

**Nestucca Valley  
21<sup>st</sup> Century Community Learning Center**



**2018-2019**

**PARENT/ STUDENT HANDBOOK**



**An initiative of  
Nestucca Valley School District, and its partners'  
Nestucca Valley Early Learning Center, Community Arts  
Project and Food Roots N.W.**

## Welcome Parents and Guardians!

Thank you for partnering with us for what promises to be a fun and exciting 1<sup>st</sup> year of our 21<sup>st</sup> Century Community Learning Center (CCLC) after school program!

It is our intent to provide you and your child with a program that meets your needs. We are very proud of our staff and pride ourselves in our ability to encourage and support all participants involved. As a team, we will be able to supply students with academic, and enrichment opportunities.

As a parent/guardian, we expect full cooperation in the completion of program forms and in problematic situations that may inhibit program success. We request that you make every effort to communicate effectively with our staff and trust that your child's safety is our primary goal. Newsletters, handouts and other materials will be available to you, which will describe upcoming special events, or program changes.

Enclosed, you will find the Parent Handbook for the Nestucca Valley 21<sup>st</sup> CCLC ("NV21CCLC"). Please read the document and become familiar with its contents.

Once the Handbook has been thoroughly reviewed, both you and your student are asked to sign Page 13, acknowledging that you both have read the Handbook, understand the content, and agree to abide by the policies. No student will be accepted into the after school program until all parts of his/her application are complete.

If you have any questions, please contact any of the following staff:

Chad C. Holloway	NVES Associate Principal and NV21CCLC Program Director	(503)392-3194 chadh@nestucca.k12.or.us
Teacher 1	Site Coordinator, Nestucca Valley Elementary School	Grades Pre-K - 6th (503)392-3194 @nestucca.k12.or.us
Teacher 2	Site Coordinator, Nestucca Jr/Sr High School	Grades 7 <sup>th</sup> -12 <sup>th</sup> (503)392-3194 mperry.inspiredlearning@gmail.com

## CONTACT INFORMATION

### Nestucca Valley Elementary School

36925 Hwy 101 S., Cloverdale, Or. 97112

Chad C. Holloway	NVES Associate Principal and NV21CCLC Program Director	(503)392-3194	chadh@nestucca.k12.or.us
Teacher 1	Site Coordinator, NVES	(503)392-3194	@nestucca.k12.or.us

### Nestucca Jr./Sr. High School

34660 Parkway Dr., Cloverdale, OR 97112

Teacher 2	Site Coordinator, Nestucca Jr./Sr. High School	(503)392-3194	@nesucca.k12.or.us
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### Hours of Operation

Grades	Location	Days of Operation	Time
Pre-K-K	Nestucca Valley Elementary	Thursday	3:00pm-5:30pm
1 <sup>st</sup> -6 <sup>th</sup>	Nestucca Valley Elementary	Monday-Thursday	3:00pm-5:30 pm
7 <sup>th</sup> -12 <sup>th</sup>	Nestucca Jr./Sr. High	Monday-Thursday	3:00pm-5:30 pm

### Days of Operation

NV21CCLC will operate Monday through Thursday on days that NVSD students attend class. The program does not operate on school vacation days, on days of early release for threat of inclement weather or days of school cancellation for inclement weather. To receive notification of inclement weather by phone or text contact either the Nestucca Valley Elementary School Office or Nestucca Jr./Sr. High School to be added to the notification list. You can also check the Nestucca Valley School District webpage or Facebook page.

Summer programs hours and days of operations are to be determined and will be announced at a later date.

## **What is the NV21CCLC 21<sup>st</sup> Century Community Learning Center Program?**

### **Purpose, Goals and Outcomes of the 21<sup>st</sup> CCLC Program**

**Purpose:** The 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) program support the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. After-school and out-of-school programs provide a safe out-of-school environment for academics, particularly for reading, math, and enrichment.

**Goals: *These are the goals that we have for our students and families:***

- Students meet/exceed performance levels in math and reading, while reducing achievement gaps between student groups.
- Students demonstrate improved social and behavioral skills.
- Parents/ guardians become better informed and more actively involved in their children's efforts to succeed academically and behaviorally.

**Outcomes: *These are the expected outcomes that we have for our students and families:***

- Children participate in a variety of organized learning activities in safe, well-supervised facilities during out-of-school time.
- As behavioral expectations and positive, healthy behavior are reinforced by the NV21CCLC staff and peers, negative behavior diminishes.
- Parents learn how to support their children's education at school and at the NV21CCLC through parent-selected family engagement sessions.

## **How is the 21<sup>st</sup> CCLC Program Different from the Regular School Day Activities?**

The NV21CCLC is offered after the regular school day. The enrichment activities offered are real-world based activities that require students to apply the skills they have learned during the school day. Often times, enrichment activities use academic skills from multiple subject areas. Enrichment activities also broaden students' experiences by including the arts, gardening, recreation, life skills and cultural activities.

## **Communication with Regular Day Teachers**

Ongoing communication through written communication, email, phone calls and conversations between the NV21CCLC educational tutors and Site Coordinator and the regular day teachers of our students will ensure that the after school activities are reinforcing and enhancing the students' day time academic performance, behavior, attendance, etc. Periodic progress reports will be requested from the day time teacher(s) of NV21CCLC students to check on progress and achievement. Likewise, periodic questionnaires will be sent to regular day teachers and shared with 21<sup>st</sup> NV21CCLC teachers. Our staff will also report to regular day teachers if students are struggling with any aspects of after school programming, and to individualize instruction for students who need more focused academic or enrichment instruction to meet needs or fill gaps.

## **Student Progress**

**Goals and Objectives** - Through participating in the NV21CCLCs, it is intended that all students will meet or exceed state performance levels, while eliminating the achievement gaps between student groups. We also intend to increase positive parent/school involvement and student engagement in learning.

- 75% of students will improve academic performance in mathematics, science, and reading as measured by state and local assessments;
- 75% of students will increase their regular day attendance;
- 75% of students will exhibit regular day teacher-reported improvements in behavior in and out of the classroom;
- 75% of students will exhibit regular day teacher-reported improvements in homework completion and class participation;
- 75% of parents/guardians will participate in information/parenting/support sessions;
- 80% of parents report that their children's behavior has improved at school and at home.

**Communication on Student Progress with Regular School Day Teacher** - The NV21CCLC staff will communicate on an ongoing basis with the regular day teachers to discuss progress, strengths, weaknesses and needs of individual students. Regular day teachers will be given surveys at various times throughout the year to check student progress on discipline, homework completion, attendance, and academic achievement in the classroom.

Based on the information obtained, the NV21CCLC staff will create a success plan for each student within 30 days of beginning the program. These plans will be updated every nine weeks.

**Communication with Parents and Students on Student Progress** - The NV21CCLC staff will communicate verbally as well as through written progress reports on the progress and achievement of students attending their sessions. Parent/Teacher conferences will be

conducted every nine weeks. Parents may always contact the Site Coordinator to ask for additional information on their student's progress or participation.

**How the Program will be evaluated** - The NV21CCLC will be evaluated internally by surveying students, teachers, administrators, parents and stakeholders throughout the year. An external evaluator will also perform an evaluation of the program verify that all federal and state policies are being followed and to determine the gains our students make as a result of being involved in our programs.

## **Parent Participation**

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for activities during hours of operation. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Scheduled appointments allow the staff to focus on you and your child.

If you have any concerns or questions at any time please feel free to bring them to the appropriate staff member when they occur. Often problems can be addressed when they are little, before they grow into bigger issues. We want the relationship between you and the center to be positive.

Parents are also encouraged to:

- Participate in all appropriate activities and programs that support the education of their child.
- Become involved with the Parent Advisory Board and help make program decisions.
- Make contact with other parents to encourage participation.
- Attend site-sponsored parent trainings and workshops. **Each family is required to attend six parent workshops.**
- Help plan and participate in healthy activities as appropriate.

## **Confidential Information**

All information about children and their families including all records will be handled as confidential information. Access to child and family records will be restricted to appropriate administrative and instructional personnel. A parent/guardian may request to view their child's records at any time. All volunteers will abide by the confidentiality policy. Breach of confidentiality by an employee may result in immediate dismissal.

## **Program Staff**

The NV21CCLC staff will consist of a Program Director, three Site Coordinators, and several Certified Teachers and Educational Tutors. All staff will complete necessary background screens and drug testing to ensure your child's safety.

## **Daily Activities**

The students are estimated to arrive at the NV21CCLC site at 3:00pm Monday thru Thursday. Each day students will be provided a snack. Certified Teachers and Educational Tutors will be available to assist students with homework, projects, and fun activities to strengthen their knowledge of various subjects.

There will also be enrichment activities such as teambuilding, leadership-building, and mentorship opportunities that will enrich students academically and socially.

## **Parent/ Guardian Expectations**

All parties involved will create successful programs through working together as a team. The cooperation of the program staff, parents, and students will determine the program's outcomes.

To maintain a positive experience for all involved, your cooperation in the following is sincerely appreciated.

- ✓ Please pick-up your child by 5:30pm. If you foresee that you will be tardy, please call NV21CCLC as soon as possible.
- ✓ Parents/guardians must provide staff with (2) ***working*** emergency phone numbers. ***Any changes during the year must be reported immediately to the Program Director or Site Coordinator.***
- ✓ Parents are asked to participate in a minimum of 6 Parental Involvement workshops per year, at no cost.
- ✓ Please maintain open communication with NV21CCLC staff to ensure that your family has the best experience.
- ✓ Parents are expected to assist their students at home when time-constraints do not permit enough time to complete homework.

## **Homework Policy**

At the NV21CCLC, homework completion will be a top priority, and your student will receive assistance from Certified Teachers and Educational Tutors. 45 minutes after recreation is dedicated to homework. It is our goal for your child to complete their homework assignments at this time. However, we cannot guarantee that all homework will

be completed. Thus, NV21CCLC encourages parents to review their child's school work and read with them while at home.

## **Bus Procedures**

Two buses will be available to transport K-12 students home at the end of the NV21CCLC day. One bus will transport students to the north end of the district. One bus will transport students to the south end of the district. Buses will not be dropping students at the same stops as the regular Nestucca Valley School District buses. NV21CCLC buses will be dropping students at various centralized stops. Students second grade and younger will be expected to have an adult or older sibling to pick them up. The NV21CCLC will be informing parents of where their students will be dropped off.

Students will also be expected to follow Nestucca Valley School District bus policies and procedures. If transportation staff report that a student is out of compliance will have their bus privileges reviewed by the parent(s), Site Coordinator, and Program Director.

## **Attendance Policy**

Students are expected to attend the program daily. Regular attendance is considered to be 75% or more of the days NV21CCLC is in session. If a student is not in attendance at least 75% or more of the days NV21CCLC, that student is at risk of losing eligibility in the program.

Students will be signed-in daily by the NV21CCLC staff when they are picked up from their day school. NV21CCLC understands that students may have prior engagements, such as extra-curricular activities or medical appointments. Your student may attend NV21CCLC, **only** if they can be present by 3:30pm. If you student did not attend their normal school on any given day the student may not attend NV21CCLC on that day. If you choose to transport your child to NV21CCLC, please come inside of the building and sign-them in properly.

If your student's transportation to NV21CCLC will change on a particular day, please communicate this to Program staff, so your student will not be expected during bus pick-up.

**Students are not permitted to leave the building without a staff member or parent/guardian for any reason during the program. Children leaving the building and attempting to return to the program will be suspended and possibly expelled from the program, pending a conference with the parent(s), Site Coordinator, and Program Director.**



## **Sign-out Policy**

The NV21CCLC provides a “Sign-Out Log” and requires that all students being picked up be signed out daily by the parent/guardian. An NV21CCLC staff member will assist you in signing out and locating your child.

All authorized adults must be noted on your student’s Emergency Contact Form. If changes to the emergency form are needed, please contact the Program Director or Site Coordinator. A written request of changes is also required to ensure the safety of your child.

## **Early Pick-Up Policy**

NV21CCLC after-school program will operate from 3:00 p.m. – 5:30 p.m. Monday-Thursday. In case students must be picked-up early from the Site, please notify a staff member immediately by calling 503-392-3194. Please ensure that you sign your child out properly before dismissal.

## **Late Pick Up Policy**

If you are late picking up your child, please be aware of the program’s lateness policy stated below.

**First incident:** Verbal reinforcement of Program hours and policy.

**Second incident:** Written reinforcement of Program hours and policy.

**Third incident:** Conference with parent, Site Coordinator, and/or Program Director.

Further disciplinary methods, up to and including removal from the program, will result if chronic lateness occurs. After 10 minutes of no contact with parents, staff will utilize all telephone number to contact parents. After 15 minutes, staff will call all emergency contacts listed on the registration form. If no contact with parents, guardians, or emergency contacts has been made after 30 minutes, staff members are instructed to contact the local police.

**If you know you will be running late, please call the Program Director Site Coordinator to avoid any inconvenience.**

## **Release of Children Policy**

Your child will only be released to **AUTHORIZED INDIVIDUALS, OVER THE AGE OF 16**. Each child will only be released to the person(s) listed on the program registration form. If

the listed person(s) are unable to pick up the student, written notice must be given in order for the student to be released to any unlisted adult. **If a non-custodial parent has been denied access to a child by a court order, NV21CCLC must be supplied with documentation to that effect and will maintain a copy in the file.**

No student will be permitted to meet any adult/individual outside the building during Program hours. Students will not be released to a person who appears to be under the influence of drugs or alcohol. The local police will be contacted if this occurs.

## **Program Closings/School Closings/Early Release**

If Nestucca Valley School District will have delayed school openings, NV21CCLCs will operate in regular hours.

**If the school is closed (Holidays, teacher workdays, early dismissal, emergency conditions, etc.)** NV21CCLCs will be cancelled for that day. For information on school closing or delayed openings, please tune to the Nestucca Valley School District website: <http://www.nestucca.k12.or.us/>

If you are contacted directly by NV21CCLC staff informing you of an early dismissal (due to emergency conditions), **please pick up your child as soon as possible.** NV21CCLC will remain open until all students are picked up. A representative from our office will try to contact you (or your emergency contacts). You may call the Program Director or Site Coordinator for more information.

## **Illness and Medication**

NV21CCLC suggests that you administer medication at home. Staff members are able to administer medication, only when provided with written permission and instructions by the parent/guardian. Medications will be stored properly, out of reach of students.

Should your child become ill during program hours, a staff member will contact the parent/guardian directly to advise them of the situation. The staff member in charge will make the final decision as to whether the child is to be picked up immediately or may remain until the regular pick up time. **NV21CCLC staff must have at least two emergency contact numbers for authorized adults** to assist with picking up sick children.

## **Student Behavioral Expectations**

Students are expected to:

- Actively participate in academic and enrichment activities.
- Be courteous, obedient, and respectful of self, others, and property.

- Exhibit good manners.
- Maintain and display self-control for all situations.
- Complete assignments on time and in good order.
- Remain in areas designated by Program staff.
- Refrain from bullying, fighting, name calling, or use of obscene/vulgar/ culturally insensitive language.
- Refrain from running in the building without permission by staff.
- Refrain from throwing objects inside or outside of the classrooms.
- Keep desks, classrooms, and restrooms clean, safe, and in order.
- Keep all dangerous articles away from the facility (i.e. matches, cigarettes lighters, fireworks, guns, knives, drugs, alcohol, tobacco, etc.)
- Refrain from any behavior that is disruptive to the learning environment of the NV21CCLC program.
- Students will be subject to Nestucca Valley School District discipline and behavior policies.

## **Discipline Policy**

A goal of the NV21CCLCs is to provide a safe environment for the students who participate and for program participants to exhibit improved student behavior. Therefore, opportunities such as: Mentorship, character education, life-skills programming, conflict-resolution, and leadership-building activities will be utilized to encourage positive behaviors.

However, further disciplinary action may be necessary to encourage positive behaviors. Any discipline actions will be determined by the Site Coordinator and/or by the Program Director. Each disciplinary method will be case by case, but may result in inability to participate in a particular activity. More serious offenses may result in a suspension or expulsion from the program for the time determined by the Program Director. During each offense that requires discipline from a staff member, the parent will speak with a staff directly and will receive a written copy of the disciplinary record.

## **Expulsion Policy**

Unfortunately, there may be times when we have to expel a child from the Program. Staff will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

### **Immediate Causes for Expulsion**

- The child leaves the Program property/building without permission from staff.

- The child is at risk of causing serious injury to other students or himself/herself.
- Any student found in possession of a controlled or dangerous substance.
- Habitual tardiness when picking up your child.

### **Schedule of Suspension and Expulsion**

If planned interventions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion.

Suspension is meant to be a period of time so that the parent/guardian and child may work on the child's behavior or to come to an agreement with the Program. The parent/guardian will be informed regarding the length of the suspension period.

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given specific suspension dates to allow the parent sufficient time to seek alternative child care. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the Program.

### **Alcohol, Tobacco and Other Drugs of Abuse Policy**

All employees, parents, and students are prohibited from using or being under the influence of illegal drugs or alcohol. NV21CCLCs recognizes the major negative effects of the use of tobacco products on personal health, the health of those around you, and on health care cost. Therefore, the use of tobacco products is prohibited in all Site buildings, and grounds, and school buses.

Any student found under the influence of a controlled dangerous substance will be terminated from the program. Any student found in possession of a controlled dangerous substance will be expelled from the program and law enforcement will be contacted.

### **Child Abuse Reporting**

All staff members are trained and mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to Child Protective Services. The safety of our students is a priority!

### **Appropriate Internet and Computer Usage**

The NV21CCLC will adhere to the Nestucca Valley School District policy on internet and computer and will ensure that it complies with 15 USC Chapter, The Children's Online Privacy Protection Act and Title XVII, the Child's Internet Protection Measures.

## **Bullying Prevention Policy**

All children and young people have the right to go about their daily lives without the fear of being threatened, assaulted or harassed. No one should underestimate the impact that bullying can have on a person's life. It can cause high levels of distress, affecting young people's well-being, behavior, academic and social development right through into adulthood.

At NV21CCLC, we are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere free from oppression and abuse. Bullying is an antisocial behavior and affects everyone. All types of bullying are unacceptable at our school and will not be tolerated. All students should feel able to tell and when bullying behavior is brought to our attention, prompt and effective action will be taken.

## **Parent & Student Contract**

**All individuals in the after school and summer programs are required to uphold these standards.**

- 1.) All rules remain in effect while students are participating in NV21CCLCs.
- 2.) Disrespectful behavior towards a staff member or fellow students will not be allowed.
- 3.) Destruction of facility or program property will not be allowed.
- 4.) Any student asked to leave the Program on a given day will be allowed back into the program only with permission from the program coordinator or site coordinator.
- 5.) The transportation from school and to/from field trips is part of the program. All students must follow the standards of behavior while being transported to the facility.
- 6.) Fighting, swearing, verbal abuse, threatening, or hands on behavior excluding organized games are not allowed at any time.
- 7.) All students must participate in cleaning up after an activity, and each student is responsible for cleaning up after themselves (returning materials, games, etc.).

**I have read, understood and agree to all of the policies outlined in the Parent/Student Handbook; as well, as the Standards of Behavior stated above:**

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date