (ELL), to achieve proficiency, and/or growth, in their grade level
2. Provide intentional programming based on needs of students, families and community as well as program quality self-assessment
3. Create a program environment where staff understand how poverty has been shown to affect young learners and where students are supported in the ways they need to grow academically and social-emotionally
4. Effect changes in knowledge, skill and attitudes that lead to positive physical and mental health outcomes
5. Enhance quality of staff by providing intentional professional development, embedding time for purposeful evaluation and planning of programming, and nurturing positive relationships
6. Create and maintain effective partnerships with schools, families & community

## **Weekly Schedule**

The Hyde 21st CCLC Afterschool Program operates Monday through Thursday from 3:00 until 6:00PM for a minimum of 25 weeks during the school year.

## **Daily Schedule**

3:00 - 3:30 Snack and Physical Activity

3:30 - 4:30 Academic Support (tutoring and/or homework completion)

4:30 - 6:00 Academic Enrichment (S.T.E.M., Arts, Social-Emotional Learning, or Fitness/Nutrition)

## **Calendar**

The Hyde 21st CCLC Afterschool Program observes all of the holidays observed by Hyde County Schools and will therefore not have programming on the days our schools are closed for holidays, seasonal breaks or when our schools have scheduled teacher workdays. The afterschool program does not run on the days the schools have their scheduled monthly staff meetings. The Hyde 21st CCLC Afterschool Program will be offered for 25 weeks, with site-specific calendars of programming on the following pages.

# Mattamuskeet 21st CCLC Calendar

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

M	T	W	Th	F
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20	21	22	23	24
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M	T	W	Th	F
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29	30	31		

M	T	W	Th	F
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	

M	T	W	Th	F
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18	19	20	21	22
25	26	27	28	29

M	T	W	Th	F
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22	23	24	25	26
29	30			

2023-24  
21st Century Community Learning Center  
**Afterschool Program**  
at Mattamuskeet

No Afterschool	First Day Afterschool SEP
First/Last Day of Afterschool	Last Day Afterschool
Fridays- No Program	

# Ocracoke 21st CCLC Calendar

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	Th	F
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16	17	18	19	20
23	24	25	26	27
30	31			

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27	28	29	30	

M	T	W	Th	F
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29	30	31		

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M	T	W	Th	F
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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	Th	F
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

M	T	W	Th	F	
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20	21	22	23	24	
27	28	29	30	31	

2023-24  
21st Century Community Learning Center  
**Afterschool Program**  
@ Ocracoke School

No Afterschool	First Day Afterschool SEP
First/Last Day of Afterschool	Last Day Afterschool
Fridays/ No Program	

## Attendance Policy

Funding for the Hyde 21st CCLC is contingent upon student attendance in the afterschool program. The Hyde 21st CCLC Afterschool Program has committed to and budgeted for serving 200 students for a minimum of 90 hours by the end of March. If students attend the program from 3:00 until 6:00 each day for a week, that is 12 hours. **When a student is enrolled in the afterschool program, they are committing to attend the program for a minimum of 90 hours by the end of March.**

If this commitment is not honored, the funding for the program becomes at risk of being lost for *everyone*.

## Arrival/Departure Procedures

### ARRIVAL

When enrolled students are released from their school day classes at 3:00, they enter the 21st CCLC Afterschool Program, being counted as present and receiving a healthy snack and physical activity. At Mattamuskeet, students are accompanied to the cafeteria where our staff awaits. At our Ocracoke site, 21st Century staff are waiting on the playground on the ‘Back Rd.’

side of the school. 21st CCLC staff is not responsible for students who leave the school building before they are counted present, or leave the school building unescorted. It is important that parents/guardians understand and reinforce this procedure as student safety is our number one concern.

### DEPARTURE

In order for program staff to supervise, monitor, and ensure student safety, students who depart the 21<sup>st</sup> CCLC program before 6:00 PM must have a parent or guardian sign them out with the Site Coordinator or office support personnel with the 21st CCLC Afterschool Program. Persons other than the child’s parents/guardians may only pick up the child if they have been previously authorized by the parents/guardians to do so and if the school has received notice of this authorization. Photo identification may be required before being allowed to leave with the child, and they must also sign the child out. If a student is to be picked up from the afterschool program before 6:00 PM, please notify the school secretary or 21st CCLC Site Coordinator.

- ❖ **Athletic Events:** No student will be released to attend any athletic event unless one of the above adults (parent, guardian or authorized by parent/guardian signature prior to the day of the athletic event) has signed them out of the program. Once a student has signed out of the 21<sup>st</sup> CCLC program to attend an athletic event, the 21<sup>st</sup> CCLC program is no longer responsible for that student.
- ❖ **Late Pick Up: PLEASE DO NOT BE LATE TO PICK UP YOUR CHILD** from the afterschool program. Besides this being a painful and embarrassing moment for a child, the Hyde 21st CCLC Afterschool Program also has not budgeted to pay staff beyond the hours of the program. The Hyde CCLC budgets very carefully to be able to provide the

afterschool program, summer programming, adult education & Saturday activities for families. If you are repeatedly more than 10 minutes late to pick up your child, the Hyde 21st CCLC Site Coordinator and the School Social Worker will schedule a home visit with you to go over the policies spelled out in the parent/student handbook.

## Transportation

Students enrolled in the 21st CCLC Afterschool Program are expected to follow the transportation policies and procedures put in place by Hyde County Schools, as follows:

Riding a school bus is a **PRIVILEGE**, not a right. All school bus passengers must adhere to the rules and regulations set by the state and local board of education. Failure to observe these rules and regulations could result in losing the privilege to ride the school bus. These rules may include, but are not limited to, any of the following:

1. Delaying the bus schedule
2. Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or a bus driver while riding on a school bus
3. Tampering with the bus
4. Refusing to meet the bus at designated stop
5. Unauthorized leaving of the bus when en route
6. Playing, throwing trash, paper, or other objects, or otherwise distracting the driver's attention while the bus is in operation
7. Failure to observe established safety rules and regulations

### School Bus Passenger Rules

1. Listen to and obey the bus driver's instructions
2. Load and unload the bus in an orderly manner
3. Remain in your assigned seat
4. Do not throw objects of any type out of the window
5. Remain seated until the bus has stopped before attempting to leave the bus
6. Keep hands and arms inside the bus
7. The use of profanity is not allowed

Any infraction of this policy would result in a student's immediate removal from the Hyde 21st CCLC Afterschool Program.

## Behavior Management

Attending the 21<sup>st</sup> CCLC program is a privilege for students. Students enrolled in afterschool will follow the same rules from 3:00 until 6:00PM that they follow during the school day in classrooms or hallways, on the playground, in the multipurpose room and in the gym. While attending the afterschool program, students are expected to follow the Hyde County Schools Student Code of Conduct. A student will be disciplined for any infraction of the Student Code of Conduct that occurs during the afterschool program. Students who indulge in disruptive behavior or who create dangerous or unsafe conditions for other students and staff will be

subject to the following consequences:

- ❖ 1<sup>st</sup> Referral: Parents/guardians contacted. Warning issued.
- ❖ 2<sup>nd</sup> Referral: Parents/guardians contacted. Student placed on one day suspension from the 21<sup>st</sup>CCLC program
- ❖ 3<sup>rd</sup> Referral: Parents/guardians contacted. Student placed on one week suspension from 21<sup>st</sup> CCLC program.
- ❖ 4<sup>th</sup> Referral: Parents/guardians contacted. Student **removed** from 21<sup>st</sup> CCLC program.

Serious or extreme offenses including but not limited to the following behaviors may result in a student's automatic removal from the 21<sup>st</sup> CCLC program, regardless of the number of referrals the student has received:

- ❖ extreme disrespect towards staff/students
- ❖ communicating threats/bullying
- ❖ violent/aggressive behavior
- ❖ Theft
- ❖ Damage to property/vandalism
- ❖ Leaving afterschool-designated area

If a student is suspended during school hours, they may be asked to terminate their enrollment in the 21st Afterschool Program.

## Homework/Academic Support Procedures

The 21<sup>st</sup> CCLC program staff will provide targeted academic support to help each individual student achieve proficiency, and/or growth, in their grade level. The 'tutoring hour' is from 3:30 - 4:30. This is when students receive academic support from 21st CCLC staff, and time to complete homework assignments. **It is the student's responsibility to bring their homework with them to the afterschool program each day.** Students who do not have homework assigned will have the opportunity to read or do an alternate assignment, as designated by the tutor. The teachers of Hyde County Schools do an excellent job of supporting students throughout the school day, followed by the 21st CCLC Afterschool Program staff during after school hours, and parents/guardians are responsible for ensuring accuracy and completeness of all assignments.

## Emergency Policies and Procedures

The Hyde 21<sup>st</sup> CCLC policies reflect the standards set by the Hyde County Board of Education. For your reference, the safety, fire, tornado, and adverse weather policies are listed below. After school emergency procedures will follow the procedures put in place by Hyde County Schools for each building.

- ❖ **Safety**  
Knowing how to safely perform the following drills will be extremely important in the event of an actual emergency. In any emergency situation, it is important that students remain calm, quiet, and follow the instruction of the teacher in a quick, orderly manner.
- ❖ **Fire Drills**  
During a fire drill, all persons should walk in single file to their assigned area(s)



outside the buildings. The class and teacher should stand quietly together and wait for additional instructions. The fire drill signal consists of a series of short beeps over the intercom system. When you hear the shrill, short bursts, this is our fire drill signal to leave the building immediately.

❖ **Tornado Drills**

During a tornado drill, everyone should quickly and quietly move into the hallway areas away from any windows. Students should cover their heads with their hands and arms, and wait for further instructions. The tornado drill signal consists of one long, continuous bell over the intercom system.

❖ **Adverse Weather Conditions**

School closings and delays will be announced at the earliest possible time on our system wide Mass Notification system. Parents will receive a telephone recording with information about the delay or dismissal from Hyde County Schools. Therefore, it is very important to let the school know when your telephone number has changed. Also, you can get these announcements on television. Channels WITN TV Channel 7; WNCT TV Channel 9; and WCTI TV Channel 12 are the local channels for this area. If no announcement is made, after school will begin at regular time.

## **Internet Use and Consent Agreements**

All internet use during the Hyde 21st CCLC Afterschool Program falls under Hyde County Schools Policy 3225/4312/7320 'Technology Responsible Use'. Every parent/guardian was required to sign/consent to this policy at the beginning of this school year. This policy can be found on the Hyde County Schools website ([hyde.k12.nc.us](http://hyde.k12.nc.us)) or you may request a hard copy from your Hyde 21st CCLC Site Coordinator, or school administrator.

## **Family Engagement**

Family engagement is an essential piece of the 21<sup>st</sup> CCLC program. Parents will be asked to complete a Google Form in November of each program year to assess programs and services for students that are of interest or designated as needed by parents. Data will be analyzed to understand what programs or services are of interest to parents and assess the degree to which parents wish to volunteer. The Hyde 21st Century Community Learning Center offers opportunities for engagement throughout the year such as Family Arts Programming and Family Story Time events on Saturdays, or evening events like various academic support or open house. Letters/notes and newsletters will be sent home periodically announcing these opportunities. Please contact the Site Coordinator for other ways to become involved in your child's afterschool program or if there is a family event that you would like to help us plan.