

21st Century Program Policy, Procedures and Handbook

On behalf of Mountain City Elementary, Johnson County Middle School and Johnson County High School we would like to welcome you to our 21st Century before and after school program. The following information will address our policies and procedures and is designed to help your family become more familiar with our program. Our goal is to provide a first class before and after school program for children in grades K-12. The following policies and procedures will serve as for the successful accomplishment of our goal.

ATTENDANCE:

We encourage students to attend each session in which they enrolled and to stay the entire allotted time.

BEHAVIOR MANAGEMENT TECHNIQUES THAT WILL BE UTILIZED:

Positive Reinforcement, modeling positive behavior, consistency, provide students with choices, utilize transitional routines, change student seating/area, redirecting, pairing students up to work together, teacher proximity.

CHECK IN/OUT:

Morning Procedures: Students may take their breakfast to their morning 21st Century session. Their 21st Century instructor will sign them in. Each student will then report to their 1st period class when the appropriate bell rings

Afternoon Procedures: MCE and JCMS students will be checked in when they arrive for snack by a staff member. You must sign and date the note found in the transportation section of the enrollment packet or check that box on the online form if you wish for your child to walk to a designated location after each session at MCE and JCMS. JCHS students will report to their designated session for their program of the day.

DISENROLLMENT – EXPULSION POLICY:

Major offense violations may result in expulsion from the program. Major offenses include but not limited to drug violations, leaving the classroom/building without permission, stealing from student or adult, hitting/kicking an adult, throwing an object which could harm or cause injury, challenging/deliberate disrespect to an adult, fighting or kicking in an aggressive manner, sexually explicit language, inappropriate touching, swearing, threatening an adult or student, deliberate destruction of property, deliberate spitting on a person or biting, verbal threats which could harm an adult, student, or property (bullying, harassment, and threats against student/adult/school).

HOURS OF OPERATION:

The MCE 21st Century program operates Monday through Friday 3:30-6:00pm when school is in session. The JCMS/JCHS 21st Century program operates Monday through Friday 7:00-8:00 AM and 3:30-5:00 PM when school is in session. All 21st Century sessions will be canceled if school is closed. This includes early dismissals.

INCLEMENT WEATHER POLICY:

All 21st Century sessions will be canceled if school is closed. This includes early dismissals for any reason.

PROCEDURE FOR ILLNESS:

21st Century will contact the parents/guardians of any student who becomes ill while in our care.

PROCEDURE FOR INJURY:

21st Century will contact the parents/guardians of any student who is injured while in our care. If the injury is serious in nature, unless instructed differently by parents, we will call for an ambulance.

PROGRAM ELIGIBILITY REQUIREMENTS:

- Youth 5-18 years old and enrolled in elementary or secondary school;
- 50 percent of students enrolled must also meet one of the following criteria:
 - qualify for free/reduced lunch;
 - be at risk of educational disadvantage and failure due to circumstances of abuse, neglect or disability;
 - be at risk of state custody due to family dysfunction;
 - be enrolled in and attending a public school failing to make adequate yearly progress (AYP);
 - be attending a public school, including a public charter school, instead of a public school failing to make AYP as a result of parent choice; or
 - be at risk of failing one or more subjects or are behind grade level by at least one year. However, preference shall be given to programs that maintain an enrollment of children of which at least 80 percent of the students enrolled meet one of the criteria above.

PROGRAM GUIDELINES:

Programs established must be designed to reinforce and complement the regular academic program of participating students. All activities must be educationally based. Such programs must include

- Services to students on an average of 15 hrs. per week;
- Reading skills development and enhancement;
- Math or science skills development and enhancement;
- Computer literacy and skills development;
- Academic mentoring or tutorial assistance; and
- Sports or leisure opportunities.

RULES: The 21st Century Program will follow all school rules, regulations, and procedures already in place. Possible consequences for inappropriate behaviors may include the following: Conferences, ASD, ISS, restitution made by student, parent phone calls, and referral to school counselor, or removal from program.

SMOKE FREE:

The 21st Century program is a smoke free environment. Smoking is prohibited on any school property or while on any sponsored events.

SNACK:

MCE and JCMS Snacks will be provided by the Johnson County School System Nutrition Program. Please provide any information to us concerning your child's food allergies.

STAFF:

MCE/JCMS/JCHS hires only qualified staff over the age of 18 to work in the LEAPs Program. A background check is required for all employees who work in the program.