

Centura Expanded Learning Program

PARENT HANDBOOK

Dear Parent/Guardian:

Centura Expanded Learning Program will provide an academic based afterschool program at Centura Monday – Friday. Centura Expanded Learning Program will provide a variety of clubs, academic programs, homework help, enrichment activities, recreation activities, and snacks! Centura Expanded Learning Program is an engaging and energetic program that will help children succeed both academically and socially!

We intend to provide creative programs and fun activities that will help your child be successful both in the school and in the community. We also hope to provide you with new opportunities to become involved in your child's education and development.

Cortney Rose will be the program director of the Centura Expanded Learning Program for the 2021-2022 school year. The staff will also consist of two additional adult supervisors.

The program director will be available at Centura each day to communicate with parents and school staff.

The Centura Expanded Learning Program will partner with many businesses and organizations in the community.

Fees and Assistance

This program will be \$20 per month or \$200 for the 2021-2022 school year.

Hours of Operation

The hours of operation are as follows:

Monday/Tuesday/Thursday/Friday: 3:45 – 5:45 pm

Wednesday: 3:10-5:10 pm

Children must be picked up by 6:00 Monday/Tuesday/Thursday/Friday and 5:15 on Wednesdays. Excessive tardiness will result in removal of the student from Centura Expanded Learning Program as determined by the Centura Expanded Learning Program staff. Appropriate authorities will be contacted for children abandoned for more than 30 minutes.

Attendance Policy

Regular attendance is highly recommended in order to reach the goals of the Centura Expanded Learning Program. If a child is frequently absent from the program, the site coordinator will contact a parent/guardian to discuss the child's enrollment. If a child will not be regularly attending the program and there is a waiting list for other children to enroll, the site coordinator has the right to terminate enrollment to offer the program to another child.

Dismissal Policy

Each child will be dismissed daily as indicated by the parent on their dismissal form in the registration packet. All parents/guardians must sign their child out at the end of each day. Persons other than parents/guardians picking up children must be listed on the alternate dismissal form and may be asked to show identification. Parents must provide written notification for children to leave with a person not listed on the alternate dismissal form. A verified phone call may be used in case of emergencies only.

Due to safety reasons, during the after school program, if a child is signed out and leaves with a parent or designated person, they may not return to the program for the remainder of the day.

Parent Visitation/Involvement

The Centura Expanded Learning Program believes that parent involvement is necessary to develop a total learning community for students of all ages. When parents are involved in their children's education, everyone benefits. Parents are encouraged to communicate with teachers anytime parents want to gain or give more information regarding their children's development. The Centura Expanded Learning Program is continually exploring new ways for parents to become more involved in the success of their children's learning. Parents are encouraged to engage in their children's education in the following ways: Two-way communication, volunteering, the use of technology, ideas to help their children with curriculum concepts at home, parent representatives for program decision making, and helping with resources and services from the community to strengthen learning. Parents are welcome to visit the Centura Expanded Learning Program with a 24hour prior notice. Visits to the Centura Expanded Learning Program cannot impede or interfere with regular scheduled programming or learning.

Trespassing Consequences

When nonemployees violate the visitation guidelines and appear in the school setting, action will be taken to stop the person(s) from interrupting the learning environment. Staff may respond with further limitations. Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands. Such action shall be taken consistent with constitutional and other legal rights. All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

1. failed to comply with identification or check in procedures,
2. are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or

3. who are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Illness Policy

The Centura Expanded Learning Program will follow the Centura Public Schools health policy. For the health and protection of all, students will be required to stay home if they are experiencing a temperature of 100 degrees or more, vomiting, diarrhea, flu like symptoms, streptococcal infection, pinkeye, or scabies. Students will require a doctor's note to return after experiencing hepatitis A, tuberculosis, measles, mumps, rubella, impetigo, or ringworm. Students with chickenpox will be excluded from attendance for at least 6 days or until without fever.

Injury and Emergency Policies

The staff will take care of superficial injuries. If an injury requires further attention, the parent/guardian will be contacted. In an emergency situation, Emergency Medical Services and persons on the child's emergency contact list will be contacted.

Medication Policy

The Centura Expanded Learning Program will follow the Centura Public School's medication policy. Staff can only give medication for children who have provided a signed medication permission form from the parent/guardian. Over the counter medication can only be given with a signed permission form from the parent/guardian. Breathing emergency medications will be available to be given in accordance with district and state policy, if necessary.

Confidentiality Policy

All student files will be kept in the site coordinator's office. Centura Expanded Learning Program will release information to authorities with proper legal request in cases of suspected child abuse and neglect. Centura Expanded Learning Program staff and volunteers are required to follow the confidentiality policy.

Special Education

Mission Statement: The goal of the Centura Expanded Learning Program is to provide programs to Centura Public School elementary students to promote academic achievement, social development, and parent and community involvement.

Procedures:

1. In the event that the district or parent enrolls a special needs student in Centura Expanded Learning Program, the special education teacher may provide the Centura Expanded Learning Program site coordinator recommendations for working with the child. These prescriptions may be modifications of the child's IEP, however, it is not mandatory for the Centura Expanded Learning Program site coordinator to follow the IEP of the normal school day.
2. In the event that Centura Expanded Learning Program identifies a child as one who may have special needs, the site coordinator and program director will notify the classroom or special education teacher.
3. Centura Expanded Learning Program staff will support children with special needs for full participation in Centura Expanded Learning Program programs within reasonable limits. Special education teachers may recommend the child for participation or nonparticipation in Centura Expanded Learning Program activities: example: quiet time or computer time rather than participation in academic lessons.
4. In the case of a child whose behavior impedes learning, Centura Expanded Learning Program staff will meet with classroom teachers to implement appropriate strategies. Behavior expectations should be met. If behavioral strategies are not met, Centura Expanded Learning Program staff will follow standard Centura Expanded Learning Program discipline procedures and the student will be removed from the program.
5. Centura Expanded Learning Program may accommodate for other needs, but it is not required to pay for the costs of such accommodations such as transportation, occupational therapy, physical therapy, or building constructions. Questionable accommodations will be discussed by the Centura Expanded Learning Program director, site coordinator, and principals on a case by case basis.

Behavior Policy

Centura Expanded Learning Program staff will guide children to manage their own behavior. Centura Expanded Learning Program will follow behavior policies established for the normal school day.

Children will be expected to:

- Respect the rights and property of others.
- Follow directions from staff and cooperate with others.
- Practice habits of good health, safety and cleanliness.

Refrain from damaging school and personal property.

Refrain from physical fighting or excessive contact.

Refrain from inappropriate behavior and language.

Corrections for misconduct will depend on the frequency and nature of the offense. For definitions of Minor Problem Behaviors and Major Problem Behaviors see next page:

Minor Problem Behavior: Staff will give a verbal reprimand and have a discussion with the child concerning the misconduct.

Major Problem Behavior: Staff will have a discussion with the child concerning the misconduct and develop a plan for correction. Staff and the child will fill out an incident report. This report must be signed by parent/guardian and returned the following day, which will be placed in the student's file. Site teacher/Director will make a parent contact.

If a student exhibits 3 major problem behaviors, minor problem behaviors continue to repeat and can't be corrected through the above measures or a behavior is of a serious

nature, it may result in suspension or termination from the program as determined by the Centura Expanded Learning Program staff.

Minor Problem Behavior Definitions

Cheating	Dishonesty of any kind with respect to examinations, course assignments, or alteration of records
Continued Disruption	Student engages in low intensity, but inappropriate disruption
Inappropriate Language	Student engages in low intensity instance of inappropriate language (rude, crude)
Inappropriate Physical contact	Student engages in non-serious, but inappropriate physical contact—touching, pulling hair, little pushing and shoving
Inappropriate use of work time	Students do not use classroom time to complete work.
Lying	Student delivers a message that is untrue.
NonCompliance	Failure or refusal to comply.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories

Major Problem Behavior Definitions

Abusive language/ Profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Bullying	Students treat others in an overbearing or intimidating manner. (To make one's way aggressively.)
Continual Minor Misbehavior	Student continues with minor misbehavior after several attempts to correct it.
Defiance	Refusal to follow directions, talking back and/or socially rude interactions. Continual noncompliance after implementing several strategies for students to comply.
False alarm	Students pull the fire alarm or deliver a message of possible explosive materials being on campus, near campus, and/or pending explosion.
Fighting/ physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Misuse	Students engage in inappropriate (as defined by school) use of school property, desks, bathrooms, cell phones, pager, music/video players, camera, and/or computer.
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

Threat	<p>Students deliver disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters</p> <p>Declaration of an intention or a determination to inflict harm on another</p> <ol style="list-style-type: none"> 1. An expression of an intention to inflict pain, injury, evil, or punishment. 2. <u>Warning</u> a message informing of danger or harm
Vandalism	<p>Students participate in an activity that results in substantial destruction or disfigurement of property. Students deliberately impair the usefulness of property.</p>
Weapons	<p>Students are in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.</p>
Other	<p>Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.</p>

Parent Information

Centura Expanded Learning Program does not carry health and accidental insurance and parents/guardians will be responsible in case of injury where bills are incurred.

Parental involvement is a requirement of the Centura Expanded Learning Program. Parents can attend Centura Expanded Learning Program activities and are especially encouraged to attend parent activity nights. Parents are welcome to contact the program director with any questions, concerns and suggestions. Parents interested in providing support can contact the program director and help by simply telling others about the program, or offering to volunteer time and/or resources.

Parent Signature Page

I have read the Centura Expanded Learning Program's parent handbook and agree to all of the stipulations that are contained in this handbook.

Parent Signature

Date