



**21<sup>st</sup> Century Community Learning Centers  
Project S.P.A.R.K.  
Parent/Student Handbook  
2023-2024**



**A Collaboration with:  
Eastern Suffolk BOCES  
Brentwood Union Free School District  
Youth Enrichment Services  
Morrison Mentors**



## Table of Contents

Contact Information .....	4
SECTION I: MISSION STATEMENT, PURPOSE, GOALS & OUTCOMES.....	6
Mission Statement.....	6
Statement of Purpose .....	6
Program Goals.....	6
21 <sup>st</sup> CCLC Program Outcomes .....	6
SECTION II: EXPECTATIONS .....	7
Parents’/Guardians’ Expectation of the Program.....	7
Program’s Expectation of Parents/Guardians.....	7
Children’s Expectations of the Program .....	7
Program Expectations of the Children .....	7
SECTION III: ELIGIBILITY, ENROLLMENT, RECRUITMENT, AND RETENTION .....	8
Eligibility.....	8
Enrollment.....	8
Recruitment of Students.....	8
Retention of Students .....	8
SECTION IV: ATTENDANCE POLICY.....	9
SECTION V: Hours and Days of Operation .....	9
SECTION VI: Arrival and Dismissal of Students .....	9
Arrival and Dismissal .....	9

Transportation ..... 10

SECTION VIII: FIELD TRIPS AND TRANSPORTATION OF CHILDREN ..... 10

SECTION IX: SNACKS..... 10

SECTION X: HEALTH..... 10

    Students with Medical Conditions ..... 10

    Sick Children..... 11

    Distribution of Medication..... 11

    First aid..... 11

SECTION XI: SAFETLY PLAN & PROCEDURES ..... 12

    Emergency/Crisis Situations..... 12

    Security ..... 12

    Dangerous Weapons – Zero Tolerance..... 12

    Outside Safety Rules ..... 12

    Personal Property ..... 12

    Smoking and Tobacco Use ..... 13

SECTION XIII: PARENT PARTICIPATION ..... 13

SECTION XIV: EVALUATION ..... 13

SECTION XVI: STUDENT CODE OF CONDUCT ..... 13

SECTION VII: SUPERVISION POLICY ..... 15

SECTION XVII: PROCEDURE FOR REPORTING HARASSMENT, BULLYING AND DISCRIMINATION ..... 15

ACKNOWLEDGEMENT PAGE ..... 16

## Contact Information

### **Program Director of Project S.P.A.R.K.**

21<sup>st</sup> Century Community Learning Centers

Megan O’Neill, Ed.D.

631-218-5171

[21cclc@esboces.org](mailto:21cclc@esboces.org)

### **Site Coordinators at each school**

COPA-Brentwood High School, Hector Martinez

Morrison Mentors-Brentwood High School, Doron Spleen

YES-North Middle School, Carrie Schor

YES-South Middle School, Isis Paredes

YES-West Middle School, Tom Fallon

YES-East Middle School, Keith Millman

COPA Program, Hector Martinez

YES-Saturday Program, Alejandro Callejas

### **Education Liaison**

Brentwood High School, Massiel Ramirez

Please reach out to the [21cclc@esboces.org](mailto:21cclc@esboces.org) regarding questions or concerns regarding the program or other aspects of the S.P.A.R.K Program supported by 21<sup>st</sup> Century Community Learning Centers Grant.

## INTRODUCTION

An excited, extended day program is happening at Brentwood UFSD. It is called the **21<sup>st</sup> Century Community Learning Centers (CCLC)**. All program activities are offered through a 21<sup>st</sup> CCLC competitive grant funded by the New York State Department of Education through the U.S. Department of Education. Therefore, all program services are provided free of charge. The 21<sup>st</sup> CCLC grant will provide a variety of activities that will enrich the lives of our students and help them achieve academic success. While the main focus in the program will be on academic enrichment and remediation, other components will focus on building social, physical, and emotional skills through activities in fitness, sports, arts, culture, science, math, and technology.

The 21<sup>st</sup> CCLC program has **3** major components:

**Academic Enrichment**  
**Youth Development**  
**Parent/Family Engagement**

The 21<sup>st</sup> CCLC program will implement after school activities that will extend, enrich and remediate identified academic and socio-emotional needs of students. The overarching goal of the 21<sup>st</sup> CCLC Program is to provide the students and parents of Brentwood UFSD and the surrounding community with an organized, educational, and recreationally oriented program for students in grades 6-12. In collaboration with other community-based partners, our 21<sup>st</sup> CCLC program will also establish programming for family members of participating students to promote literacy, technology skills, communication skills, and increase the number of opportunities per year to interact with their child's educational environment.

This handbook explains the program's operational procedures. It also details parent/guardian and student expectations. The 21<sup>st</sup> Century community Learning Centers Project S.P.A.R.K grant supports extended learning programs in the following schools:

- Brentwood High School
- North Middle School
- South Middle School
- West Middle School
- East Middle School

## **SECTION I: MISSION STATEMENT, PURPOSE, GOALS & OUTCOMES**

### **Mission Statement**

The mission of the 21st CCLC SPARK (Service, Personal Achievement, Responsibility, Knowledge) project is to provide transformative experiences that promote lifelong learning for both children and adults. Culturally responsive programming that empowers students with academic, linguistic, and socio-emotional skills, builds character, and encourages innovation will ignite the spark for all children to reach their full potential in a diverse global society. Centers which are located Brentwood Middle Schools and High School provide a range of high-quality services to support student learning and development. These services include but are not limited to academic enrichment, tutoring and mentoring, homework assistance, music, art, sports, and cultural activities. Centers also provide safe environments for students during non-school hours. Community guests and involvement are strongly implemented with our enrichment activities.

### **Statement of Purpose**

The purpose of implementing afterschool programs in Brentwood UFSD at the 4 middle schools and the high school is to improve the lives of young people by nurturing their minds, bodies, and spirits through programs that incorporate independent learning, tutorial, and enrichment activities. Students will be engaged in activities and on-going relationships that increase confidence and encourage success in all areas of their lives - at home, in school, and in the community.

### **Program Goals**

**Goal 1:** To provide academic enrichment in core academic areas including reading, mathematics and science to support Next Generation Learning Standards to address student needs.

**Goal 2:** To engage participants in project-based learning in and through the Arts as well as a wide variety of enrichment and youth development services.

**Goal 3:** To provide our participants with the opportunity to take part in community service or service-learning projects to support student needs.

**Goal 4:** To provide participants' families and other community members the opportunity to serve as members of our 21st CCLC Advisory Board to increase levels of community collaboration in planning, implementation, and sustaining our program.

**Goal 5:** To provide services for parent involvement through a variety of family literacy and engagement workshops, classes, and referrals.

**Goal 6:** To help student improve their school attendance, classroom behavior, sense of self, positive life choices, sense of future and opportunity, and positive peer relationships, as well as decrease high-risk behaviors.

### **21<sup>st</sup> CCLC Program Outcomes**

Improved academic performance  
Improved social behaviors

Improved school attendance  
Reduced disciplinary actions

## **SECTION II: EXPECTATIONS**

### **Parents'/Guardians' Expectation of the Program**

Parents may expect that:

- Their children are cared for in a safe, nurturing environment at a teacher/student ratio of 1:20.
- They may visit with the Site Coordinator about concerns related to their child or the program.
- They will be informed about any misbehavior on the part of their child and meet with the Site Coordinator to bring improvement in the situation.
- They will be regularly informed about the 21<sup>st</sup> CCLC activities and events.
- They will be informed promptly if their child is in jeopardy of being dismissed from the program.

### **Program's Expectation of Parents/Guardians**

The Program expects that parents will:

- Attend parent literacy workshops and special functions.
- Inform the 21<sup>st</sup> CCLC immediately when there is an update with their child's information, including but not limited to change of address, allergies, medicines, IEPs, etc.
- Contact the Site Coordinator if the child will not be attending the 21<sup>st</sup> CCLC program for 3 or more consecutive days
- Be attentive of correspondence that comes from the 21<sup>st</sup> CCLC program
- Be responsible for replacing any items that their child breaks or destroys if used inappropriately

### **Children's Expectations of the Program**

Children may expect:

- To have a safe and nurturing environment.
- To receive respectful treatment with discipline that is fair.
- To have high quality 21<sup>st</sup> CCLC staff that are actively involved with them.

### **Program Expectations of the Children**

The program expects that children will:

- Not miss more than 5 unexcused days a semester from the program.
- Be responsible for their actions.
- Follow school rules that guide them during the 21<sup>st</sup> CCLC program.
- Remain with the 21<sup>st</sup> CCLC staff at all times until released by the proper authority.

## **SECTION III: ELIGIBILITY, ENROLLMENT, RECRUITMENT, AND RETENTION**

The 21st CCLC program invites children of all backgrounds to attend. Multilanguage learners and students with disabilities are especially encouraged to attend the program. In accordance with Title IX-Discrimination and Federal law policy, New York State public schools are prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, please contact [21cclc@esboces.org](mailto:21cclc@esboces.org).

### **Eligibility**

A student may be registered for the 21<sup>st</sup> CCLC program at any time during the school year as long as space is available, and they meet the 21st Century eligibility requirements. Students must be enrolled at Brentwood UFSD in grades 6-12 and reside within the school attendance area. Students who scored 1 or 2 on ELA or Math State tests will receive priority for admission to the academic enrichment program. Additionally, students academically at-risk as determined by report card grades, classroom performance, and teacher referral will receive priority consideration. All other available program admission slots are on a “first come – first serve” basis. Additional eligibility criteria include consideration of sibling participation and student’s ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations. The program welcomes all students wanting to participate.

### **Enrollment**

A complete 21<sup>st</sup> CCLC enrollment form must be on file before the student can attend the 21<sup>st</sup> CCLC program. Their parents/guardians must sign the evaluation release and the consent for their child to be photographed or videotaped during 21<sup>st</sup> CCLC activities. Students will not be allowed to attend the 21<sup>st</sup> CCLC program until this enrollment form has been completed, signed, dated and returned. It is the parents’/guardians’ responsibility to notify staff immediately of any changes to the information on the enrollment form so that current information is always on file. These changes would include change of address, change of contact numbers, change in those persons authorized for pick-up, and changes in family arrangements. This is for the safety of the child. Enrollment forms are always available at North MS, South MS, East MS, West MS and Brentwood HS. Please see a Site Coordinator for an enrollment form or access on online: <https://www.esboces.org/21stcclc>. A new enrollment form must be completed each school year.

### **Recruitment of Students**

CBO staff, school administrators, guidance personnel and the educational liaison will have primary responsibility for promoting the 21<sup>st</sup> CCLC program to students and families. The school district will oversee all aspects of the recruitment process providing enrollment forms, attending parent and teacher meetings to speak about the program, distributing bi-lingual posters and flyers and scheduling information sessions to discuss program’s benefits.

### **Retention of Students**

Based on results from the semi-annual QSA, the Advisory Committee will create a framework of best practices for recruiting and retaining students. To promote retention, 21<sup>st</sup> CLCC staff will



contact families of absentees by sending letters and making phone calls. There will also be an emphasis on student voice in program design through outreach surveys and frequent recognition and showcasing of talents and successes. The program's location within the school building will further encourage retention.

## **SECTION IV: ATTENDANCE POLICY**

The program implements an aggressive attendance policy to reduce absenteeism and to ensure students participate on a regular and consistent basis. The core service of the S.P.A.R.K. Program is academic achievement and enrichment activities. **All students must participate for a minimum of 15 hours.**

A Retention and Attendance Plan ensures that students are regularly attending the 21st CCLC program. Attendance is to be taken and reported to the Site Coordinator daily. Should a staff member learn of any reason(s) that a student may be considering leaving the program, report the information to the Site Coordinator. It is vital that attendance is monitored daily and requirements strictly enforced to ensure regular attendance. Due to limited spaces, students who enroll but do not attend regularly will be removed from the program to open up a spot from the waiting list (if applicable). Seats that become available will be filled from the students on the waiting list or new students recruited for available spots. New availability is announced to daytime staff and parents. No child is denied attendance based on race, color, religion, national origin, age, disability or by any employee or student. Home school and private school students who live in attendance area are allowed attendance based on program criteria and priority.

## **SECTION V: Hours and Days of Operation**

Brentwood High School: Monday, 2:00-5:00; Wednesday, 2:00-5:30; Thursday, 2:00-5:00; and Friday, 2:00-5:30  
Middle Schools: Monday-Friday, 2:30-5:30 [Saturday Program: 9:00am-12:00pm]

## **SECTION VI: Arrival and Dismissal of Students**

### **Arrival and Dismissal**

21st CCLC participants will report to the designated spot immediately upon dismissal at the end of the regular school day.

Students may not leave the building once program has started. Students will be accompanied by their club instructor for snack at 2:45pm. Under the guidance of the 21st CCLC director, students will have snack for the first 30 minutes and sign the attendance sheets for their respective clubs. Afterwards, the teaching artists/teacher of each club will lead their students to their designated classroom.

At dismissal staff will be outside to assist students getting picked up or taking the bus.

1. Parents/Guardians need to let 21<sup>st</sup> CCLC Site Coordinators know if their child needs to the leave the after-school program early.
2. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home.

### **Transportation**

Transportation home from the regular after school program will be provided. Parents will complete a form indicating need for transportation and person(s) to whom the child may be released. Children not riding the bus may be released to parents or other previously authorized persons upon showing identification, signing a log and time of departure. The 21<sup>st</sup> CCLC program will follow Brentwood UFSD Board Policy #8410-Student Transportation and #8410-R-Student Transportation Regulation.

In the event of unforeseen circumstances, bus transportation may be limited or discontinued for an extended period of time.

## **SECTION VIII: FIELD TRIPS AND TRANSPORTATION OF CHILDREN**

Parents/Guardians will receive written notification and will be required to sign authorization forms prior to any field trips. Fieldtrips are arranged by the school in collaboration with our community-based partners and in full compliance with Brentwood UFSD School Policy #4531-R. Trained staff members will be assigned a group of students to supervise. All students being transported on the school buses are required to follow the bus safety rules and procedures.

## **SECTION IX: SNACKS**

Good nutrition and physical activity are important components of a healthy learning environment. Students will receive nutritious snacks according to the guidelines of the Federal Child Nutrition Program provided by the Brentwood UFSD. Any food allergies must be disclosed by parents/guardians on their child's enrollment form in order for 21<sup>st</sup> CCLC staff to keep it on file and take appropriate precautions.

## **SECTION X: HEALTH**

### **Students with Medical Conditions**

Parents/Guardians are required to complete a medical form on any child that has a chronic or temporary medical condition. The completed form will state the medical condition, medications taken, directions for administering medications, how to treat/handle the medical condition and any additional information needed to ensure the safety of the child.

## **Sick Children**

Our 21st CCLC site provide children with a safe, clean and healthy environment. An area in the school is designated for children who may not be feeling well. A child with any of the following symptoms will be isolated and parent or emergency contact notified:

- Temperature of 100+ degrees F – in combination with other signs of illness
- Diarrhea
- Difficult or rapid breathing
- Redness on the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Stiff neck with an elevated temperature
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in school activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

## **Distribution of Medication**

The school will administer medications to a child only with written parental request. Medications will be stored in a designated area inaccessible to the children. Medications may NOT be stored in a child's book bag. The only exception to this requirement is for children who require the immediate use of an inhaler for a medical condition. Parents must sign a release stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler in his/her backpack and the backpack must be kept in the office. NY State Law mandates a note from the physician with the name, dosage and time medicine is to be given, the medicine must be brought to school by an adult in a pharmacy labeled container and a parent's note of permission to allow the designated school personnel to administer the medication.

## **First aid**

In the case of a minor accident/injury, staff will administer basic first aid. The first aid kits are available to designated employees. If the injury/illness is more serious, first aid will be administered, and the parents/guardians will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, EMS will be contacted, parents/guardians will be notified, and a staff member will accompany the child to the hospital with all available school health records. Staff will not transport children in staff owned vehicles. Only parents or EMS will transport.

All District policies and procedures regarding injury shall be followed, with appropriate reporting. Additionally, 21<sup>st</sup> CCLC will follow Brentwood UFSD Concussion Management Policy #5422.

## **SECTION XI: SAFETY PLAN & PROCEDURES**

### **Emergency/Crisis Situations**

The school has devised several procedures to follow in the event that an emergency would occur while a child is in the care of 21<sup>st</sup> CCLC staff. In the event of a fire, staff will follow the written instructions posted in the school safety plan. The instructions describe emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the school does conduct periodic fire drills. In accordance with NYS regulations, fire/safety drill will be conducted in the after-school program. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, students will be evacuated to designated emergency locations. A sign will be posted in the front door of the school indicating that we have been evacuated and the location where parents/guardians can pick up their child. Parents/Guardians will also be contacted as soon as possible to come to pick up their child. If a parent/guardian cannot be reached, we will contact the emergency contacts as listed on the child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible; contact and follow the directions given by the proper authorities; and contact the parents as soon as the situation allows. An incident report would also be provided to the parents/guardians.

### **Security**

A security officer is on campus each day the 21<sup>st</sup> CCLC program is in session. Both school and CBO staff are required to report any activities that could hurt students at our school promptly by informing school administration. Parents wanting to pick up their child need to check in with security and present a photo ID.

### **Dangerous Weapons – Zero Tolerance**

Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school. Offenders will be subject to disciplinary action and dismissal. Under no circumstances are concealed weapons permitted at the school.

### **Outside Safety Rules**

The school gym and school field will be used for recreational and physical activities and games. The same behavior rules and regulations to which students must adhere during regular school hours will be observed during the time the child is enrolled in the 21<sup>st</sup> CCLC learning program.

### **Personal Property**

Children's personal property such as coats, clothing, school bags, etc., must be taken home daily. Any personal property left at the program will be placed in a "Lost and Found" box. Although staff attempts to help children stay organized, our 21<sup>st</sup> CCLC staff cannot be responsible for lost personal

property. Personal property, such as balls, toys, games, jewelry, phones, electronics etc., should be left at home. We cannot assume responsibility for such items.

### **Smoking and Tobacco Use**

All school buildings and school grounds within NYS are designated as smoke-free environments. All employees, students, parents, and visitors are required by New York State law to refrain from smoking and/or using tobacco products anywhere on district and school property. This includes vape pens of any kind.

## **SECTION XIII: PARENT PARTICIPATION**

Parents are very important in a child's education and are encouraged to participate in parent meetings, read all material provided concerning the program and complete surveys.

Parents are requested to follow security procedures to insure the safety and protection of all children. Parents should keep the Site Coordinator informed of any changes in their child's emergency information or other factors concerning the welfare of their child. Four parent meetings will be held each year and attendance is highly encouraged.

Additionally, parents are encouraged to attend 21<sup>st</sup> CCLC quarterly advisory board meetings and parent literacy nights, information posted at [www.esboces.org/21stcclc.com](http://www.esboces.org/21stcclc.com). Parents can email [21cclc@esboces.org](mailto:21cclc@esboces.org) with any program questions.

## **SECTION XIV: EVALUATION**

All 21<sup>st</sup> CCLC programs are mandated to have an external evaluator. Our evaluator will use student's demographic data, grades and test scores, attendance, and discipline records to evaluate the progress of the students. A survey will be completed by students at the end of each academic year. Periodical surveys might also be sent home in order to obtain parent opinions of the program. Parents might be asked to please take time to complete the surveys, as they are an important means of helping better serve our students and families.

## **SECTION XVI: STUDENT CODE OF CONDUCT**

21<sup>st</sup> CCLC will follow Brentwood UFSD Code of Contract in addition to what is stated in this section. To provide a safe and secure environment for everyone, the following rules have been developed which will be in effect at all times. Students will be expected to:

- All school rules will be enforced. Respect all staff, other participants and property.
- Follow the directions of staff the first time they are given.
- Show respect and speak kindly to others (no swearing, put-downs, name-calling, threats, etc.)
- Keep hands and feet to yourself (no hitting, kicking, pinching, etc.)

- Ask permission when leaving program areas.
- Use equipment and materials properly, carefully, and with respect.
- Clean up after themselves.

These guidelines are also required of all staff members. Dress code for the regular school day also applies to the afterschool program.

Children 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. Students must understand that undesirable behavior cannot, and will not, be tolerated. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations. If at any time, the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff, himself/herself, or the program, a parent conference will be scheduled. If the behavior continues, the child may be dismissed from the program.

**Student responsibilities include:**

1. Taking Care of Equipment
2. Cleaning Up After Activities
3. Sharing Equipment With Each Other
4. Keeping Hands And Feet To Themselves
5. Using Appropriate Language
6. Treating Staff With Respect
7. Finish What They Start
8. Being Responsible For All Personal Belongings
9. Leaving All Toy Weapons And Personal Toys At Home

**Parent responsibilities include:**

1. Being on time to pick children up
2. Treating staff with respect
3. Bringing concerns to staff
4. Keeping up with policy changes
5. Notifying staff of changes in enrollment information
6. Informing staff of contagious illness
7. Keeping child's records up to date
8. Cooperating with staff on discipline matters
9. Completing program surveys and questionnaires
10. Signing and returning to school any program participation releases and forms

**Staff responsibilities include:**

1. Treating children and parents with respect
2. Motivating the children

3. Providing a safe, comfortable, and enriching environment
4. Introducing students to new and innovative hands-on activities not available during the regular school day

## **SECTION VII: SUPERVISION POLICY**

After school teachers are knowledgeable of developmentally appropriate adolescent behavior. Discipline shall be in accordance with rules and policy adopted by the school for the regular school day. Objectives, student expectations, behavioral code and discipline procedures shall be followed:

- Good behavior shall be praised and encouraged.
- The safety of children is our number one priority
- Good behavior is the key to providing quality programs.
- Children are expected to exhibit acceptable behavior and follow the student code of conduct/discipline plan list each school at the beginning of the year.
- Students must follow all directions given by the adult in charge and must be respectful of all teachers, site coordinator and fellow students. Students who do not follow the rules and policies may be dismissed from the program.

All children served in the 21<sup>st</sup> CCLC program will be supervised at all times by appropriate staff.

**Child Abuse Reporting:** All staff members are trained and mandated reporters of child abuse and neglect. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

## **SECTION XVII: PROCEDURE FOR REPORTING HARASSMENT, BULLYING AND DISCRIMINATION**

The 21<sup>st</sup> CCLC program does not tolerate and prohibits any kind of discrimination, such as harassment, hazing, intimidation and bullying in our program. We will follow Brentwood UFSD policy #0115 – Regulation Student Harassment and Bullying Prevention and Intervention. To report an incident please reach out to the site coordinator or program director as soon as possible after the incident so it can be investigated and resolved as quickly as possible. If a staff member observes/learns of an incident they must report it to the site coordinator within one school day.

**Sexual Harassment:** Sexual harassment is a form of misconduct that undermines the integrity of our programming. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and should promptly process a complaint with the site director. The 21<sup>st</sup> CCLC program will follow Brentwood UFSD board policy 0110.1 Sexual Harassment of Students and board policy 0110.2 Sexual Harassment of Employees.

**ACKNOWLEDGEMENT PAGE**

**PARENT/GUARDIAN ACKNOWLEDGMENT FORM**  
**Handbook & Code of Conduct**  
**2023-2024**

**21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTER PROGRAM**

The 21<sup>st</sup> Century Community Learning Centers (CCLC) is an out of school time program offered **FREE OF CHARGE** through a federal grant administered by the New York State Education Department. The program offers academic, leadership and enrichment opportunities for students and families. Bus services will be available throughout the course of the program. The 21<sup>st</sup> CCLC program is offered for students in grades 6-12.

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 21<sup>st</sup> CCLC has a dual capacity framework, meaning we serve both students and families.

Your child 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. Expectations during the out of school time program are the same as during the traditional learning day.

Please read and discuss this family handbook with your child. Then, please sign this form and return it the site coordinator along with the completed registration form.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
School Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)