

**Cumberland County
Schools**



**Cumberland County Middle
School 21st Century
Community Learning Center**

Cumberland County Middle
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Community Learning Center

Student /Parent Handbook



- 270-864-5818
- Cumberland County Middle School
 - PO Box 70
 - 908 North Main Street
 - Burkesville, KY 42717



CCMS 21st Century Community Learning Center
Mission Statement

The mission of CCMS 21st CCLC is to be an extension of the school day where students can, in a safe environment, obtain skills making them college / career ready and skills that will assist them in making responsible life choices. While at the same time providing adult learning opportunities to families of program students.

CCMS 21st CCLC Goals

- Promote Student achievement by implementing structured before, after-school and summer programs that will increase students' abilities to achieve college/career readiness.
- Provide safe before, after-school and summer learning environments that contributes to responsible life choices.
- Promote family /adult learning.



Cumberland County Middle School 21st Century
Community Learning Center

Student / Parent Contract

(Please print parent name on first line below, and print student name on second line below)

I _____, the parent
and I _____ the student,
agree to follow all the terms and conditions enclosed in the Cumberland County Middle School 21st Century Community Learning Center Parent / Student Handbook. I understand all rules regulations, and penalties herein. I also have read the entire book, and know there are several opportunities available to the student and the family through CCMS 21st CCLC. I understand that by completing the enrollment form and allowing my child to attend CCMS 21st CCLC activities I am bound to the requirements of this handbook. I know that if I have any questions or concerns I may call the CCMs 21st Century Site Coordinator at Cumberland County Middle School at 270-864-5818 .

Parent Signature

Date

Student Signature

Date



CCMS Family Nights

- Each month CCMS 21st CCLC will either offer a family night or cooperate with another CCMS or other agency to be available for parents to visit and see what their child is doing, as well as what is available to students and families in the district.

Student Eligibility

The following criteria will be used to ensure the enrollment of the children with the greatest needs will be served when more children are enrolled than can be served:

Children who are behind a half grade level or more in reading.

Children who are behind a half grade level or more in math.

Children who are on free lunch.

Children who receive reduced lunch rates.

Children of single parent families who receive public assistance.

Children who are living with someone other than parents or are homeless (grandparents, foster family, etc.)

Children who have special needs

Children of parents with severe disability or illness in household.

Children referred by another agency including but not limited to, school counselors, Adanta, and school administration.



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Overview of Program

Cumberland County Middle School 21st Century Community Learning Center is an afterschool program that provides many opportunities for both CCMS students and parents

SNACK

Each Monday –Thursday we provide a healthy and nutritious snack to students. Even if your child is attending a sporting event or practice and not remaining for 21st CCLC activities they are still very welcome to join us for a snack in the CCMS lunchroom.

HOMEWORK HELP / TUTORING

After snack we provide homework help or tutoring needed by student or requested by parent or teacher. Students are to bring all homework with them to 21st CCLC. If the student has no homework on any given day we an academic offering will be provided . Students **MUST** attend tutoring to participate in enrichment activities.

ENRICHMENT CLASSES

New this year CCMS 21st Century will be gearing towards a project based learning environment. We will be working on various projects with the finished project being taken to competitions throughout the state. Future City Competition is an example of this type of project based learning we have worked on in the past.

FIELD TRIPS

There will be field trips to compete in various competitions, as well as a minimum of one reward field trip.

FAMILY NIGHT

Each month we conduct a Family Night in which parents are invited to visit and learn about activities and services available in the district.

We strive to provide a safe, supervised place for CCMS students to be after school where they can learn and have lots of fun doing it!

Field Trip Student Behavior

- Students are expected to follow the same rules on a CCMS 21st Century Field trip as any regular school day (including appropriate dress)
- Students are to remain with the teacher / chaperone at all times during a field trip.
- Students are expected to be respectful of all tour guides, chaperones, other students, property, etc..
- There will be no bullying or name calling, and hands will be kept to ourselves at **ALL TIMES!**
- If a student behaves in any way disrespectful to any other person or property during a field trip that student will be banned from 21st Century and all related activities for one year's time, including, but not limited to field trips and after school.
- If damage is done to any person or property by a student at any time or place on a field trip the parents of the student who caused the damage will be held legally and financially responsible, and CCMS 21st Century will in no way be held liable for damages caused by students not following the rules or instructions of any teacher, chaperone tour guide, or other party in charge of facilities in any way, or the rules listed in this handbook.

Policies for Parents Visiting the Program

Parents are **ALWAYS** welcome to visit their child at CCMS 21st CCLC. We do require that you sign in at the front office or with CCMS 21st CCLC staff upon entering the building.

In order to stay and help with any activities or classes , or chaperone any trips parents must have volunteer training.

Parent involvement is **STRONGLY** encouraged.

Volunteer Requirements

Anyone who would like to help in any way with the CCMS 21st CCLC must have volunteer training.

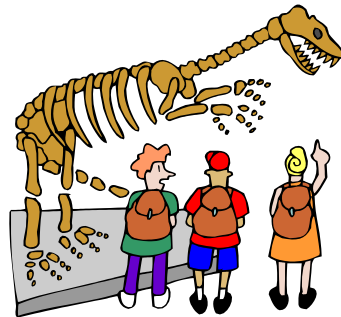
This is offered through Family Resource Center at 270-864-1262
Upon completing volunteer training please contact 21st CCLC staff to arrange scheduling for volunteer activities

CCMS 21st CCLC Schedule

- CCMS 21st Century is open Monday through Thursday immediately after school until 5:00pm
- We are not open on days when regular school is closed, including holidays, inclement weather closings, etc...
- CCMS 21st CCLC may close even even if there was regular school due to occasional late night inclement weather forecasting
- Additional site scheduling information will be provided throughout the year.

Daily schedule:

- 6:30—7:00 Morning activities
- 2:45—3:00 Snack in lunchroom
- 3:00—4:00 Tutoring / Homework Help
- 4:00—5:00 Enrichment Classes



Field Trip Requirements

- Trips will be taken for competition in the project based activities, and only students who are members of the team competing will be permitted to attend.
- We will also be offering at least one other trip in the school year. This trip will be offered at a fee, but we will be conducting fundraisers that will allow your child to earn his or her way towards the trip for a lesser or no cost.
- Unless stated in the permission slip ALL students will be required to bring money to purchase their lunch at a fast food location along the trip route.
- Permission slips must be completed by parents before any student will be permitted to attend the field trip
- ANY parent who would like to chaperone must have volunteer training, and must contact CCMS 21st CCLC staff to check availabil-

Cumberland County 21st Century Panther Learning Center Participant Behavior Contract

All Cumberland County Middle School and District rules apply to the after school programs.

All participants and their parents are expected to know the rules and follow them.

Participants must be respectful to the staff and other participants.

Students must bring homework every day to the 21st century program, or be prepared to work on one of the educational websites we are subscribed to or read independently & quietly, as not to disturb others. Students are not allowed to leave school grounds and then return for an activity.

The schedule for the Panther Learning Center program is from 2:45 - 5:00pm, Monday through Thursday. There will be no after school programs on days there is no school, (Snow days, holidays, etc...)

There will be no fighting, wrestling or bullying. Participants should always keep their hands to themselves.

No student who has not turned in a signed permission form will be able to participate in the program.

The use of foul language / profanity is not acceptable.

Participants are responsible for all of their belongings. Please keep up with your materials. Do not leave belongings or books in the classroom, the room may be locked when you come back later.

If there is a discipline problem, the 21st century staff member will fill out a discipline referral, and a note will be sent home to the parents. A second offense will result in a 1 week suspension from the program. A following offense will result in removal from the program for the remainder of the school year. Any participants who are given a discipline referral will have to see the principal or vice principal also, if the problem is severe or persistent administration will determine if further action is required.

Most important, work hard and HAVE FUN!!!

I have read and understand the rules for the Cumberland County 21st century after school program. I agree to follow these rules. I also understand that if I break these rules, I may be subject to disciplinary action.

(Signature required on back page to return to CCMS 21st CCLC)

Below please find a copy of the discipline notification used by CCMS 21st CCLC

Cumberland County Middle School
21st Century Community Learning Center
Discipline Notification

Date: _____

Dear Parent,
I am sorry to inform you that _____ is not acting in an appropriate manner during our after-school program. Our policy follows:

Disciplinary Action for CCMS 21st CCLC

CCMS 21st CCLC is an enrichment program for students who want to come, be involved, and behave in a correct manner. If a student misbehaves and requires disciplinary action, the following will happen.

- ___1. Disruptive behavior
 - a. Parents will be notified by letter that the child is misbehaving, and may be called to pick up the child.
 - b. 2nd offense will result in student not being allowed to attend 21st Century for 1 week.
 - c. After return, a subsequent event will cause the student to be suspended from 21st Century activities for the remainder of the school year.

- ___2. Fighting
 - a. Parents of both parties will be called by the Site Coordinator to pick up the child
 - b. The fight will be investigated and a report sent to parents
 - c. If it was minor, it will be treated as a #1 disruptive behavior
 - d. If it was more severe, one, or both of the parties will be suspended from the 21st Century program.

Note: _____

I hope that your child will conform to our policy immediately. If not he/she will be given another letter stating the amount of time he/she is to be suspended from the program.

Sincerely,

Tammy Wright
CCMS 21st CCLC Coordinator



Some of the classes we have offered include:

- Football 101
- Craft
- Bicentennial Activities
- Wii
- Play Station 4
- Karaoke
- Movie Nights
- Homemade Christmas Ornaments
- Painting historical designed pottery
- Art
- Science experiments
- Fitness
- Future City Competition
- History Day Competition
- Photography
- Technology teams
- Energy Teams
- Seasonal activities
- And much, much more!!!!

Parent Responsibilities

Parents are responsible for:

- Completing enrollment form
- Updating contact information ASAP if anything changes
- Pick students up from programming no later than 5:05 each afternoon
- Inform CCMS 21st Century Staff if there are any special medical concerns such as diet, epi pen, etc.
- Complete and return any special event permission forms in a timely manner

Pick-up Procedures

- Students must be picked up no later than 5:05. Students picked up after this time will receive a warning to take home for parents. If there is a second time being late picking the student up parents will be spoken to at pick up. If there is a third time being late to pick up students the student will be suspended from 21st CCLC activities for a period of no less than one week.
- Staff will walk students to the front door at 4:00 and at 5:00pm each evening of 21st Century programming. No student may leave other than those times unless a parent comes in to pick the child up in person.
- Students MUST stay for tutoring if they wish to participate in the enrichment classes. No student will be permitted back into CCMS 21st CCLC after leaving school grounds without a doctors note.
- Any student who arrives to CCMS 21st CCLC after tutoring will be held in the office while parent is called to pick them up.

Illness

- If a student becomes ill a parent or authorized person listed on CCMS 21st CCLC registration form will be contacted to pick up the child.

CCMS 21st Century is ALWAYS in need of community members and professionals to provide teaching services.

If you or someone you know has a skill or talent you would like to spend an hour teaching and or demonstrating to our middle school students PLEASE contact us!

Volunteers are always welcome!

Advisory Council

The Kentucky 21st Century Community Learning Center Grants require that each site have in place an advisory council. This council will serve to determine the direction a 21st CCLC program goes. Issues will be voted on, and decisions made affecting the programming, budget, and other issues. This council is comprised of parents, teachers, community members, grant partners, school administration, and 21st CCLC staff. Meetings are held once per month. There is a separate student advisory council that will meet to garner student input in the decision making process.

We would like to invite you to become a member of the CCMS 21st CCLC Advisory Council. For time, dates and location please contact a CCMS 21st CCLC staff member.

