

LANDER COUNTY SCHOOL DISTRICT



21ST CENTURY COMMUNITY LEARNING CENTER HANDBOOK

1/2024

PROGRAM MISSION

The mission of our program is to align with your student's regular school day activities and to help close any achievement gap he/she may have. We do this by providing engaging and fun project-based learning opportunities where students explore, discover, and develop academically. Also, the program purposefully helps students cultivate skills for lifelong health, fitness, and positive community living.

Welcome to our 21st Century Community Learning Centers (21st CCLC) program.

The information included in this book will help you to understand the operations of our sites, and the responsibilities of our site staff, students, and parents. We hope you will become fully involved in your child's education and recognize how our programs will benefit your child, you, and your entire family. Our programs are located at Battle Mountain Elementary School (BMES), Eleanor Lemaire Junior High (ELJH), and Battle Mountain High School (BMHS).

What are 21st Century Community Learning Centers?

21st Century Community Learning Centers (21st CCLC) are federally funded programs that provide students with an array of academic enrichment activities outside the regular school day at no charge to its participants. Adult family members of actively participating students served by 21st CCLC are also offered educational and family events.

Offerings from our programs

- Offer services for students during non-school hours or periods when school is not in session (after school, before school, evenings, weekends, summer, or other school vacation periods). Adult Family Engagement services may occur at any time.
- Ensure that all services provided are designed to reinforce and complement the regular academic program of participating students and that services are in alignment with the instruction students receive during the school day.
- Supplement or enhance any existing out-of-school time offerings and cannot supplant or replace other funding sources.
- Ensure a safe and easily accessible learning environment, transportation (summer school only), nutritious after school snacks and summer meal(s) will be provided to students.
- Assist students in meeting performance standards for core academic areas.

Services provided to the students and families by LCSD 21st CCLC

Project based learning opportunities that incorporate science, technology, engineering, the arts and math (STEAM), as well as safety, health, nutrition, and sports instruction. In addition, homework assistance and targeted tutoring by certified teaching staff is offered in the program along with small group tutoring. Goal setting, strong management, student voice and leadership opportunities, and effective partnership with Community-Based Organizations.

Check-In and Out

Students may not leave campus then return to the program. Students transportation will be followed by the enrollment form on file or communication from the school office or parent/guardian. Students may be checked out anytime prior to the program ending time.

Mandated Reporting

All staff members are trained and mandated reporters of child abuse. 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 students is always our first concern.

Background Check

All program staff and volunteers who have direct contact with children and youth require a criminal background check prior to their first day of work. All background checks will be kept on file in the respective education offices.

Enrollment

Any registered Lander County School District student is eligible to attend our program at no charge. Enrollment forms are available at each program site along with each school office. Enrollment forms need to be completed and returned to the Program Director or school office. The registration forms

need to be completed each year the student participates, starting over with summer school. Please contact the Program Director at any time to update any information.

Program Attendance

Daily attendance records are maintained for each enrolled student and reported through the statewide data management system. Per, NDE students must participate at least 10 hours before sites are required to report attendance, demographics or other information. School day attendance is required to be able to attend the program on a school day.

Parent Involvement and Responsibility

Participate in appropriate activities & programs that support the education of their child. Get involved with the Advisory Committee and help make program decisions. Attend site-sponsored parent training and workshops. Being on time to pick children up. Keep records updated. Treat staff with respect.

Responsibility of Student

- Be responsible for their actions
- Follow school rules
- Be respectful to peers and staff
- Bring their materials to the program

- Use equipment and materials properly, carefully and with respect.
- Clean up after themselves
- Follow directions of the staff the first time they are given.

Disciplinary Policy

Our program discipline policies align with those of the school district. Dangerous, unsafe and frequent misbehaviors are unacceptable and will result in parents being contacted and principal being informed.

Natural Disasters and Emergencies

21st CCLC follows the emergency action plan procedures of the District School Board of Lander County in the event of a natural disaster including but not limited to fires, and lockdowns. If you would like to review the school's plan, please contact the Program Director. The center will not transport a child in emergency situations.

Medical Emergencies

Designated program staff are trained in First Aid and CPR. In the event of an emergency the parent/guardian or approved adult will be notified immediately and 911 may be called to provide urgent assistance. The school nurse and or nurse assistant may be called as needed.

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. A Zero-Tolerance policy for incidents involving bullying, threats, weapons, harassment, and drugs, etc. Students will be disciplined according to the LCSD Disciplinary Policies and Procedures, which could include suspension and expulsion from school and dismissal from the 21st CCLC program.

Health and Safety

Our staff provides a safe and healthy environment for all children. If your child has a known medical or health condition you must indicate it on the registration form and be sure your Program Director knows what to do if a problem should occur during program hours. You must make sure that any medication needed is available and that the appropriate forms for its use have been completed. Failure to notify our 21st CCLC program of your child's physical or health condition limits the ability to serve your family. If a child becomes ill while in the afterschool program, the parent/guardian or approved adult will be notified. Depending on the nature of the illness, the parent/guardian may be asked to pick the student up from the program. If

a child has any of the following symptoms, the parent/guardian will be notified to pick up the child immediately:

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Head lice • Ringworm • Pink eye
- Accidents requiring medical attention

A student may not return until they have been without symptoms for 24 hours.

Smoking, Vaping and Tobacco Use

All school buildings and school grounds within the LCSD are designated as smoke-free environments.

Personal Belongings

We assume no liability for lost/damaged items. Students should keep personal items including cell phones and other devices or toys in their backpack if they bring them to school. Students are NOT permitted to return to their locker or homeroom classroom once the regular school day is over.

Family Engagement

21st CCLC programs shall track participation of family engagement events to understand barriers, record participation, and monitor progress. Family members may include parents, grandparents, foster parents, guardians, extended family and other adults serving in a supportive role of a 21st CCLC participant. Each site will offer a minimum of 4 family nights. Effective family engagement supports learning in and out of school.

Snack/Meals

A nutritional snack will be provided each day at the after school program. Students will be served a hot free breakfast at summer school. Please include any food allergies on your child's enrollment form. Students may eat their own snack if they prefer.

Field Trips

Program field trips require a permission slip signed by the parent/guardian. Students are expected to follow the District Student Code of Conduct whether on campus or off campus.

Advisory Meetings

LCSD 21st CCLC will hold two advisory board meetings each year. These are open to the public and will be posted publicly. Representation from stakeholders including but not limited to students, school day teachers/staff, parents, community agencies, and

parents. Each meeting will take attendance and minutes will be taken.

Personal Development

Staff will attend LCSD early out Personal Development days throughout the school year. Staff will also attend required 21st CCLC such as Nevada Showcase, Beginning of the year training, National Out of School Time Conferences and any online courses available to them.

Summer School

LCSD 21st CCLC will offer up to an 8 week summer school at each of the locations, dates and time will be determined. Summer school is either academic and or enrichment based for registered LCSD students.

Lander County School District 21st CCLC Sites

Battle Mountain Elementary School 775-635-2889

After School Program Monday-Thursday 3:35 p.m.-5:35 p.m. Fridays: TBA

Summer School: Dates TBA 8:00 a.m.-12:00 p.m.

Eleanor Lemaire Junior High 775-635-8114

After School Program Tuesday-Thursday 3:50 p.m.-6:00 p.m. Fridays: TBA

Summer School: Dates TBA 8:00 a.m.-12:00 p.m.

Battle Mountain High School 775-635-5436

After School Program Monday-Thursday 3:35 p.m.-5:00 p.m. Fridays: TBA

Summer School: Dates TBA 8:00 a.m.-12:00 p.m.

LCSD 21st CCLC Program Director 775-635-2886 Ext. 2034

Monday-Thursday 8:00 a.m.-5:00 p.m. Summer School: 8:00 a.m.-12:00 p.m.

Lander County School District

450 East 6th Street Battle Mountain, NV 89820

775-635-2886