

Columbia School District

21st Century Community Learning Center

X-STREAM Program

Before and After School



Parent & Student Handbook 2024-2025

Welcome!

MESSAGE TO PARENTS/GUARDIANS

Thank you for choosing to participate in the X-STREAM Program. We are looking forward to providing a positive experience for your family. This handbook contains information about the X-STREAM Program's policies and procedures. Refer to this handbook throughout the year to help answer any questions that may arise. If you should have any questions regarding this handbook, please contact:

Columbia Primary School, 601-736-2216

Delesa Newsom, 21st CCLC Site Director dnewsom@columbiaschools.org

Columbia Elementary School, 601-736-2362

Danielle Whittington, 21st CCLC Site Director dwhittington@columbiaschools.org

Jefferson Middle School, 601-736-2786

Alex Smith, 21st CCLC Site Director alexsmith@columbiaschools.org

Columbia High School, 601-736-5334

Kelsey Robbins, 21st CCLC Site Director krobbins@columbiaschools.org

Columbia School District Mission Statement

The mission of the Columbia School District, an educational organization with active community involvement, is to ensure that all students reach their potential and become responsible productive citizens through quality education which provides challenging academic and extra-curricular activities.

Purpose and Goals

The Columbia School District's 21st Century Community Learning Center program will be referred to as **"X-STREAM"**. X-STREAM will focus on "X-ing out" learning gaps by providing eXplicit instruction and eXperiences in STREAM: Science, Technology, Reading, Engineering, Art, and Math. X-STREAM will operate before school by adding a eXtended Learning (XL) period at each campus, after school, and off campus at the Columbia-Marion County Public Library throughout the week and on weekends. X-STREAM will serve all four schools in the district.

Registration and Enrollment:

Parents must complete the registration letters (attached.) Letters must be read, signed, and returned to the school office before a child may participate.

Location

The X-STREAM After School Program will be housed at Columbia Primary School for first and second grade. The X-STREAM After School Program will be housed at Columbia Elementary School for third through fifth grades. The X-STREAM After School Program will be housed at Jefferson Middle School for sixth through eighth grades. The X-STREAM After School Program will be housed at Columbia High School for ninth through twelfth grades.

Schedule

The X-STREAM Before School Program will operate every day during the week for 45 minutes before school starts. This time will be called the XL Period (eXtended Learning Period).

The X-STREAM After School Program will operate three days during the week on Monday, Tuesday, and Thursday for two hours after school.

X-STREAM Power Hour After School Program
Schedule

Time	Mon	Tues	Thurs	Location
	Math Monday	Tech Tuesday	Thrilling Thursday	CPS, CES, JMS, CHS
20 minutes	Heathly Snack/Daily Character Education Lesson			Cafeteria
40 minutes	Explicit Instruction	Explicit Instruction	Explicit Instruction	Teacher Classrooms
10 minutes	Break/Transition	Break/Transition	Break/Transition	Gym/playground
40 minutes	Power Hour	Power Hour	Power Hour	Teacher Classrooms

Code of Conduct

Classroom Rules



Discipline Policy



COMPUTER EXPECTATIONS

1. All students will be assigned a specific computer/device. If something goes wrong during class, the instructor will be notified immediately or the student may be held responsible at a later time.
2. All programs must be closed at the end of class, leaving the desktop clean and empty.
3. Abuse of the computer will cause the student to be excluded for a period of time determined by the teacher.
4. If vandalism occurs, a student's parent/guardian will be held financially responsible for repair or replacement costs of computer equipment.
5. Absolutely no edibles or drinks will be allowed while using the computer/tablets.

Dress Code

The X-STREAM Program dress code is the same as the dress code for each individual school.

EXPECTATIONS

The X-STREAM Program expects children to (1) respect the school rules while at the X-STREAM Program, (2) remain with assigned group and staff at all times, (3) properly care for materials and equipment and return them to their place when finished and (4) be responsible for their actions.

Personal Belongings

We assume no liability for lost items. Students may keep personal belongings in their backpacks. Students are NOT permitted to return to their lockers/classrooms once the regular school day is over.

Illnesses

If a child becomes sick, he/she will report to the 21st CCLC Site Director and parents will be contacted to pick up the child. Sick children will remain with the 21st CCLC Site Director until parental contact is made and the child is picked up.

PRESCRIPTION MEDICATIONS

When children require prescription medications, written instructions and signature of a parent/guardian must be on file. A “Medication Authorization Form” must be completed for each medication given. All medications must be stored in their original prescription containers. The label qualifies as authorization to give the medication. Staff members will keep all medication in a specific locked container. Medications will not be administered if the expiration date has passed. All medications must be clearly marked with the (1) child’s name, (2) physician’s name, address, and phone number, (3) name and strength of medication and (4) directions, time, and method of administration.

Snacks

The X-STREAM Program will offer daily, nutritious snacks that meet the requirements of the USDA National School Lunch Program for meal supplements. Our Food Services Director and Cafeteria managers will plan and provide nutritious snacks that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs. We will follow the National School Lunch After-school Snack Program procedures and the Columbia School District Wellness Policy of commitment to nutrition and commitment of food safe schools. If your child has any dietary needs, he/she may bring a snack from home. If you would like to send an alternative or additional snack with your child, please inform the 21st CCLC Site Director.

Transportation

Parents must provide transportation home from after-school for their child.

Sign-In and Sign-Out:

The X-STREAM Program will follow check-in and check-out policies from the local school’s student handbook. Children enrolled in the X-STREAM Program are also required to sign in and sign out daily – which may be accomplished by the teacher taking attendance and checkout digitally. STUDENTS CANNOT BE RELEASED TO ANYONE WITHOUT PRIOR PARENTAL PERMISSION.

Pick-up Procedures:

Beginning school year 2023-2024, all student pick-ups at CPS and CES locations will utilize an online system dismissal system called Dash Pass. Students at JMS and CHS will sign students out digitally.

Late Pick-up Policy:

Parents are responsible for picking up their children by the scheduled dismissal times. If you anticipate being late, please call your child’s school so that we may notify our staff. If a child(ren) is left at the site following the closing time, the site staff will wait for 5 minutes and will then call the parents/guardians at work and home. The site staff will call the two emergency phone numbers listed on the child’s registration form if the parents/guardians cannot be located. If someone cannot be located to pick up the child(ren), the X-STREAM Program will contact law enforcement officials who will ensure the child’s safety by keeping the child in their

custody. Contact your 21st CCLC Site Coordinator or school office so arrangements can be made for your child if an emergency occurs. Picking your child(ren) up late more than three (3) times could result in suspension from the program. All X-STREAM Program students will begin dismissing at **4:40 p.m.**

Half Days/Holidays/Emergency Closings

There will be no after-school program on half days and school holidays. On days with weather advisories in which school does not dismiss early, the project director and school administration will make a decision on the day's programming schedule. This procedure has been formulated due to safety concerns. Please listen to local radio stations for announcements of school closures.

Emergency Procedures

Practice Drills will be scheduled and performed once per year.

Changes in Personal Information

Notify the X-STREAM Program 21st CCLC Site Director in writing if there are changes in (1) phone numbers, home address, work places, school, and/or doctor/emergency contacts, (2) individuals authorized to pick up your child (through Dash Pass), (3) child's allergies, medications, and/or health/immunization status and (3) program participation hours. It is imperative that children's regular school registration information is accurate.

Inclement Weather

On days with weather advisories in which school does not dismiss early, the project director and school administration will make a decision on the day's programming schedule. This procedure has been formulated due to safety concerns. Please listen to local radio stations for announcements of school closures.

Medical Emergency Plan

At the time of regular school enrollment, *parents/guardians are asked to give permission for emergency medical treatment for their children.* A child will not be allowed to participate in the program unless this form is completed and signed by parents/guardians. When a medical emergency arises, site staff will take whatever steps may be necessary to obtain emergency medical care if it is warranted in his/her opinion. These steps may include, but are not limited to:

- Providing First Aid – Appropriate first aid will be administered to your child immediately.
- Notifying parent/guardian – We will make every effort to notify the child's parent/guardian. This effort will include telephoning persons listed on the emergency information form.
- Obtaining medical assistance – If the effort to contact the child's parent/guardian fails, we may attempt to contact the child's physician as designated by the parent/guardian. In the event a parent/guardian or the child's physician cannot be contacted, we will (1) call another physician, (2) call an ambulance and/or (3) transport the child to the nearest emergency medical facility.

Volunteers

Volunteers will be used to enrich the 21st CCLC program whenever possible. They will be trained and supervised by our highly qualified X-STREAM Program staff. All volunteers must be screened and agree to a criminal records check.

Student Progress

The 21st CCLC program Activities

The X-STREAM Program before-school and after-school activities will address the academic needs of the students and their families. The X-STREAM after school programs will operate at the CPS, CES, JMS, and CHS sites two hours a day, three days per week: Math Mondays, Tech Tuesdays, and Thrilling Thursdays. Paraprofessionals and/or high school students will provide assistance. The 21st CCLC Site Director will oversee homework assistance all three days. One X-STREAM instructor for each grade will conduct eXplicit instruction for math each Monday and for technology each Tuesday. Thrilling Thursdays will be grade specific and will be extremely active as students create art, build/make a product, or conduct experiments. Each Thursday, the specified grade of Parents will be asked to attend their child's academic presentation called Thrilling Thursday's Stand and Deliver. Parents will arrive early to receive mini training on how to help students academically. They will receive guided prompts of what may be educationally helpful to be asked after the students present in Thrilling Thursday's Stand and Deliver small group presentations.

Communication

The X-STREAM Program staff will communicate on student progress with regular school day teachers on an ongoing basis. They will also communicate with parents and students on student progress via website, Canvas, notes home, telephone calls, and emails. Each site will also have a Facebook page kept up-to-date by the X-STREAM 21st CCLC Site Director to showcase student and family activities. The eXtended Learning (XL) Period Extended Library Directors will update the X-STREAM websites and will post upcoming events, weekly/monthly schedules, and a progress summary.

Data Collection.

Each site's eXtended Learning (XL) Period Extended Library Director will gather data and post on the site's website a progress summary.

Documentation of sufficient gains in participating students' academic achievement will be maintained, as evidenced in:

- o State assessments for accountability MAAP, ACT, etc.
- o End-of-year report card grades;
- o Student classroom portfolios;
- o Student classroom participation reports;
- o Student after-school attendance records and
- o Student after-school progress/weekly skills reports.

Additional documentation for other indicators for Program Quality consists of the following:

- o Family involvement and/or participation records;
- o Community involvement and/or participation records

Diversity

Each child in the X-STREAM Program is expected to be a positive, contributing member of the program. It is important for children to demonstrate respect for individual differences, the environment, and the community. This creates a supportive and nurturing environment where children can involve themselves fully while embracing individual and cultural diversity. It is the policy of the X-STREAM Program that all decisions

affecting students and their families will not be based on national origin or ancestry, age, physical or mental disabilities, political beliefs, race, color, creed, religion, or sex. All program participants are entitled to fair and equal treatment. Grievance settlement avenues are available through the school office.

Dropout Prevention

In an effort to actively increase graduation rate and decrease our dropout rate, we will follow the National Dropout Prevention Center's three critical areas of systemic renewal, school community collaboration, and create safe learning environments. In particular, we will implement an aggressive eXtended Learning (XL) Period at Columbia High School to assist highly at-risk students in credit recovery, dropout prevention, college readiness, and general curriculum reinforcement while offering enrichment, as well.

Enrichment Opportunities

The X-STREAM Program's Highly Qualified Instructors who are already employed by the school district will be available "on call" for before-school tutoring. This 45 minute window before school starts will promote security and confidence for students who need help or tutoring before the regular school day. This will promote quality student/teacher relationships by providing consistency and stability for students from reliable teachers who make themselves available to serve and meet the needs of the students. **X-STREAM After School Program activities** will include manipulatives, small group work, and opportunities to strengthen social and emotional learning.

Expectations

Students should expect that the X-STREAM Program staff will (1) provide a safe, supportive and consistent environment, (2) offer nurturing care and be actively involved with them, (3) treat them with respect, (4) offer choices of fun, enriching recreational and educational activities, (5) supply discipline that is fair and non-punitive and (6) make program equipment, material, and facilities available on an equal basis.

Special Needs Children

The X-STREAM Program ensures that students with disabilities are included to the maximum extent appropriate, with non-disabled students in programs, activities and services.

Staffing

The X-STREAM Program adheres to qualifications mandated by the State of Mississippi when hiring staff. Our maximum ratio is 15 children to one staff member. In addition, staff members are provided with on-going training and supervision. Upon employment, all 21st CCLC staff members are recommended to have current First Aid training and are required to have a criminal background check.

Attendance

Our 21st Century Community Learning Center after-school program is an academic program and NOT aftercare. As per grant guidelines, it is required for your child to attend a minimum of thirty days. Attendance will be taken by our staff and reported daily. More than two unexcused absences may result in your child's removal from the program.

If your child will not be attending the program because of a scheduled appointment, vacation or other planned absence, please notify your 21st CCLC Site Director or school office. When your child is ill and you are notifying the school of the impending absence, request the school to put a notice of the child's absence in the X-STREAM 21st CCLC Site Director's mailbox.

If a child does not arrive at the program as usual, the site staff will attempt to contact parents/guardians at home and work. Absentees without prior notification may be mistaken for a missing child resulting in unnecessary concern and time being spent searching for the child. Habitual failure to inform our office of your child's absence may result in a loss of service.

Parent Engagement

Agreement to Participate

Regarding the participation in the X-STREAM Program, parents/guardians commit to (1) encourage their child(ren) to follow the rules, (2) notify the site staff when there is a concern regarding their child(ren) or the program, and (3) understand the X-STREAM Program's Discipline Plan.

The X-STREAM Program's staff members commit to (1) provide a safe, nurturing, enriching environment, (2) communicate with parents/guardians when issues arise and (3) view disciplinary actions as opportunities to learn and grow.

Expectations

Parents/Guardians can expect that the X-STREAM Program and/or staff will (1) care for their child(ren) in a safe, supportive environment, (2) inform them promptly if their child(ren) does not arrive at the program according to his/her registration information, (3) have a site staff available to voice concerns related to their child(ren) and/or program and (4) communicate significant misbehavior on the part of their child(ren) and work in conjunction with staff to improve the situation.

The X-STREAM Program expects parents/guardians will (1) keep their child(ren)'s records current, (2) pick up their child(ren) by the program's closing time, (3) inform the X-STREAM Program 21st CCLC Site Director if attendance will change at any time, (4) pay program fees on time and (5) work with staff to make improvements in their child(ren)'s behavior if needed.

Family Activities

The X-STREAM Program will offer activities for participants' families during after-school. In an effort to *strengthen families*, activities will be designed to educate or train parents on how to help their children academically and how to work together with children to practice new skills. Where applicable, activities will be implemented that require simultaneous parent and student participation.

Opportunities for parent feedback and input

The X-STREAM Program will create and maintain an X-STREAM Program Advisory Committee composed of a diversity of stakeholders. Members will include school administrators, teachers, students, staff, business leaders, community leaders, and /or parents. The Advisory Committee will commit to serve on a rotating basis and will commit to meet at least two times/year to approve planned activities/schedules, review progress/results, promote change and improvement, and review budget.

Responsibility of Parents

Parents must complete the registration form (attached.) All sections must be read, signed, and returned to the school office before a child can participate. Parents are responsible to inform the school office if a child will not be participating on their scheduled day or the child will have an unexcused absence. If your child will be absent from the program, please call your child's school and leave a message. Any child with more than two unexcused absences may be removed from the program.

Thank you for taking the time to understand our policies and procedures. Please direct any questions, comments and/or concerns regarding our Parent Handbook to our 21st CCLC Site Director. We look forward to your child(ren) becoming a part of the X-STREAM Program.

Contact Information: If you need to contact the X-STREAM Program staff, please call the school office or email the X-STREAM 21st CCLC Site Director.

X-STREAM Program

Columbia Primary School

Ashley Haddox, Principal

Heather Martin, Assistant Principal

601-736-2216

Delesa Newsom, 21st CCLC Site Director dnewsom@columbiaschools.org

Columbia Elementary School

Dr. Jay Rayborn, Principal

Julia Foxworth, Assistant Principal

601-736-2362

Danielle Whittington, 21st CCLC Site Director dwhittington@columbiaschools.org

Jefferson Middle School

Leslie Campbell, Principal

Jamie Powell, Assistant Principal

601-736-2786

Alex Smith, 21st CCLC Site Director asmith@columbiaschools.org

Columbia High School

L.V. McNeal, Principal

Melissa Jordan, Assistant Principal

601-736-5334

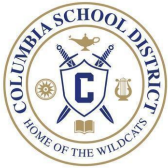
Kesley Robbins, 21st CCLC Site Director krobbins@columbiaschools.org

Columbia School District

Dr. Jason Harris, Superintendent

601-736-2366

Amy Lee, 21st CCLC Director alee@columbiaschools.org



Columbia School District

X-STREAM MORNING PROGRAM - XL PERIOD

21st Century Community Learning Center

Dear Parents/Guardians:

We are pleased to inform you that **your school** has been designated a 21st Century Community Learning Center (CCLC) by the Mississippi Department of Education. The 21st CCLC program will be referred to as **"X-STREAM"**. X-STREAM will focus on "X-ing out" learning gaps by providing eXplicit instruction and eXperiences in STREAM: Science, Technology, Reading, Engineering, Art, and Math. The X-STREAM program will operate before school by adding an eXtended Learning (XL) Period at each campus and will operate after school. The XL period will start **45 minutes** before school each day of the week and will begin **Monday, August 5, 2024**.

Based on a review of classroom performance, achievement on state tests, report card grades, behavior, attendance, and/or other indicators, **your student** has been recommended for participation in the program. The X-STREAM program is designed to offer eXplicit instruction for students that will help them improve. There is no cost to participate in the program.

To protect the achievement goals for the X-STREAM program, students selected for participation must attend regularly and exhibit appropriate behavior in the after school program. Students who do not attend regularly or who demonstrate inappropriate behavior will be dismissed from the X-STREAM program. We welcome **your student** to participate in **your school's** 21st Century Community Learning Center X-STREAM program. To indicate your permission, please complete the information below and return the bottom portion to **your student's homeroom teacher** tomorrow. If you have any questions about the program, please feel free to call.

Sincerely,

Principal

21st CCLC Site Coordinator

YES, I give permission for my child to participate in the X-STREAM XL Period (Before school program - zero period).

Parent's Signature: _____ Print your Name here: _____

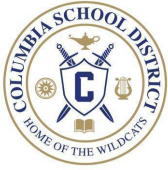
Student's Name: _____ Grade: _____

Home Address: _____

Home Telephone # : _____ Cell Phone #: _____

Emergency Phone #: _____ Contact Person: _____

Emergency Phone #: _____ Contact Person: _____



Columbia School District

X-STREAM AFTERNOON PROGRAM - POWER HOUR

21st Century Community Learning Center



Dear Parents/Guardians:

We are pleased to inform you that **your school** has been designated a 21st Century Community Learning Center (CCLC) by the Mississippi Department of Education. The 21st CCLC program will be referred to as **"X-STREAM"**. X-STREAM will focus on "X-ing out" learning gaps by providing eXplicit instruction and eXperiences in STREAM: Science, Technology, Reading, Engineering, Art, and Math. The X-STREAM program Power Hour will operate at each campus after school. The after school program will be called X-STREAM Power Hour. Power Hour will operate 1 hour, 45 minutes after school for three days during the week on Monday, Tuesday, and Thursday. During the after school program, a nutritious snack will be provided for participating students. Power Hour will start **Monday, August 20, 2024**.

Based on a review of classroom performance, achievement on state tests, report card grades, behavior, attendance, and/or other indicators, **your student** has been recommended for participation in the program. The X-STREAM program is designed to offer eXplicit instruction for students that will help them improve. There is no cost to participate in the program.

To protect the achievement goals for the X-STREAM program, students selected for participation must attend regularly and exhibit appropriate behavior in the after school program. Students who do not attend regularly or who demonstrate inappropriate behavior will be dismissed from the X-STREAM program. We welcome **your student** to participate in **your school's** 21st Century Community Learning Center X-STREAM program. To indicate your permission, please complete the information below and return the bottom portion to **your student's homeroom teacher** tomorrow. If you have any questions about the program, please feel free to call. Sincerely,

Principal _____ 21st CCLC Site Coordinator

YES, I give permission for my child to participate in the X-STREAM Power Hour (After school program).

Parent's Signature: _____ Print your Name here: _____

Student's Name: _____ Grade: _____

Home Address: _____

Home Telephone # : _____ Cell Phone #: _____

Emergency Phone #: _____ Contact Person: _____

Emergency Phone #: _____ Contact Person: _____

Persons authorized to pick my student up in the afternoons:

Be sure to add names to the student check out list.*