Columbia School District

21st Century Community Learning Center

X-STREAM Program

Before and After School

Faculty/Staff Handbook
2025-2026

21st CCLC After-School Programs

FACULTY / STAFF HANDBOOK

COLUMBIA SCHOOL DISTRICT 21st CCLC X-STREAM PROGRAM PERSONNEL

Delesa Newsom	21st CCLC Site Director CPS
Stephanie Stringer	eXtended Learning (XL) Teacher CPS
Leigh Treadaway	21st CCLC Site Director CES
Stacey Turnage	eXtended Learning (XL) Teacher CES
Alex Smith	21st CCLC Site Director JMS
Sarah Robinson	eXtended Learning (XL) Teacher JMS
Tiffany Brumfield	21st CCLC Site Director CHS
Earnestine Dillon	eXtended Learning (XL) Teacher CHS

COLUMBIA SCHOOL DISTRICT PERSONNEL

Dr. Jason Harris	Superintendent
Dr. Jay Rayborn	Director of Operations
Amy Lee	Director of Federal Programs
Dr. Sarah Bardwell	Special Education Director
Tessa Trimm	Director of Curriculum
John Sabine	Technology Coordinator
Nicole Bass	Business Manager
Chip Bilderback	Athletic Director
Charlie James	Transportation Director
Henry Johnson	Maintenance Supervisor
Evie Walley	Child Nutrition Supervisor
L.V. McNeal	Principal, CHS
Melissa Jordan	Assistant Principal, CHS
Jamie Powell	Principal, JMS
Ashley Grantham	Assistant Principal, JMS
Lesley Campbell	Principal, CES
Taylor McCain	Assistant Principal, CES
Ashley Haddox	Principal, CPS
Heather Martin	Assistant Principal, CPS

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 that provides challenging academic and extracurricular activities.

ABSENCES/ACQUIRING SUBSTITUTES
If you know ahead of time that you are going to be absent, notify the Building Administrator and the 21st CCLC 21st CCLC Site Director as soon as possible at home or on cell. Do not send a message by a third party.

ADMINISTRATIVE POLICIES
All personnel of the Columbia School District are expected to be thoroughly familiar with and support the enforcement of all district policies and procedures as adopted by the Board of Trustees and/or established by the administration. Columbia School District Policies are located on the Columbia School District website https://columbia.msbapolicy.org/ .

Failure to comply with school and district policies and/or procedures may result in a verbal warning/conference, written warning, letter of reprimand, suspension, and/or possible dismissal from contractual teaching duties. Written documentation will be placed in the employee's personnel file as needed.

The nature and severity of individual employee actions will be the determinant of any final disciplinary action. The principal reserves the right to address any behavior which, in the opinion of the administration, adversely affects the employee's job performance.

ATTENDANCE RECORDS/STUDENTS
Teachers must accurately record daily student attendance for each class in CAYEN. Notify the 21st CCLC Site Director if a student does not arrive at your classroom.

ATTENDANCE RECORDS/TEACHERS/VOLUNTEERS
ALL 21st CCLC employees must clock in and out daily to document time worked in and planning for 21st CCLC and to separate 21st CCLC work from the regular school day work. Double-dipping is not allowed. Clock out from your regular school day, clock back in to start your 21st CCLC After-School day and clock out to end your 21st CCLC After-School day. The 21st CCLC Site Directors will work with administrators to document your work time via TIMETRUST. All work time will be documented through TIMETRUST. Directors will keep a paper/pencil timesheet for verification of 21st CCLC work attendance.

All volunteers and service providers must sign in and sign out daily.

BUS TRANSPORTATION
Buses will be provided for field trips and during Intersession using Columbia School District school buses. All school bus drivers will be appropriately licensed.

CLASSROOM RULES



COMPUTER EXPECTATIONS

- 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
- All programs must be closed at the end of class, leaving the desktop clean and empty. Teachers will check each computer to make sure that students have closed all programs, left the computer desktop clean, that no vandalism has occurred, and mice (if applicable) are left intact.
- The classroom must be left without any clutter.
- Abuse of the computer will result in student exclusion for a period of time determined by the teacher.
- If vandalism occurs, a student's parent/guardian will be held financially responsible for repair or replacement costs of computer equipment.
- Absolutely no edibles or drinks will be allowed while using the computer.

CONFIDENTIALITY OF STUDENT INFORMATION

Do not discuss the personal welfare and status of children with anyone except the child's legal parent or guardian. (Parents may bring an outsider with them to a conference if they desire.) If information is not considered classified, it may be discussed on a one-on-one basis in a private setting for professional reasons.

DISCIPLINE/CLASSROOM MANAGEMENT

All teachers are to hold students responsible for abiding by district and school policies and expectations. Inform students that any student preventing you from teaching, preventing another student from learning, or engaging in behavior that is not in his/her best interest will receive a discipline referral.
Effective planning, organization, and consistency are vital to good classroom management. The key to control in the classroom is the teacher. Be prepared, consistent with your expectations, and assertive. Assertive teachers:

- Clearly and firmly communicate the class expectations to their students and parents
- Are prepared to reinforce their words with appropriate actions
- Remain calm, deliberate, maintain non-insulting manner
- Are firm but fair
- Compliment positive behaviors
- Plan class activities that last the entire period
- Address concerns in a manner that does not attract attention
- Do not ridicule, humiliate, argue with, or challenge students
- Do not offer the choice of complying or going to the office/library

DISCIPLINE REFERRALS

Most problems should be handled at the classroom level at the onset of the situation. Contact parents and/or 21st CCLC Site Coordinator for assistance.

The referral is to be written only if the student has committed a major offense, has habitually violated a rule, or has committed an offense that, according to the regular school's discipline plan, warrants immediate referral. ***This referral means that the problem could not be handled at the classroom level***. Any action taken after the referral will be the decision of the administrator. After administrative action is taken, the documentation will be returned to you or placed in your mailbox. The student's discipline log must be sent to the office/library with the recorded offense. A behavior log and student disciplinary log must be maintained on each student so that prior incidents in the classroom are immediately available to be sent with the referral.

When completing the disciplinary referral form, provide data requested using blue or black ink. State remarks objectively and specifically on the lines provided. In most incidents, the student is sent with his/her belongings and the referral. If you must send the student out immediately, notify the 21st CCLC Site Coordinator and then send the referral as quickly as possible. Students are not to be sent to the 21st CCLC Site Coordinator to "get them out of class" with no follow-up. A discipline log must be sent with the student being referred.

Calling a 21st CCLC Site Director to report to your classroom immediately implies that a serious situation that cannot wait has developed. Please follow the following steps when dealing with student behavior.



DRESS CODE FOR 21ST CCLC EMPLOYEES

Each employee of the Columbia School District is expected to give proper attention to his/her personal appearance as required by work responsibilities. Appropriate dress influences the way staff interacts with students and positively affects the general environment.

Each employee of the Columbia School District will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate dress and grooming, regardless of job category.

Principals, as instructional leaders, shall have the authority to determine what is considered professional attire and in the best interest of instruction.

1. Dresses and skirts shall not exceed the top of the kneecap. (Splits no more than three (3) inches above the knee.)
2. Tight-fitting, clinging, or revealing attire shall not be worn.
3. The only allowable piercing jewelry will be earrings worn on the ear.
4. Recreational clothing, warm-up suits, and wind suits will not be worn.
5. Appropriate professional footwear will be required. However, on special occasions and/or while actively on duty, athletic shoes, tennis shoes, or sneakers may be worn.
6. Jeans of any color will not be worn as a part of dress for all employees. (Technology crew, maintenance workers, janitors, and bus drivers are excluded.)

7. Teachers of special education, physical education, and non-clerical support staff will be required to dress appropriately, according to their job description.
8. No tee-shirts or shorts are allowed.
9. Spirit days are at the discretion of the building principal.
10. Unnatural hair colors are prohibited. Any exposed tattoos must be covered.

It is the responsibility of the principal or supervisor to be aware of inappropriate dress and to discuss dress and grooming expectations with those employees who may require guidance. Examples of inappropriate clothing include, but are not limited to, see-through clothing, clothing that does not cover the entire body with the exception of arms, legs, and neck up, tight clothing, and low-cut blouses/dresses.

DRUG FREE WORKPLACE, DRUGS & ALCOHOL, SMOKING, TOBACCO USE

As a condition of employment, all employees will abide by the terms of *Policy GAX.*
No person shall use any tobacco product on any educational property as defined in *97-32-25-29 (GAXA).*

DUTY OBLIGATIONS

All teachers are required to be at designated destinations at assigned times. Active supervision is important-scan, move, and interact. Lack of presence in an assigned duty location or lack of attention to duty responsibility can have serious repercussions for the employee, the school, and the district. Failure to report to duty as assigned can result in a written reprimand, suspension, and/or termination.

- Between classes, stand in the hallway to monitor hall traffic and check for uniform compliance as students enter the classroom.
- Accompany students to and from the cafeteria and monitor their behavior in the cafeteria.
- All workers have after-school duty, assume your post immediately when the dismissal bell rings and remain until students have cleared the area.
- Include in your sub-notebook information regarding duty and locations.

EMERGENCIES/DRILLS/EVACUATIONS

Each 21st CCLC site must conduct at least one Emergency Drill per semester with all students and staff. Every student and staff member is to treat each situation as though it were real. Safety is the top priority in such situations. As a result, everyone involved may be inconvenienced until the matter is resolved.

- Review with each class where they are to go and what they are to do during an event. Make sure students in each class know where their designated reporting area is located.
- The superintendent, Dr. Jason Harris, is the official spokesman for the district; in his absence, Mr. Loren Monk is the official spokesman.
- Teachers must be available to go through the building/classrooms with emergency personnel.
- Each teacher is expected to have a copy of emergency procedures accessible at a moment's notice and is expected to be familiar with the contents.
- If leaving the classroom, take personal belongings with you and remind students to do as well. Close your classroom door upon exiting and be sure that all students are out.
- Make sure that you have a class roster with you in order to take roll.
- Call roll upon reaching your designated area. You are accountable for your students' location during any drill or emergency. Keep students with you, away from buildings and vehicles, if outside. Do not allow students to congregate with those in other classes.
- Do not release anyone or leave until receiving clearance from an administrator.

- No one can re-enter the building until an official all-clear has been given or until you are instructed to do so by an administrator or emergency personnel.
- During an emergency/drill/evacuation, we will attempt to announce “Code Red”, “Code Green”, or “Code Severe Weather”, along with the designated sound.

CODE GREEN PROCEDURES

A Code Green Signal is signaled by announcement of “Code Green” via walkie talkies. A whistle may be substituted. Students sitting next to the windows are to close them. All are to act promptly, not running but walking briskly at arm’s length behind the preceding person. Each teacher is to stand in the doorway and direct students, follow the last student from the room, turn off lights and close the door.
Follow your exit route and call roll when you reach your designated area.

CODE RED PROCEDURES

“Code Red” means to go to immediate lockdown. Treat every situation as though it were real. Lock your classroom door immediately. Cover the door with a prepared cover. Position all students away from the doors and windows. Lower and close the blinds. Do not call the office/library on the speaker. Remain until you get an all-clear or hear “Code Green”.

TORNADO PROCEDURES

The “Tornado Signal” or “Code Severe Weather” is signaled by announcement of “Code Severe Weather” via walkie talkies or a whistle. When you hear the signal, do not panic. Treat each incident as though it were real. There is not a guaranteed safe place during a tornado. Get to the innermost portion of the building with the shortest span. Avoid windows and glass doorways. Keep away from the ends of hallways. Do not open windows. Go to your designated area. Sit against and face the wall. Remain quiet so that directions can be given. Protect your head, making yourself as small a target as possible by crouching down.

GRADING PROCEDURES

GRADING

All after-school activities will be practice without penalty. However, if and when grades are awarded, grades shall be awarded to students in grades K-12 based on:

1. Mastery of course objectives

2. Mastery of state standards

3. Teacher’s judgment of overall classroom performance

Progress shall be determined by multiple factors to include, but not limited to, test scores, class work, homework, class participation, and special projects.

Special education students who participate in the After-School program shall be required to meet the same standards in classes as regular education students unless an exception is specified in the students’ IEP.

REPORTING

The X-STREAM Program staff will communicate on student progress with regular school day teachers on an ongoing basis including during regular school-wide staff meetings. 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 Library Directors will update the X-STREAM websites and will post upcoming events, weekly/monthly schedules, and a progress summary that may include participation, attendance, behavior, and/or Benchmark/classroom grades per site.

GUEST SPEAKERS

Prior to issuing the invitation to guest speakers for classroom presentations, teachers shall obtain written permission from the 21st CCLC Site Director and principal. The following criteria should be considered when inviting a guest speaker:

- Curricular or other educational objectives to be attained.
- Approximate length, date and time of the presentation.
- Knowledge, skills, or personal experience of the speaker as related to the topic.

The teacher extending the invitation is responsible for the guest speaker and shall monitor the guest's presentation in its entirety.

FACULTY MEETINGS

All workers are to attend all meetings. All employees are required to sign in for 21st CCLC meetings.

FIELD TRIPS

Field trips can be a valuable phase of the After-School academic program. However, they must be carefully planned and evaluated to make certain that they provide quality educational experiences for the students involved. Prior to the beginning of each school semester, teachers requesting field trips shall turn in to the 21st CCLC Site Director and principal a list of proposed field trips desired for the coming semester. A MDE field trip request form will need to be completed andapproved by MDE before the field trip can take place.

All school trips must be cleared with the principal at least 14 calendar days in advance of the trip. A written permit must be secured from the parent or guardian of each student prior to departure. An alphabetized list of all students making the trip must be submitted to the 21st CCLC Site Directorr and principal at least 24 hours prior to departure. A contact phone number for the duration of the trip must be provided prior to leaving (bus cell phone number, the teacher's cell phone number, etc.)

If use of a bus is necessary, the Bus Request Form must be completed and submitted at least 14 calendar days in advance of the trip. Bus Request forms are submitted to the Transportation Director's office/library after being approved by the 21st CCLC Site Director and principal.

FIXED ASSETS

Because of strict accountability regarding school property, no fixed assets can be moved from one location to another or disposed of without completion of necessary paperwork, even if that item is being moved only temporarily. See the bookkeeper prior to moving any fixed asset. If you do not know if an item falls into this category, ask since you are responsible for any item currently assigned to your classroom.

HALL PASSES

Any time a student leaves during your class time, including being called to the office/library, he/she is to be given an official hall pass. If the student gets signed out, the hall pass will be returned to you. If a student returns to you, he or she must have a signature from a staff member to get back into class.

Each teacher will be held accountable for the whereabouts of his or her assigned students. Students are not to leave classes for frivolous reasons. Inform students that you expect them to remain with you during the entire class period. Encourage restroom use between classes. Missing any portion of your class should mean missing something critical. Class activities are to last the entire period.

HARASSMENT

The school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by an employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment." Complaints of violation of the policy may be made to the appropriate administrative office/library or the Title IX coordinator without fear of reprisal. *(Policy GACN)*

INSTRUCTIONAL PLANNING

Plans must be in place for smooth-running instructional activities. Be sure the plans are appropriate for learners, provide student involvement, maintain whole-class focus and do not rely on seatwork.

KEEP STUDENTS ACCOUNTABLE

Vernon F. Jones and Louise S. Jones share the following methods that can assist teachers in helping students better understand schoolwork and enhance the quality of learning time.

GIVING CLEAR DIRECTIONS

- Give precise directions.
- Describe the quality of work.
- After giving instructions, have students repeat or paraphrase.
- Positively accept students' questions about directions.
- Place directions where they can be seen and referred to by students.
- Have students write out instructions before beginning the activity.
- Give directions immediately prior to the activity they describe.
- Model the correct behavior.

BEGINNING A LESSON

- Select and teach a cue for getting students' attention.
- Do not begin until everyone is paying attention.
- Begin the lesson by removing distractions.
- Clearly describe the goals, activities, and evaluation procedures associated with the lesson being presented.
- Stimulate interest by relating the lesson to the students' lives or a previous lesson.
- Start with a highly motivating activity in order to make the students' initial contact with the subject matter as positive as possible.
- Hand out an outline, definitions, or study guide to help students organize their thoughts and focus their attention.

- Challenge students to minimize their transition time.

MAINTAINING ATTENTION

- Arrange the classroom to facilitate the instructional activity you have selected.
- Use random selection in calling on students.
- Ask the question before calling on a student.
- Wait at least five seconds before answering a question or calling on a student.
- Do not consistently repeat students' answers.
- Model listening skills by paying close attention when students speak.
- Be animated.
- Vary instructional media and methods.
- Create anticipation.
- Ask questions that relate to students' own lives.
- Provide work of appropriate difficulty.
- Provide variability and interest in seatwork.

PACING

(You may want to use a timer to help you pace your class)

- Develop awareness of your own teaching tempo.
- Watch for nonverbal cues indicating that students are becoming confused, bored, or restless.
- Break activities up into short segments.
- Vary the style as well as the content of instruction.
- Do not bury students in paperwork.

USING SEATWORK EFFECTIVELY

- Make seatwork diagnostic and prescriptive.
- Develop a specific procedure for obtaining assistance.
- Establish clear procedures about what to do when finished.
- Add interest to seatwork.
- Work through the first several seatwork problems.
- Monitor students' seatwork and make needed adjustments.
- Spend considerable time in presentation and discussion before assigning seatwork.
- Keep contact with individual students relatively short.
- Have students work together during seatwork.

SUMMARIZING

- At the end of a lesson, ask students to write or state in a journal one thing they have learned.
- Have students play the role of a reporter and summarize learning.
- Have students create a skit to act out what they have learned.
- Ask students to create learning displays.
- Encourage students to present their learning to others.
- Display students' work.
- Provide frequent review sessions.
- Use tests as tools for summarizing learning.

MAKING SMOOTH TRANSITIONS

- Arrange the classroom for efficient movement.
- Create and post a daily schedule and discuss any changes in schedule each morning.
- Have material ready for the next lesson.
- Maintain students' attention until you have given clear instructions for the activity.
- Do not do tasks that can be done by the students.
- Move around the room and attend to individual needs.
- Provide students with step-by-step directions.
- Remind students of key procedures associated with the upcoming lesson.
- Use group competition to stimulate more orderly transitions.
- Develop transition activities.

INSTRUCTIONAL REQUIREMENTS

All classroom instructions must be directly correlated to the Mississippi College and Career Readiness Standards (MCCRS) for the specific subject being taught. The MCCRS for each discipline can be found on the Mississippi Department of Education website: http://www.mde.k12.ms.us/MCCRS. MCCRS Scaffolding Documents are located on the Mississippi Department of Education website: http://www.mde.k12.ms.us/ESE/ccr. Lesson plans must be written with the standard from the MCRSS noted on the plan.

Lesson Plans should be completed and emailed to the 21st CCLC Site Director each Monday morning by 9 am. A hard copy of your weekly lesson plans is to be available in your notebook at all times.

Instruction is expected to last the entire class period, from beginning to end. *The specific objective(s) being taught for the day must be written on the board or on some type of visual aide and must be visible the entire class period.*

JOB RESPONSIBILITIES

The 21st CCLC Program will be managed by the Columbia School District (CSD). At the top of the hierarchy of authority is the CSD School Board, followed by the Superintendent of Education, Dr. Jason Harris. All existing policies and procedures for the school district will be followed during the 21st CCLC Program. This 21st CCLC will be managed similarly to other federally funded programs in the CSD. The grant application will serve as the documented plans for the 21st CCLC programs. The principals are the leaders of each school, the Assistant Principal, Principal's designee, and/or the 21st CCLC Site Coordinator will be the leader for the 21st CCLC grant implementation and will work closely with the 21st CCLC Program Advisory Committee, will be in charge of all 21st CCLC Program staff and volunteers, and will maintain transparency and fulfill monitoring instrument requirements. Instead of hiring outside companies to come in to manage or "run" our 21st CCLC School program, we will hire our own well-qualified people from our community who know our students, students' families, and town, and who are willing to continue to invest in our young people after the 21st CCLC funding ends.

The X-STREAM program will provide ongoing and regular opportunities for professional development and staff planning. The after school program staff schedule has 30 minutes per day built in for explicit instruction PD and Thrilling Thursday PD, planning, and reflection. PD materials and/or contract PD will be provided. In addition, 21st CCLC staff will meet with school-wide staff during Schoolwide Staff Development.

X-STREAM will utilize qualified seniors to serve as volunteers when appropriate. The retired teachers' organization, Friends of the Library, Methodist Church Tutors, First Baptist Church Tutors, Garden club, and/or other civic/religious organizations involving senior citizens will be invited to volunteer in the 21st CCLC.

Qualified seniors are encouraged to be mentors especially for one-on-one reading tutoring. Professional development Training will be provided.

21st CCLC JOB DESCRIPTIONS AND QUALIFICATIONS

EXtended Learning (XL) Period Teacher – Bachelor's degree and/or teaching certification, will be responsible for providing extended library services during eXtended Learning (XL) period.
Homework/tutor aides – Highly qualified paraprofessional or highly recommended high school and/or college student –will assist teachers in instruction/tutoring and provide one-on-one tutoring as needed.
X-STREAM eXplicit instruction teachers- Bachelor's degree and/or teaching certification, emphasis in math, science, or English/reading/language arts, will instruct small groups not to exceed 15:1 explicit instruction based on identified learning gaps. Will work with classroom teachers, examine data, develop and deliver explicit instruction lesson plans to meet student needs.
21st CCLC Site Coordinator– Bachelor's degree and/or teaching certification, will oversee volunteers, and check in students. Will work with the 21st CCLC advisory council, and ensure 21st CCLC grant data is documented, filed, and kept in orderly and accessible manner. Will provide sign-in sheets (may be digital), gather ongoing data, and publish data reports on X-STREAM website. , oversight of Homework/tutor aides, check students in/out of after school program, and ongoing update of X-STREAM Facebook page, assist building principal to hire 21st CCLC staff, plan/schedule all activities, plan staff meetings, ensure program implementation (activities and expenditures) correlates with approved grant, plan professional development as needed, order supplies, and ensure 21st CCLC grant data is documented, filed, and kept in orderly and accessible manner.

LEAVING CAMPUS DURING THE AFTER-SCHOOL DAY
ALL 21st CCLC employees must clock in and out daily. Clock out from your regular school day, clock back in to start your 21st CCLC After-School day, and clock out to end your 21st CCLC After-School day. The 21st CCLC Site Directors will work with administrators to document your work time via TIMETRUST. All work time will be documented through TIMETRUST.

LICENSURE/CERTIFICATION

It is the teacher's responsibility to keep his or her professional license current by completing the required number of CEU's and/or college hours. For more information, contact the Mississippi Department of Education at (601) 359-3513 or log onto https://www.mdek12.org/OEL .

PARENT CONTACTS
Teaching students requires keeping parents informed about both grades and behavior. Parents like to hear compliments but also want to know if there is an area in need of improvement. If a problem develops, contact parents at the onset of the situation. Notify the parent or guardian of any student who has a discipline concern or failing grade. Telephone or send notes to parents frequently, and respond to their e-mails or phone calls promptly. Document and keep on file a list of parent contacts made, both positive and negative, indicate the date and nature of the conversation.

PHONES/CELL PHONE USE

Staff members **are not** to use cell phones in the classroom or when directly supervising or in the presence of students during the After-School day. Cell phones are to be used for true emergencies only.
Follow your school procedures concerning students with cell phones. You may consider notifying a 21st CCLC Site Director of any student in possession of a cell phone.

PHONES/STAFF
A phone is available in the office for teachers' use. Students will only be allowed to use the phone for emergency situations.

PROFESSIONAL LIABILITY INSURANCE
Each teacher is strongly advised to consider obtaining professional liability insurance.

PROFESSIONAL DEVELOPMENT
Professional development sessions specifically for 21st CCLC will take place throughout the year on staff development days. This will be in addition to the district PD that is provided to all staff each year. The 21st CCLC director will conduct a Beginning of Year PD with site coordinators each year. Each site coordinator will conduct a Beginning of Year PD with their staff before the start of their programs each year. Topics, location, and times will be announced before the scheduled PD. Please refer to the 21st CCLC Calendar for dates. Additionally, site coordinators will be required to attend the Out of School Time and Beyond School Hours Conferences if funds are available and MDE approves each year.

PROGRESS REPORTS
Every student should receive a weekly progress report. It should indicate whether the student mastered all of the learning objectives/skills taught for the week. To conserve paper, this can be a digital document that you discuss with the student.

POSITIVE BEHAVIOR SUPPORT
All 21st CCLC teachers will support the positive behavior support system for students. School wide emphasis on classroom, cafeteria, and hallway expectations will apply. A school wide effort will be made to reduce discipline referrals. We will celebrate academics, attendance, success, good behavior, improvement, etc.

SECURITY PROCEDURES
The physical security of each school site will be maitained by utlizing keyed entry locks on all school exterior doors. Only someone with an authorized badge can enter the buildings without being buzzed in by the office. All visitors are buzzed into the office at each school.

Student safety will be maintained by taking daily attendance and signing students out digitally. At CPS and CES, the staff will sign students out using Dash Pass, an online dismissal system. At JMS and CHS, the staff will sign students out digitally.

SEXUAL MISCONDUCT

Staff members have a duty to report red flags if they have knowledge or reasonable suspicion of inappropriate conduct not indicative of a professional teacher-student relationship. Teachers should not socialize with students. A report should be made to an administrator and should not be discussed with other employees.

SUB NOTEBOOK

Teachers who are absent are required to have a substitute notebook. Make students aware of the behavior you expect during your absence and send or have on hand meaningful assignments to last the entire class period.

VOLUNTEERS

Volunteers will be recruited by each school site according to their needs each year. The need for volunteers will be announced on our district website. Volunteers will be screened by completing an interview with the school 21st CCLC site coordinator, principal or the assistant principal, and interview team. All accepted volunteers will complete a background check. Board approved Volunteers will attend a half day training orientation before they start working in the 21st CCLC program.

FORMS

CSD 21st Century Program Progress Report/Weekly Skills Sheet/Homelog Log

Student: _____ **School:_____**

Week:_____

Skill/Objective	Mastered:	Remediation Plans
	☐ YES ☐ NO	
	☐ YES ☐ NO	
	☐ YES ☐ NO	
	☐ YES ☐ NO	
	☐ YES ☐ NO	
	☐ YES ☐ NO	
	☐ YES ☐ NO	
	☐ YES ☐ NO	

Homework Log

Class Assignment:	Description of work:
Ex. - Math wkbk pages 14-15	completed 10 problems

CSD Daily Snack Log

School:	Week:	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

CSD 21st Century Program Sign In/Sign Out Sheet

SCHOOL:	DATE:	
STUDENT	**TIME IN:**	**TIME OUT:**

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.*

COLUMBIA SCHOOL DISTRICT
Emergency Drill Form
21st CCLC

SCHOOL:_____**SCHOOL YEAR:**_____

CODE GREEN:	Fire Drills	(1 per semester)
CODE RED:	Lockdown/Intruder	(1 per year)
SEVERE WEATHER:	Tornado/Earthquake	(1 per semester)

Date of Drill	Time	Type of Drill	Site Director's Signature	Comments