



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



**New York  
21st Century Community Learning Centers**  
SOARING BEYOND EXPECTATIONS

**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 & Retention of Students .....	8
SECTION IV: ATTENDANCE POLICY.....	9
SECTION V: Hours and Days of Operation .....	9
SECTION VI: Transition Procedures.....	9
Arrival and Dismissal .....	9
Check-in/out Procedure.....	10
Transportation .....	10
SECTION VIII: FIELD TRIPS AND TRANSPORTATION OF CHILDREN .....	10
SECTION IX: SNACKS.....	10
SECTION X: HEALTH.....	11
Students with Medical Conditions .....	11
Sick Children.....	11
Distribution of Medication.....	11
First aid.....	12
SECTION XI: SAFETLY PLAN & PROCEDURES.....	12
Emergency/Crisis Situations.....	12
Security .....	13
Dangerous Weapons – Zero Tolerance.....	13
Outside Safety Rules .....	13
Personal Property .....	13
Smoking and Tobacco Use .....	13
Drills .....	13

SECTION XIII: PARENT PARTICIPATION ..... 14  
SECTION XIV: EVALUATION ..... 14  
SECTION XVI: STUDENT CODE OF CONDUCT ..... 15  
SECTION VII: SUPERVISION POLICY ..... 16  
SECTION XVII: PROCEDURE FOR REPORTING HARASSMENT, BULLYING AND DISCRIMINATION ..... 17  
PROFESSIONAL DEVELOPMENT ..... 17  
ACKNOWLEDGEMENT PAGE ..... 21

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Morrison Mentors-Brentwood High School, Doron Spleen

YES-North Middle School, Carrie Schor

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YES-West Middle School, Tom Fallon

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### **Education Liaison**

Brentwood High School, Massiel Ramirez

Please reach out to the [21cclc@esbores.org](mailto:21cclc@esbores.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 Center 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.

### **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 & Retention of Students**

The 21st CCLC program will work with the regular day to identify students for the afterschool program. The Site Coordinator will consult the school administration, day teachers, counselors, and special education teachers to identify the at risk, special education students and ELLs. The Site Coordinator will also identify students receiving EL services and IEP services. The Site Coordinator will review previous year’s benchmark testing scores to identify any additional at-risk students. Recruitment will begin by sending invitations and applications home with targeted students. The Site Coordinator or school designee will promote the 21st CCLC program during the school’s Open House Night as well as other school functions. 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. The 21st CCLC program will keep the program website updated the keep the community updated about the program. Teachers will be encouraged to promote the program to parents during conferences and as a resource to improve their student's achievement. Regular and open communication between the Site Coordinator and parents/guardians will take place to help ensure retention and in order to optimize services for the students and families. The Site Coordinator has access to Grade Book in the schools platform to help identify very specific needs for students. This will enhance regular communication between after school staff and regular day staff about assignments, missing assignments, and other immediate needs of students.

## **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: Transition Procedures**

### **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.

### **Check-in/out Procedure**

Each child will be checked in and out by the appropriate personnel. At each activity the student will be checked in and out again. If a student does not show up to an activity and does not have clearance to leave the 21<sup>st</sup> CCLC program early security will be notified about the missing student. Security will search the site for the student as well as other designated individuals. If student is located in close proximity of building, plan to retrieve student and bring student to safety. IF student cannot be retrieved to safety immediately or not located, immediately or not located, immediate response by the Site Coordinator to call 911. The site coordinator will contact the appropriate BUFSD administrators after speaking with 911. The teacher will contact the parent/guardian.

### **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.

## **AED**

AED's are located in the main lobby at East Middle School, West Middle School, North Middle School and South Middle School. AED's are located outside the nursed office at Ross High School and between the lobby doors and the discipline office at Sonderling High School.

## **SECTION XI: SAFETLY 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.

## Drills

Location	Drill Type	Frequency
Middle School	Shelter in Place	Twice a year
High School	Shelter in Place	Once a year
Middle Schools	Evacuation/Fire Drill	Monthly
High School	Evacuation/Fire Drill	Twice a year (Fall & Spring)
Middle Schools	Lockdown	None
High Schools	Lockdown	Twice a year (Fall & Spring)

## 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.

**Documentation:** As a staff member with 21st CCLC, you are required to assist the Site Coordinator with compliance items they must collect for grant compliance. These items may include things such as formal and informal communication with day staff, parent contacts, parent involvement activities, student attendance, and student behavior. Work closely with your Site Coordinator who serves as the administrator on duty during the program.

**Lesson Plans:** Instructional Staff are expected to develop weekly lesson plans at the appropriate instructional level of the class and that help to develop student's cognitive ability and respect for learning. Lesson plans should state the outcome expected and outline the lesson components to be implemented for reaching that outcome. Lesson plans should be turned in to the Site Coordinator.

### **Registration/Enrollment Forms:**

#### **EZReports**

EZReports is a powerful and comprehensive web-based software for managing grant-funded afterschool programs. EZReports meets the data collections and reporting requirements of the Federal 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) programs. It is required to enter in student registration into EZReports if a student is not already in the system. Additionally, attendance is required for each activity which includes students being signed in and out. This is how we track the hours the student has in the program. Additionally, EZReport will be used to track parent/guardian attendance and staff professional development. EZReport will track the program activities ensuring we are offering 15 hours of after school hours a week which is composed of a

minimum of 4 hours of academic, 2 hours of art-based activities, 1 hour of fitness, 2 hours of STEM and 1 hour of leadership/SEL.

#### **Quarterly Advisory Board Meetings:**

The responsibility of guiding and empowering programs to succeed in their mission is a shared responsibility, engaging the combined skills, insights and collective support efforts of all committed partners and stakeholders. The formation of an Advisory Board acknowledges that each stakeholder has a vital role to play, and it invites each member to make consistent, helpful contributions to the work – whether that’s offering creative ideas, raising awareness of important issues that need to be explored, or recognizing and celebrating the work of others.

Program leaders & staff, school leaders & staff, the Education Liaison, all program partners, parents, the Local Evaluator, and age-appropriate students. Full attendance and presence at the meetings are the goal this is to help create meaningful program design and review of program performance. There are 4 QAB meetings: 9/18/23, 11/20/23, 2/12/24 and 5/13/24 from 4:30-5:30, virtually.

#### **Quality Self-Assessment:**

The 21st CCLC Quality Self-Assessment format is designed to engage program leaders in thoughtful discussions about strengths and areas needing improvement. All site coordinators and program director are required to complete the QSA survey’s but any interested stakeholder can participate. There are 2 QSA meetings a year with mandatory attendance.

## **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.

## **PROFESSIONAL DEVELOPMENT**

Professional development is a key component needed in education. Professional development helps individuals learn new skills, boost confidence and credibility, develop leadership skills, build a network of support and advance your career. Additionally, it helps you set and achieve goals and build a toolkit of teaching strategies that help all students succeed.

Below is a list of some **FREE** professional development that is being offered this year. Please register for at least one professional development opportunity and email proof of attendance to Megan O’Neill at [21cclc@esboces.org](mailto:21cclc@esboces.org) so we can stay compliant with our grant regulations.

## **LI-RBERN**

To register:

[https://www.mylearningplan.com/WebReg/catalog.asp?D=10057&M=&Term=&btn\\_View=Search&INT\\_PROGRAMID=71614](https://www.mylearningplan.com/WebReg/catalog.asp?D=10057&M=&Term=&btn_View=Search&INT_PROGRAMID=71614)

	<b>TITLE</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>1</b>	ELL IDENTIFICATION PROCESS: FROM HLQ TO INFORMED PLACEMENT	August 24, 2023	9:00-12:00	Virtual
<b>2</b>	NEW TO THE NYSITELL: AN INFORMATIONAL SESSION	September 6, 2023	10:00-11:00	Virtual
<b>3</b>	TRAUMA-INFORMED SEL SUPPORTS FOR ELLS: REFUGEES, ASYLUM SEEKERS, AND UNACCOMPANIED MINORS	September 12, 2023	10:00-11:30	Virtual
<b>4</b>	ELL IDENTIFICATION PROCESS: FROM HLQ TO INFORMED PLACEMENT	September 14, 2023	9:00-12:00	Virtual
<b>5</b>	STUDENTS WITH INTERRUPTED/INCONSISTENT FORMAL EDUCATION (SIFE) OFFICE HOUR (FOUR-PART SERIES): SESSION 1 STEPS & SCENARIOS	September 14, 2023	1:00-2:00	Virtual
<b>6</b>	CO-TEACHING: PARTNERSHIPS, PLANNING AND PEDAGOGY *COHORT #1 (REGIONAL OFFERING)	September 18, 2023 September 27, 2023 October 10, 2023 October 16, 2023	9:00-12:00	Western Suffolk BOCES, 31 Lee Avenue, Wheatley Heights, NY
<b>7</b>	OFFICE HOURS: ELL IDENTIFICATION PROCESS	September 21, 2023	11:00-12:00	Virtual
<b>8</b>	NEW ADMINISTRATORS OF ELL PROGRAMS PLC SESSION #1	September 28, 2023	10:00-11:00	Virtual
<b>9</b>	STUDENTS WITH INTERRUPTED/INCONSISTENT FORMAL EDUCATION (SIFE) OFFICE HOUR (FOUR-PART SERIES): SESSION 2 RESOURCES - AMERICAN READING COMPANY	September 28, 2023	1:00-2:00	Virtual
<b>10</b>	INTRODUCTION TO THE NYSED CULTURALLY RESPONSIVE- SUSTAINING EDUCATION FRAMEWORK	October 3, 2023	8:00-2:00	Virtual
<b>11</b>	STUDENTS WITH INTERRUPTED/INCONSISTENT	October 5, 2023	1:00-2:00	Virtual

	FORMAL EDUCATION (SIFE) OFFICE HOUR (FOUR-PART SERIES): SESSION 3 RESOURCES - BENCHMARK EDUCATION			
<b>12</b>	SCAFFOLDING INSTRUCTION FOR ELLS ACROSS PROFICIENCY LEVELS	October 12, 2023	10:00-11:00	Virtual
<b>13</b>	ELEVATING GIFTED AND TALENTED ENGLISH LANGUAGE LEARNERS (ELLs)	October 18, 2023	3:00-4:00	Virtual
<b>14</b>	NEW ADMINISTRATORS OF ELL PROGRAMS PLC SESSION #2	October 26, 2023	10:00-11:00	Virtual
<b>15</b>	STUDENTS WITH INTERRUPTED/INCONSISTENT FORMAL EDUCATION (SIFE) OFFICE HOUR (FOUR-PART SERIES): SESSION 4 RESOURCES - BRIDGES TO ACADEMIC SUCCESS	November 9, 2023	1:00-2:00	Virtual

### ERIE BOCES

To register:

<https://www.e1b.org/en/instructional-support/2023-24online-courses-trle.aspx>

	TITLE	Date	PD hrs	Location
<b>1</b>	GROUP MINI-STUDY: BUILDING A POSITIVE AND SUPPORTIVE CLASSROOM BY JULIE CAUSTON AND KATE MACLEOD	10/22/23-11/19/23	3	Virtual
<b>2</b>	SEL: SOCIAL AWARENESS STRATEGIES FOR ADULTS AND STUDENTS	10/22/23-11/19/23	3	Virtual
<b>3</b>	VIRTUAL MUSEUM EXPERIENCES IN GOOGLE SLIDES	11/13/23-12/7/23	4	Virtual
<b>4</b>	TRLE WEBINAR: THINKING AND QUESTIONING PROTOCOLS WITH MICROSOFT 365	12/13/23	2	Virtual
<b>5</b>	PROMOTING DIGITAL LITERACY AND INFORMATION FLUENCY WITH TECHNOLOGY	1/9/24-2/1/24	3	Virtual
<b>6</b>	BOOK STUDY: WELL-BEING IN SCHOOLS BY ANDY HARGREAVES AND DENNIS SHIRLEY	1/15/24-2/12/24	8	Virtual

<b>7</b>	INSTRUCTIONAL STRATEGY: STUDENT ENGAGEMENT	1/15/24-2/12/24	3	Virtual
<b>8</b>	TRLE WEBINAR: THINKING AND QUESTIONING PROTOCOLS WITH GOOGLE WORKSPACE FOR EDUCATION	2/8/24	2	Virtual
<b>9</b>	BOOK STUDY: THE FLEXIBLY GROUPEd CLASSROOM BY KRISTINA DOUBET	3/3/24-3/31/24	7	Virtual
<b>10</b>	MINI GROUP STUDY: CLASSROOM TECHNOLOGY TIPS FROM MONICA BURNS	3/3/24-3/31/24	3	Virtual
<b>11</b>	VIRTUAL MUSEUM EXPERIENCES IN POWERPOINT AND SHAREPOINT SPACES	3/5/24-3/27/24	5	Virtual
<b>12</b>	VISIBLE LEARNING AND TECHNOLOGY	4/10/24-5/2/24	3	Virtual
<b>13</b>	MICROSOFT 365 TOOLS TO SUPPORT PROJECT-BASED LEARNING	5/7/24-5/29/24	3	Virtual
<b>14</b>	LOOKING TO THE FUTURE: EYES ON GOALS AND HOPES	5/12/24-6/9/24	3	Virtual
<b>15</b>	SEL: BEYOND THE CLASSROOM TO FAMILIES AND CAREGIVERS AND COMMUNITIES	5/12/24-6/9/24	3	Virtual
<b>16</b>	GOOGLE TOOLS TO SUPPORT PROJECT-BASED LEARNING	6/4/24-6/26/24	3	Virtual
<b>17</b>	GROUP MINI-STUDY: ENGAGING STUDENTS IN ALL TYPES OF TEXT	7/1/24-7/31/24	3	Virtual
<b>18</b>	SEL: RESPONSIBLE DECISION-MAKING FOR ADULTS AND STUDENTS	7/1/24-7/31/24	3	Virtual
<b>19</b>	SCAFFOLDED LEARNING EXPERIENCES IN GOOGLE SITES	7/9/24	2	Virtual

**ACKNOWLEDGEMENT PAGE**

**STAFF PROCEDURES HANDBOOK ACKNOWLEDGMENT FORM  
2023-2024**

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

I hereby acknowledge that I have been made aware that the 21<sup>st</sup> Century Learning Centers Program-Project S.P.A.R.K. has an Employee Handbook and that a copy of the Handbook, in electronic and/or paper form, has been made available to me for review. I hereby acknowledge that I understand that it is my responsibility to read the Handbook and familiarize myself with the policies contained therein. I agree to comply with all of the policies and procedures applicable to my position. Questions about the Handbook may be directed to the program director or BUFSD administration that is part of the 21<sup>st</sup> CCLC program.

I further understand that this Employee Handbook is not an employment contract and that changes may occur to the Handbook. I agree to comply with the policies contained in the Handbook as well as any updates or changes to the policies and procedures contained in the Handbook.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature