



21st Century Community Learning Centers Family Handbook

Jefferson Elementary

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Jefferson, 21st CENTURY COMMUNITY LEARNING CENTER PROGRAM will adhere to all normal Hobbs Municipal School District COVID 19 regular school day safety precautions and protocols for the safety of students and staff during the after-school program. If you would like to review the school's plan, please contact the Learning Center Coordinator at your site.



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PARENT/GUARDIAN ACKNOWLEDGMENT FORM

21st Century Community Learning Centers (CCLC) is an out of school time program offered free of charge through a federal grant administered by the New Mexico Public Education Department. The program offers academic, leadership, and enrichment opportunities for students and families. Program is offered **Monday, Tuesday and Thursday afternoons**. All 21st CCLC students must participate on a regular basis.

Family group activities will be offered on some evenings and weekends. Please attend as many activities as possible! Family participation is very important to our grant because 21st CCCL has a dual capacity framework, meaning we serve both students AND families.

Your daughter/son is expected to meet expectations and participate. Instructors use positive reinforcement during the out of school time program to keep a positive and fun learning environment! To maintain a good learning environment, we will not allow harassment or bullying. We have a “zero tolerance” policy for any weapons or controlled substances. We follow the school district’s Code of Conduct Handbook practices and procedures. Expectations during the out of school time program are the same as during the traditional learning day. We have a behavior/discipline policy that states if a student has a discipline issue, the parent/guardian will receive a Behavior Notification Form. If your child receives three of these forms, he/she will be suspended from the out of school time program for three to five days. The fourth notice will result in termination from the out of school time program. We reserve the right to suspend or terminate a student from the out of school time program immediately, if a student’s behavior warrants it. Please refer to the Discipline Management Plan in the Elementary Handbook on the HANDBOOKS section of the school district web page www.hobbsschools.net.

The program runs **Monday, Tuesday and Thursday from 2:30 P.M. – 5:10 P.M.** We will not be open on non-school days. There won’t be afternoon/evening services on early release days. Please read and discuss this family handbook with your child. Then, please sign this form and return it to the out of school time learning center coordinator along with the completed registration forms. You will be notified if there is a space available on your child’s grade level. Services will be available in August 27th and you will be notified by the 21st CCLC Site Coordinator.



Student Name

Schools

_____ / _____

Parent/Guardian Name (Print) **Date**

_____ / _____

Parent/Guardian Signature **Date**

Please return this signed form to your 21st CCLC School Coordinator with your 21st CCLC registration forms.



21st Century Community Learning Centers Jefferson Elementary

1200 W Park |
(575) 433-1700

Home Principal/Director: Pam Randall

Site Coordinator: Marisol Forrister and Ashley Inqley

Home School _____ Grade _____ Home Room Teacher _____

Student is an A or B student in the Hybrid model: _____

Child's Name _____

Primary Guardian _____

Address _____

Email: _____

Will your child be riding the bus? Yes No

Medical & Allergy Information: _____

Custody Information:

People allowed to pick up my child:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Race: Hispanic Black/African American
 White Native American
 Other

I have read and agree to all the information provided to me by the after school staff:

Print Name _____

Parent/Guardian Signature _____

Site Coordinator Signature _____

Home School Principal Signature _____

Return this form to the Home School Office for Review.

Your child will not start the 21st CCLC Program until you are contacted by the 21st CCLC Site Coordinator.

Due to COVID 19 each site is operating at a limited capacity. Failure to attend regularly will result in removal from the program, so students on a waiting list can be added. Students must wear facemasks during programming and follow School and State Health mandates. Any student who refuses to follow the COVID safe guidelines will be immediately terminated from the program.



MEDICAL AUTHORIZATION FORM

Student's name (please print):

First _____ Middle _____ Last _____

Person to be contacted in case of emergency:

Name _____ Relationship _____

Phone _____

Alternate person to be contacted in emergency:

Name _____ Relationship _____

Phone _____

Please list below any health-related condition the director of the program should know about your child. *(Reporting such conditions will not prevent your child from participating and will be kept confidential.)*

Allergies/food (explain) _____

Allergic to any drug(s) (explain) _____

Diabetes _____

Heart Condition _____

Epilepsy _____

Convulsions _____

Emotional Upsets _____

Asthma _____

Other Conditions? _____

List below any medication being taken now (including aspirin):

Circle any medications that your child will be bringing to the program.

1. _____
2. _____
3. _____
4. _____
5. _____

Are there any activities in which the child should not participate?

Are there any physical restrictions?

I, being a person authorized by law to give such permission, do hereby give my permission for emergency medical treatment to be given to the student listed on this form. I understand that all reasonable attempts will be made to contact me as soon as possible after the condition necessitating treatment arises, and, if unable to reach me, all reasonable attempts to contact the alternate listed above will be made. I understand that all reasonable precautions will be taken for safety at all times. I further release 21st Century Community Learning Centers and all persons associated with this organization from any liability associated with any accident, injury or disease to the person who is the subject of this form.

Signature of Parent/Guardian

Date



PARENTAL PERMISSION FORM

Student's name (please print):

First _____ Middle _____ Last _____

The 21st Century Community Learning Centers (CCLC) program must provide documentation to the New Mexico Public Education Department and U.S. Department of Education concerning progress of the program. We may need to access attendance records, test scores, report cards, and/or transcripts. Additionally, we will distribute surveys to collect information in order to help improve program quality. All information will be strictly confidential. Please select one of the following choices for accessing this information for program quality enhancement purposes.

- I give my permission for the 21st CCLC program to access my child's grade/assessment and attendance data through my child's school.**
- I DO NOT give the 21st CCL program my permission to access my child's grade/assessment and attendance data through my child's school.**

Sometimes there may be activities during which your child uses the internet for tutoring and/or other academic activities. Students will always be monitored and supervised when they are on the internet. Please select one of the following choices:

- I give my permission for my child to access the internet.**
- I DO NOT give my permission for my child to access the internet.**

During the program, photographs or video recordings may be made of students performing various activities. These might be used in the newspaper, a flyer/brochure, and/or our web sites for promotion of the program. Please select one of the following choices:

- I give permission to use my child's photos/videos in the manners described above.**
- I DO NOT give permission to use my child's photos/videos in the manners described above.**

Parent or Guardian's Name (Please print):

Parent or Guardian's Signature: _____ Date: _____



SECTION I: 21st CCLC INTRODUCTION

OVERVIEW

21st Century Community Learning Centers (CCLC) out of school program help students with their schoolwork by offering them the chance to explore topics they study during the traditional learning day in interesting and fun ways.

Program activities support student academic growth in meeting the Common Core State Standards in language arts, mathematics, and science. Activities are innovative and hands-on. They are built on learning goals that are shared with youth. The program also strives to create strong, transparent connections to both college and career exploration and readiness. Additionally, it includes sessions that promote health and wellness that supports a student's success in school.

GOALS AND PERFORMANCE MEASURES

1. Maintain and improve student academic achievement in language arts and math.
 - a. Seventy-five percent (75%) of students earning a passing grade after the first grading period will maintain a passing grade by the close the academic year.
 - b. Fifty percent (50%) of students earning below a passing grade after the first grading period will raise their grade by the close of the academic year.
2. Design and deliver a 21st CCLC program which meets the needs of all constituent groups.
 - a. 85% of all survey participants will agree or strongly agree that the 21st CCLC program being offered in their community is high quality.
3. Implement a program that engages students.
 - a. 75% of the target enrollment goal will be met each academic year.
 - b. An average attendance rate of 75% will be maintained throughout the academic year.





SECTION II: ENROLLMENT AND ATTENDANCE

ATTENDANCE POLICY

This learning program is provided FREE OF CHARGE to students (and their families).

This is possible because the program is funded through a federal grant, administered by the New Mexico Public Education Department and provided to you through the **Jefferson University 21st CCLC Site**.

After returning the Parent/Guardian Assurance and 21st CCLC Enrollment Forms, families will be notified if their child has been accepted for participation in the 21st CCLC program.

Attendance is a very important part of our program. In order for your child to get the most out of the program, he/she must attend daily. Attendance also impacts how the program is funded. It is important that each student attend each day for the full program length. When students are absent, funding is reduced, increasing the possibility of the loss of the program. Parents are responsible for contacting the Learning Center Coordinator, **Marisol Forrister**, if their child will be absent **(575) 433-1700** or ForristerM@hobbsschools.net. If a child has a prior commitment, written notice containing the parent/guardian's signature, and stating the reason for the weekly/monthly absence must be provided to the Learning Center Coordinator. This notice will become part of the student's 21st CCLC file. Because we may have a waiting list for available seats, frequent absences may result in your child's removal from the program.

21st CCLC EXCUSED ABSENCES:

- Illness of student
- Serious illness or death of family member
- Head lice or nits
- Doctor or dental appointments
- Legal matters
- Religious holiday or training
- Unforeseen emergencies (e.g. weather closures)
- Prior commitment that has been documented in student file by the parent/guardian



The Learning Center Coordinator will phone the parent/guardian of any student having over four unexcused absences. Continued excessive absences may result in the student being removed from the program to allow

space for another student on the waiting list.

UNEXPECTED ABSENCES

If your son/daughter is absent during program, and the Learning Center Coordinator has not been contacted regarding this absence, you will be phoned. If the primary contact cannot be reached, every person listed on the registration contact list will be phoned until someone is reached. Please contact **Marisol Forrister** at **(575) 433-1700** or ForristerM@hobbsschools.net in advance if you know your child will be absent from the 21st CCLC program. If a student has 5 unexcused absences that may be dropped from the program. Your child's safety is our top priority. We would never want to assume a child



is with their family, while the family assumes the child is attending program. That is why communication with the program coordinator is so important. It's about your child's safety!

SECTION III: PROGRAM HOURS AND ACTIVITIES

HOURS OF OPERATION

The 21st CCLC program begins on September 14th, 2020 and ends on May 21st 2021.



After School

The out of school time program operates from **2:30 P.M. – 5:30 P.M. Monday/Tuesday/Thursday**. The last day of program during the academic year will be on Friday, May 21.

During the afternoon hours, students will participate in academic and enrichment activities. Activities will include homework help, computers, art, theatre, reading, science, math, health/nutrition, service learning and community field trips.

HOLIDAY & STORM DAY POLICIES

During the regular academic year, the calendar for the 21st CCLC program follows the calendar of the school district. On days when there is no school, including snow days, the 21st CCLC programs (afternoon) are not in session. If school is released due to bad weather, program will not be provided after school hours. On school days when regular classes are in session, but bad weather is predicted for late afternoon, the afternoon program hours may be canceled, and parents will be notified.

DISMISSAL

As described in Section II of this handbook, attendance is important to our program. In order for your child to receive the full benefit of this opportunity he/she must attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- Students being picked-up will meet in the cafeteria at designated tables where authorized adults will meet with 21st CCLC instructors to sign students out for the afternoon. If students are to be picked-up by persons other than those designated at the time of registration (those listed on the student's registration form), the Learning Center Coordinator must be notified prior to pick-up time, or the student will not be released to the individual who has arrived for pick-up.





EARLY PICK-UP



We discourage picking up your child early. Qualified instructors plan curriculum based on the full program time available. Your son/daughter will not receive the full benefit of program if they are not participating in the full program day. We understand that early pick-up may be required sometimes. Please try to limit those times as much as possible.

If you will need to pick-up your child during regular program hours, please contact the Learning Center Coordinator in advance to communicate the time you will be arriving to pick-up your child. If we have this information prior to or at the start of program, we can make sure your son/daughter is in the front office and ready to leave the building.

When you arrive, please check-in at the front office, and be sure to sign your child out for the evening before leaving the building.

A student may be dismissed from program if they are picked-up early more than five times in one semester. Please note, this does not include prior commitments that have been documented in the student's 21st CCLC file by the parent/guardian.

If you want a person other than those listed on the registration form to pick up your student, the Learning Center Coordinator must be notified prior to pick-up time.

LATE PICK-UP

Students need to be picked up no later than 5:30pm Monday/ Tuesday and Thursday. The learning center is not staffed after these hours. A student may be dismissed from program if he/she is picked up late three times. Local authorities may be contacted for assistance if a student is not picked-up after program hours, and we can't contact the parent/guardian or emergency contacts.



FAMILY PARTICIPATION

Family involvement is a very important component of your child's education; we encourage each adult family member to participate in this program as much as her/his schedule allows. Each month, we offer an activity in the evenings for both the parent and their child, or just for parents. Activities may include, but are not limited to the following types of workshops: budgeting, cooking, computer, culture, effective parenting, English as a Second Language, homework assistance, and community/family events.

The community/family events are designed to be fun for the whole family! We hope you're able to attend! We will provide the schedule for these events in advance, when the family notification is sent home.

We select the adult workshop topics based on community feedback. Students will not be in attendance during the workshops. These sessions have been designed for adult learning.



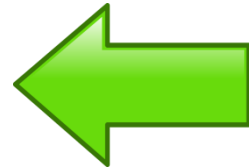
SECTION IV: BEHAVIOR POLICY

The behavior policy at our learning center was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others. The main reasons for establishing behavior expectations are:

1. to prevent possible harm to self or others,
2. to prevent infringement on the rights of others, and
3. to prevent damage to equipment and property.

To provide a safe and secure environment for everyone, the following expectations have been developed which will be in effect at all times.

1. Follow rules of school district handbook.
2. Follow the directions of instructors the first time they are given.
3. Show respect and treat others with kindness.
4. Ask permission to leave an area.



Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior.

If a student has a discipline issue, the parent/guardian will receive a Behavior Notification Form. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations. If your child receives three of these forms, he/she will be suspended from the 21st CCLC program for three to five days. The fourth write up will result in termination from the 21st CCLC program. We reserve the right to suspend or terminate a student from the 21st CCLC program immediately, if a student's behavior warrants it. Please refer to the Discipline Management Plan in the Elementary Handbook on the HANDBOOKS section of the school district webpage hobbsschools.net.



SECTION V: 21st CCLC STAFF AND VOLUNTEERS

The **Jefferson University 21st CCLC** has a teaching team of **approximately 19 staff members**. This number of instructors enables us to keep our class sizes no larger than 15 students per class. These smaller class sizes provide several benefits:

1. more one-on-one attention from the teacher,
2. students get to know each other better, and
3. teachers can tailor instruction to students' individual needs.

We also recruit volunteers to lend their skills to the program. Volunteers assist students in a variety of ways: small group tutoring for academic skill practice, apprenticeship/technical skill instruction, and arts/crafts projects. Other volunteers work behind the scenes on administrative tasks, such as helping to translate this handbook into the various languages spoken within our community.

We welcome all families who would like to volunteer to work with the 21st CCLC program! If you, or someone you know, would like to donate a few hours to assist, either in the classroom or behind the scenes, please contact **Marisol Forrister, Program Coordinators**, at (575) 433-1700 or ForristerM@hobbsschools.net .

All volunteers must first pass a background check.

All 21st CCLC team members, whether they're paid instructors or volunteers, are required to pass a fingerprint/background check. Your child's safety is priority so this policy is strictly enforced.

SECTION VI: COMMUNICATION



It is important to keep the lines of communication open between the 21st CCLC instructors and families of enrolled students. Listed below are ways we plan to keep families updated, and a way for families to contact program instructors, too.

HOMEWORK: Instructors will assist your daughter/son with assigned homework. However, based on the daily program schedule, there may be times when not all homework is completed. (This is a learning-engagement program, not just a homework program!) Instructors will let you know the status of your child's IXL Tutoring Progress.

PROGRAM ACTIVITIES: You will receive promotional materials from the site coordinator about any upcoming family events.



QUESTIONS, CONCERNS, SUGGESTIONS: Should you have any questions, concerns or suggestions regarding our 21st CCLC program, please contact the Learning Center Coordinator, **Marisol Forrister** at (575) 433-1700 or ForristerM@hobbsschools.net .

SECTION VII: ADDITIONAL DETAILS

SNACK/MEAL



Throughout the year, a nutritious snack/meal will be provided daily at no 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 Learning Center Coordinator must be notified of any special dietary concerns.

MEDICATIONS

The 21st 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. Students should have these supplies with them. The 21st CCLC program does not keep EpiPens or inhalers stocked.



HEALTH & SAFETY

Our staff provides a safe and healthy environment for all youth. Please include any medical conditions your child has on the registration paperwork. If your child has a known medical or health condition (asthma, diabetes, ADD, autism, seizure disorder, etc.), be sure the Learning Center Coordinator knows what to do if a problem should occur during program hours. Failure to notify the 21st CCLC program of your child's physical or health condition limits our ability to serve your family. If a child becomes ill while in the afterschool program, the parent/guardian or approved adult will be notified. Depending on the nature of the illness, the parent/guardian may be asked to pick-up the student. If a child has any of the following symptoms or behaviors, the parent/guardian will be notified to pick up the child immediately.



- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention
- Physically acts out
- Is verbally abusive



21st CCLC EMERGENCY POLICY

Designated program staff members are trained in First Aid and cardiopulmonary resuscitation (CPR). Our 21st CCLC program follows established procedures in administering emergency procedures. In case of an accident or illness, the parent/guardian of the child will be called. Please be sure we have your correct phone numbers and address on file. In serious emergencies, the parent will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until the parent/guardian has arrived. If the EMT determines the need to transport the student and the parent/guardian has not yet arrived, then the student will be transported. Once the parent/guardian arrives on campus they will be updated on the transportation of the student. The parent(s)/guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.



IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold

TEACHER

Lead safety strategy
Take attendance



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NATURAL DISASTERS & OTHER EMERGENCIES

21st CCLC follows the emergency action plan procedures of the Hobbs Municipal School District in the event of a natural disaster or other emergency. If you would like to review the school's plan, please contact the Learning Center Coordinator at your school.



FIELD TRIP PERMISSION



Parent/guardians will be notified of the intent to take any field trips. Permission slips are required if a student is taken off campus. The same district and school policies for field trips will carry over to the 21st CCLC program.

PERSONAL BELONGINGS

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpack/locker. These devices shouldn't be used during program hours unless there is an emergency or a student has permission from the teacher in the classroom. Students are NOT permitted to return to their lockers or classrooms once the traditional learning day is over.



On behalf of the entire **Jefferson University 21st CCLC Team**, thank you for your commitment! We are looking forward to an outstanding year of learning and fun!