

This form should be filled out for students who attend Laurel Elementary, Mountain City Elementary, JCMS and JCHS. Please read the following pages and scroll to the bottom to sign the parent permission form and participation permission to complete the student survey.

21st Century Program Policy, Procedures and Handbook

We would like to welcome you to our 21st Century before and after school program. The following information will address our policies and procedures and is designed to help your family become more familiar with our program. Our goal is to provide a first class before and after school program for children in grades PreK-12. The following policies and procedures will serve as for the successful accomplishment of our goal.

ATTENDANCE:

We encourage students to attend each session in which they enrolled and to stay the entire time allotted.

BEHAVIOR MANAGEMENT TECHNIQUES THAT WILL BE UTILIZED:

Positive Reinforcement, modeling positive behavior, consistency, provide students with choices, utilize transitional routines, change student seating/area, redirecting, pairing students up to work together, teacher proximity.

CHECK IN/OUT:

Morning Procedures: Students may take their breakfast to their morning 21st Century session. Their 21st Century instructor will sign them in. Each student will then report to their 1st period class when the appropriate bell rings

Afternoon Procedures: MCE and JCMS students will be checked in when they arrive for snack by a staff member. You must sign and date the note found in the transportation section of the enrollment packet or check that box on the online form if you wish for your child to walk to a designated location after each session at MCE and JCMS. JCHS students will report to their designated session for their program of the day.

DISENROLLMENT - EXPULSION POLICY:

Major offense violations may result in expulsion from the program. Major offenses include but not limited to drug violations, leaving the classroom/building without permission, stealing from student or adult, hitting/kicking an adult, throwing an object which could harm or cause injury, challenging/deliberate disrespect to an adult, fighting or kicking in an aggressive manner, sexually explicit language, inappropriate touching, swearing, threatening an adult or student, deliberate destruction of property, deliberate spitting on a person or biting, verbal threats which could harm an adult, student, or property (bullying, harassment, and threats against student/adult/school).

HOURS OF OPERATION:

The 21st Century program operates Monday through Friday 7:00-8:00 AM and 3:00-5:00 PM when school is in session. All 21st Century sessions will be canceled if school is closed. This includes early dismissals.

INCLEMENT WEATHER POLICY:

All 21st Century sessions will be canceled if school is closed. This includes early dismissals for any reason.

PROCEDURE FOR ILLNESS:

21st Century will contact the parents/guardians of any student who becomes ill while in our care.

PROCEDURE FOR INJURY:

21st Century will contact the parents/guardians of any student who is injured while in our care. If the injury is serious in nature, unless instructed differently by parents, we will call for an ambulance.

PROGRAM ELIGIBILITY REQUIREMENTS:

Youth in PreK-12th grade enrolled at Laurel Elementary, Mountain City Elementary, Johnson County Middle School and Johnson County High School. The 21st Century program is awarded to schools with a high concentration of low income students (40% or higher). Below are the requirements:

- *Qualify for free/reduced lunch;
- *Serve students who primarily attend schools that are implementing comprehensive or targeted support and improvement programs und ESEA;
- *Are submitted jointly between at least one district receiving funds under Title I, Part A; and
- *All programs must provide services in a manner consistent with the state childcare guidelines.

PROGRAM GUIDELINES:

Programs established must be designed to reinforce and complement the regular academic program of participating students. All activities must be educationally based. Services to students are provided on an average of 12 hrs. per week in grades PreK-5 and 10 hrs. per week in grades 6-12. Some of the program activities are listed below:

- *Academic Enrichment/Tutoring
- *Cultural Programs
- *Literacy Education
- *STEM, including Computer Science
- *Expanded Library Service Hours
- *Services for Individuals with Disabilities
- *Activities for English Learners
- * Drug & Violence Prevention and Counseling
- *Technology Education
- *Healthy & Active Lifestyle
- *Career Competencies and Career Readiness
- *Parenting Skills and Family Literacy

RULES:

The 21st Century Program will follow all school rules, regulations, and procedures already in place. Possible consequences for inappropriate behaviors may include the following: Conferences, ASD, ISS, restitution made by students, parent phone calls, and referral to school counselor, or removal from program.

SMOKE FREE:

The 21st Century program is a smoke free environment. Smoking is prohibited on any school property or while on any sponsored events.

SNACK:

Snacks will be provided by the 21st Century program and/or the Johnson County School System Nutrition Program. Please provide any information to us concerning your child's food allergies.

STAFF:

Johnson County Schools hires only qualified staff over the age of 18 to work in the LEAPs Program. A background check is required for all employees who work in the program.

If you have any questions, please contact the following:

Laurel/MCE Site Coordinator – Christi Gentry

JCMS Site Coordinator – Mechelle Arney

JCHS Site Coordinator – Aleta Gentry

21st Century Project Director – Dr. Mischelle Simcox

Parent/guardian Consent to Participate in 21st Century Program. This form must be completed before your child can participate in the program.

I have read and understood the 21st Century Program Policies and Procedures and I would like my child to participate in the 21st Century Program.

Child's name: _____

Parent Signature: _____

Date: _____

Parent/guardian Consent to Participate in Student Surveys

The Tennessee Department of Education partners with the University of Tennessee Social Work Office of Research and Public Service to evaluate extended learning programs funded by the Nita M. Lowery 21st Century Community Learning Centers (21st CCLC) and Lottery for Education Afterschool Programs (LEAPs) grants. Part of that evaluation includes a survey for students in grades 3-12. The survey is anonymous; your child will not be asked to provide their name when they complete the survey. The survey asks about your child's experience of the extended learning program and their response will support continued high-quality programming.

The survey can be reviewed at <https://tn-elap.sworpswebapp.sworps.utk.edu/news-area/>

Please indicate below if your consent for have your child participate in the survey.

I consent to have my child participate in the student survey.

I do not consent to have my child participate in the student survey.