21st Century Program
Student & Parent Handbook

*updated March 28, 2024

Welcome to the 21st Century Program (CCLC) at The Lansingburgh Central School District

We are excited that you are interested in our 21st Century Program. There are so many learning opportunities geared to enhance your child's learning experiences. The 21st Century Program welcomes you to come explore the many options available to your child and your entire family. Please take some time to explore all of the amazing programs available for all students in grades 6-12. The information below will give you a better understanding of who we are, what we do and our promise to you and your family to provide a fun, safe, learning environment in which your children can thrive. If there are any questions or concerns you may have, please feel to contact Elizabeth Renfrew, Program Director erenfrew@lansingburgh.org or 518-233-6833.

CONTACT INFORMATION

Elizabeth Renfrew	21st Century Program Director	erenfrew@lansingburgh.org

21ST CENTURY PROGRAM MISSION STATEMENT

The 21st Century Community Learning Center Program is an afterschool program which provides high quality enrichment, healthy and wellness and community service experiences for approximately 135 students in grades 6-8 at Knickerbacker Middle School and 65 students in grades 9-12 at Lansingburgh High School in the Lansingburgh Central School District through school, community and parent partnerships.

PROGRAM GOALS AND OBJECTIVES

Knickerbacker Middle School and Lansingburgh High School (Grades 6-12)

- The 21st Century Programs at the Lansingburgh Central School District are a part of the New York State Education Department and the United States Department of Education's 21st Century Community Learning Centers (21CCLC) grant. 21CCLCs help students meet state and local student standards in core academic subjects, such as reading and math; offers a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other

educational services to the families of participating children.

Our program offers programming for students Grade 6-8 at Knickerbacker Middle and for students in grades 9-12 at Lansingburgh High School.

- Both programs run Monday-Friday from school dismissal until 4:30 pm.

The goal is to provide academic enrichment through learning disguised in our number of "clubs" offered to the students. Clubs change several times throughout the year, but they focus on arts and crafts, culinary arts, music, recreation, science, technology, engineering, project-based learning, and youth development opportunities.

ATTENDANCE POLICY

In order for students to benefit from the 21st Century Afterschool Program, regular and consistent attendance is required. Once a child is enrolled, attendance will be monitored, and inconsistent or sporadic attendance will be documented, and a notice of concern will be sent home and filed.

PROGRAM CALENDAR

- The program calendar will be updated on the Lansingburgh Central School District Calendar: District Calendar
- Program runs from 2:06 pm- 4:30 pm Monday through Friday at Knickerbacker Middle School and Lansingburgh High School.
    - There may be a day(s) that KMS will have program and LHS will not. This depends on other events and activities taking place in the evening at the school.
- Please reference the calendar on the district website for the most up to date program information.
- If you have any questions please contact program director Elizabeth Renfrew at erenfrew@lansingburgh.org.

CODE OF CONDUCT

- All staff and students participating in the 21st Century Community Learning Center programs will follow the Lansingburgh Central School District Code of Conduct which may be found on the district website at: https://www.lansingburgh.org/district/code-of-conduct

- The 21st Century Program will follow the discipline policies as laid out in the district Code of Conduct, including the following:
    - 1st Offense- A warning given by staff
    - 2nd Offense- Parent Notification
    - 3rd Offense- Possible suspension or termination from program
- In the event of a disciplinary problem during transportation during program, the 21st Century Director will work with the District Transportation Director and will notify parents as necessary on the findings.

DIGNITY FOR ALL STUDENTS (DASA)
NEW YORK STATE'S ANTI-BULLYING LAW

All children have the right to attend school in a safe, welcoming, and caring environment. DASA specifically ensures this for New York State public school students.
The Dignity for All Students Act (The Dignity Act also known as DASA) was signed into law on September 13, 2010. The legislation amended State Education Law by creating a new Article 2, Dignity for All Students, and revising Section 801-a regarding instruction in civility, citizenship, character education, tolerance, respect for others, and dignity. It combats bias-based bullying, harassment, and discrimination in public schools, and includes awareness and sensitivity in the relations of people including individuals of different races, weights, national origins, ethnicity, religions or religious practices, mental or physical abilities, sexes, sexual orientations, gender identities or expressions.

- Highlights of the new law, effective July 1, 2012:
- All public elementary and secondary school students are protected.
- DASA prohibits the harassment and discrimination of students by students and by school personnel.
- Our school's Code of Conduct has been amended to reflect the prohibition of discrimination and harassment of students by students or staff in age-appropriate language.
- Incidents of bullying or bias-based harassment are reported to the NYS Department of Education

To report harassment, hazing and/or bullying, please use the DASA Incident Report Form **and contact the appropriate Lansingburgh DASA Coordinator below:**

Lansingburgh Central School District DASA Coordinators

- Lansingburgh High School - Matthew Van Dervoort, mvandervoort@lansingburgh.org
- Knickerbacker Middle School - Carrie Phelan, cphelan@lansingburgh.org
- Rensselaer Park Elementary - Melissa Santarcangelo, msantarcangelo@lansingburgh.org

- Turnpike Elementary - Kelly Cataldo, kcataldo@lansingburgh.org

STUDENT EXPECTATIONS

Students are expected to:

1. Be responsible for their actions.
2. Respect school rules and program rules that help to guide them while at program.
3. Remain with their group and the staff at all times
4. Take care of the materials and equipment properly and return them to their place when done, or before taking out new ones.
5. Arrive at the program promptly. If a student leaves the building at dismissal, they will NOT be allowed to check-in for the day.
6. Be engaged in programs.

PARENT EXPECTATIONS

Parents may expect that:

1. Their children are cared for in a safe and supportive environment.
2. Their children are provided with a snack after school.
3. Their child will receive access to academic and enrichment based programming Monday through Friday from 2:06 - 4:30 pm.
4. They will be informed of any behavioral incidents related to their child.
5. All communication from the 21st Century office will be provided in the parent's primary language and in the parent's preferred communication style.
6. Family Engagement events and workshops will be catered to the specific needs of our school and the families who make up our community.
7. Their input regarding their child's needs and desires will be honored.

The 21st Century Community Learning Program expects that parents will:

1. Complete the registration form at the beginning of each new program year.
2. Pick up and sign-out your child/children on time if not transported by district buses.
3. Keep students' records updated.
4. Update contact information to ensure open communication.
5. Offer constructive feedback on the program by completing quarterly surveys.
6. Become involved in the program as often as their schedule allows.

DISCIPLINE PLANS

21st Century Staff will use the Lansingburgh Central School District Code of Conduct to guide disciplinary action during the program.

REGISTRATION AND ENROLLMENT

- The 21st Century Community Learning Center encourages children of all backgrounds to attend the program.
- In an effort to make registration more seamless, our registration form can be accessed online at:
    - Program Registration on Parent Square
- Please ensure to include any of your child's pertinent medical information in the registration form.
- It is the parents' responsibility to notify program staff of any changes. These changes would include change of address, change of contact numbers, change in those persons authorized for student pick-up, and changes in family arrangements.
- If for any reason, you are unable to complete this form digitally, please call the 21st Century Program Director, Elizabeth Renfrew 518-233-6833.

RELEASING STUDENTS FROM PROGRAMMING

- Students are encouraged to stay at program until dismissal, at 4:30 pm. Although, parents may pick their child up early if necessary.
    - If a student is being picked up early, the program director or site coordinator will call the classroom of the student's assigned club location and the student will be released to the main office where they will be signed out.
        - Students will only be released to designated dismissal persons.
    - Students may sign out of program and take the late bus home at 3:30 pm.
- Parents/dismissal person will need to come into the main office to sign their children out (at both KMS and LHS).
- At 4:25 pm each day an overhead announcement will be made for all pick-ups and walkers to go to the front desk for dismissal. At this time the students will sign-out and depart for the day.
- At 4:30 pm all students who ride district transportation home will be dismissed to assigned bus location(s) where attendance will be taken and students will walk with supervision to their assigned bus.

- Students must be enrolled in program and on the transportation list in order to ride the bus home from program.

MEDICATIONS

- We are fortunate to have a Registered Nurse on staff throughout our program hours. If your child requires medication administration during program hours, please be sure to reach out to the school nurse to communicate the needs.
- A child, who is not in attendance during the school day due to illness, will not be allowed to attend the program. If they have been sent home due to illness, they may not return to the program.
- In case of serious injury during program hours, a child will be taken to one of the local hospitals by an emergency vehicle for treatment. A staff member will accompany the child and the parent will be notified immediately by a 21st Century Staff member.

SNACK

- A nutritious snack will be provided each afternoon by our food services department. Please be sure to include any food allergies on your child's enrollment form.

PERSONAL PROPERTY AND ELECTRONICS

- If students are in possession of an electronic device, such as a phone, they will be directed to put the item away.
- Should the student be asked a second time, the item will be taken and parent pick-up will be required for return.
- We ask that if you need to contact your child during program hours, you contact the main office
  - Knickerbacker Middle School Main Office - (518) 233-6806
  - Lansingburgh High School Main Office - (518) 233-6811

COMPUTER ACCEPTABLE USE POLICY

- Use of computers that violates any aspect of School District Policy, Student Discipline Procedures, or state, federal and local laws or regulation is strictly prohibited. Using the school Computer System to obtain, view, download, send, print or display, or

otherwise gain access to or to transmit materials that are unlawful, obscene, ponographic, or abusive is prohibited. Students who engage in unacceptable use may lose access and be subject to further discipline.

DISTRICT SAFETY PLAN

The 21st Century Program follows the district's safety plan in the event of an emergency. The district safety plan can be found on the district website or using this link.