

# Ben Hill County 21<sup>st</sup> CCLC



## Parent/Student Handbook 2025-2026

**Este manual será traducido a español sobre la petición.**

*This manual will be translated into Spanish upon request.*

## **MISSION STATEMENT**

The mission of the 21<sup>st</sup> Century After-School Program is to offer a safe, fun, and enriching supervised environment for the children of Ben Hill County in grades 6th through 8th. Emphasis is to be placed upon nurturing students and enhancing their self-esteem by providing academic instruction, assisting students with their homework, and helping them be prepared for the next day's school session.

### **Enrollment Fees**

There are no enrollment fees.

### **Hours of Operation:**

#### **During the school year:**

Ben Hill County Middle School (No Friday Sessions)

- Monday-Thursday Afternoon Session: 3:00 a.m. - 6:00 p.m.

### **Summer Camp:**

Ben Hill County Middle School:

Monday-Friday (8:00 a.m. - 12:00 p.m.)

### **Staff:**

Program Director: Jaquetta Brown [jaquetta.brown@benhillschools.org](mailto:jaquetta.brown@benhillschools.org)

Site Coordinator: Timothy Hunt [timothy.hunt@benhillschools.org](mailto:timothy.hunt@benhillschools.org)

### **Parent Expectations**

Parents will be expected to attend at least four (4) Parent Involvement meetings. These should include the two (2) mandatory student/parent orientations/literacy meetings. The first one will be held at the beginning of the program and the other one will be held in January. Not meeting this requirement will result with your child being placed on the waiting list for summer camp. Invitations will be extended via notes carried home by students, Facebook, Class Dojo, and/or direct phone calls by staff members.

### **Recruitment and Retention Policies**

#### **A. Recruitment**

- a. The mission of the Ben Hill County 21<sup>st</sup> CCLC After School Program is to help varying level students grow to be well-rounded individuals, academically and socially. We will aim to serve children from all facets. Day teachers, school counselors and administrative staff will assist program staff in determining if the needs of these students can be met.
- b. Day teachers, counselors and administrators will be notified of the program dates and will be asked to submit the names of any students they feel will benefit from

the program.

- c. Recruitment flyers will be sent out to all students announcing registration for the 21<sup>st</sup> CCLC After School Program.
- d. Student recruitment will also be announced through social media such as Facebook and school websites.
- e. Application is available online through a link and will be readily available through day teachers and front office personnel

After the deadline for returning applications, all applicants' names will be placed on a list in the order of merit based on teacher and principal recommendation and order received. A diverse group of students are desired. A waiting list will be maintained and applications will be received throughout the year to assure full enrollment.

Phone calls, text messages and emails will be used to inform parents of their child's acceptance into the program or that their child will be on a waiting list until a slot becomes available. Parents or guardians must attend the mandatory orientation meeting.

At present there are no private schools in Ben Hill County. If one were to be established, we would execute the MOA with them including the above information.

#### **B. Retention**

- a. Our program will offer a variety of engaging activities, but our primary focus will remain on consistently improving students' reading and math skills. We will provide opportunities for students to collaborate with their peers and incorporate daily physical and mental activities to help them stay energized and focused.
- b. Students will have a quarterly opportunity to share their opinions and ideas about what they expect from the program.
- c. To motivate students to attend regularly, we will develop and share a variety of incentives. These could include extra recreation time, pizza parties, or attending school sports games during program time.
- d. Staff will share updates about the program with parents through social media and personal contacts. This will keep parents involved and motivated to encourage their children to attend.
- e. When there is a problem with the student whether it is with conduct or academics, the site supervisor will work with the family to ensure that the student remains in the program. Staff and site supervisors will provide assistance to the parent in the form of family programs in connection with Communities In Schools Inc of Fitzgerald-Ben Hill County.
- f. When a student has academic or behavioral issues, the after-school staff will meet with the principal and day teacher. Together, they will create a coordinated plan to help the student stay in the program.

## **ATTENDANCE POLICY**

If a student misses two or more consecutive days, the site supervisor will contact the parent or guardian to find out the reason for the absence. Parents will then be advised on the importance of consistent attendance and its effect on their child's grades.

If a student is absent for five or more consecutive days, the site supervisor will call the parents and inform them that their child will be dropped from the program if they are not back in class the following day. Parents will be further advised that if their child is dropped, they must reapply, and their new application will be placed at the bottom of the waiting list with no guarantee of an available spot for the rest of the school year.

These attendance policies will be put into writing and sent home for a parent's signature at the start of both the regular and summer program. Students will also sign the form.

## **Students with Special Needs Policy**

We follow the same special education policies as the day school program. Our instruction is based on the accommodations and modifications outlined in each student's Individualized Education Program (IEP). All of our program teachers and paraprofessionals are trained school employees who are equipped to meet the needs of special education students.

## **Food Service**

We will provide a wholesome snack each day before activities begin. During the summer camp, both breakfast and lunch will also be served. All snacks and meals will be eaten in a designated area, and food will not be allowed in classrooms.

## **Supervision Requirements**

After school and summer camp students are our sole responsibility and care must be taken to ensure their health and well-being.

- a. Students are to be supervised at all times by at least one member of the staff. At no time will a student be allowed to leave an activity without an escort.
- b. Inappropriate touching or fighting will not be allowed in any instance. An immediate referral to the site supervisor is required if either of these events occur.
- c. Any violation of the discipline policies will require a written counseling record by the observing staff member.

## **Internet Usage Policy**

The Ben Hill County 21<sup>st</sup> CCLC After School Program uses school computers as needed. All internet connections are through the school server. Because the system is a school administered system and the 21<sup>st</sup> Century is a user, staff and students will follow all requirements posted by the Ben Hill County School Board. These rules are in the school system student handbook, which can be found online. All staff of the 21<sup>st</sup> Century are school system employees and are expected to abide by school policies in all afterschool areas where computers and/or email is used. Teachers and paraprofessionals will utilize school assigned email addresses for all communication.

The Ben Hill County 21<sup>st</sup> CCLC follows the same school system operation, procedures or guidelines concerning online activities of students and personnel. Such guidelines or procedures shall be designated to provide for students age-appropriate instruction regarding safe and appropriate on-line behavior, including how to interact with others on social networking sites and in chat rooms, recognizing behaviors that may constitute cyberbullying and how to respond when subjected to cyberbullying. The use of the internet is a privilege - not a right - and inappropriate use will result in the revocation of internet privileges. The following guidelines shall be observed when using the internet:

- Profanity, obscenity, or any vulgarity are prohibited.
- Illegal activities are strictly prohibited.
- The disclosure, use and dissemination of personal information such as mailing addresses, phone numbers, etc. are prohibited.
- The use of another person's account is strictly prohibited.

Violating any of these guidelines may result in:

- Restricted use of the computer
- Temporary or permanent loss of access to computing facilities and equipment
- Disciplinary action to include suspension and/or expulsion
- Disciplinary or legal action including, but not limited to, criminal prosecution under violation of state law will be reported to proper enforcement authorities.

# BEN HILL COUNTY SCHOOL SYSTEM

## Fraudulent Activity Policy/Administrative Regulations Addressing Fraud, Waste, Abuse, and Corruption

All employees/staff in the Ben Hill County School District will be trained on procedures for safeguarding against fraud, waste, abuse, and corruption. All staff will receive professional learning at a system-wide meeting at the beginning of the each school year on these procedures as a part of their Duties and Responsibilities training. A written copy of the policy/procedures will be disseminated during this time to each employee. \

- Purpose:** To ensure the reporting of suspicion of fraudulent, wasteful, and abusive activities, the Ben Hill County Board of Education ensures employees, clients, and providers of confidential channels to report suspicious activities.
- Definitions:** Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from federal grants.
- Statement of Administrative Regulations:** Ben Hill County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery and/or criminal action should be taken.
- Confidentiality:** All reports of suspect fraud, waste, abuse, and corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.
- Procedures and Responsibilities:**
1. Anyone suspecting fraud concerning federal programs should report their concerns to the Superintendent's Office of the Ben Hill County Board of Education at 229-409-5500.
  2. Any employee with Ben Hill County Board of Education (temporary staff, full-time staff, and contractors) who receives a report of suspected fraudulent activity shall disclose this information within the next business day to the superintendent's office at 229-409-5500. Employees have the responsibility to report suspected fraud, waste, abuse, or corruption. All reports can be made in confidence.
  3. The Ben Hill County Board of Education shall conduct investigations of employees, providers, contractors, or vendors. Law enforcement will be included in investigations at the discretion of the Superintendent.
  4. If necessary, the informant will be contacted for additional information.
  5. Periodic communication through meetings should emphasize the responsibilities and channels to report fraudulent activity.
  6. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.

**If the fraud, waste, abuse and/or non-compliance in question involves the Program Director, the Superintendent should be directly contacted in writing by the person who has knowledge of the incident(s) within 24 hours. In instances where it is determined that the Georgia Department of Education should be informed of fraud, waste, and/or abuse of program funds and/or resources and/or non-compliance, the contact information is as follows:**

Jeff Barnett

Program Manager

21st Century Community Learning Centers

Phone: (404) 695-1883

[jbarnett@doe.k12.ga.us](mailto:jbarnett@doe.k12.ga.us)

## **Expectations of Conduct**

The Ben Hill County 21st CCLC After School Program will follow the school's Behavior Plan. The general expectations of conduct listed below reflect a core contract with our students. They will be read aloud when the term begins and copies sent home to parents. Each student will be asked to sign a Student Responsibility form acknowledging his or her understanding of the expectations. Counselors will be responsible for going over, explaining, and obtaining the student's signature on the contract. The core expectations of behavior are:

1. Walk in the hallways. No running.
2. Food is allowed only in the cafeteria during snack time or during a party.
3. Keep hands, feet, and other objects to yourself.
4. Treat others as you would like to be treated.
5. Use appropriate language and kind words.
6. Always clean up after yourself.
7. Respect other people and their property.

## **Discipline Policies**

The goal of providing quality enrichment programs for children in an environment of cooperation and respect requires positive discipline practices that are consistent, clearly stated and that conform to the school's policies. This discipline policy springs from the core concepts as listed below.

- a. Students will be supervised at all times. No child will be left alone for any reason. No child will be allowed to move from one place to another without the presence of a staff member.
- b. Mutual respect is imperative. Teachers and paraprofessionals alike must endeavor to teach students this concept while demonstrating it on a daily basis. Respect to activity leaders, other participants and leaders will be expected.
- c. Children must be kept safe and free from fear. This means teachers and paraprofessionals must ensure every activity is done in a safe manner. Students demonstrating aggressive behavior will be removed from the activity.
- d. Normal child's play is just that - normal. We must not be overly aggressive with discipline. We will use positive behavior interventions to gently correct over-zealous behavior.
- e. Responsibility for one's behavior is taught. If we tolerate bad behavior and fail to correct it, we create larger problems for the school and society as a whole.

On a day-to-day basis discipline is to be applied in an ordered manner. When a child's behavior is not corrected by "gentle persuasion," a rigid set of guidelines will be followed. The first infraction should generate a verbal warning. The second infraction merits a "time out" or redirection and the third results in a referral to the site coordinator.

If the behavior is especially offensive or aggressive, the child will be referred to the site coordinator immediately. Good student behavior is essential to the success of our program. We ask that parents emphasize the importance of this.

The discipline procedure for bus riders will be the same as the discipline policy of the Ben Hill County School System. If a child misbehaves in a manner that harms other students or creates a serious distraction for the bus driver, he/she will be suspended from the bus.

Any parent who wishes to address specific concerns should contact the site coordinator.

### **Ben Hill County 21st CCLC After School Program Discipline Policy Procedures:**

#### **1<sup>st</sup> Referral to Site Coordinator:**

The site coordinator will make a phone call to parent/guardian describing the incident and requesting help regarding this matter.

#### **2<sup>nd</sup> Referral to Site Coordinator:**

The site coordinator will contact parent/guardian requesting a conference at the school to discuss consequences for another incident.

#### **3<sup>rd</sup> Referral to Site Coordinator:**

The site coordinator will contact the parent requesting a conference for the purpose of informing the parent that the student is suspended. The number of days for suspension will be determined by the severity of the incident and is at site supervisor's discretion.

#### **4<sup>th</sup> Referral to Site Coordinator:**

The site coordinator will request a conference for the purpose of notifying the parent that their child has been expelled from the program.

All occurrences will be handled based on the severity of the situation and could result in dismissal from the program for a first, second or third occurrence.

## **Grounds for Immediate Dismissal Due to Behavior**

Any behavior that threatens the physical or emotional safety of any child or is considered dangerous (physically, verbally, or emotionally) to any student or staff member is considered completely unacceptable and will carry consequences. Behavior that may result in immediate expulsion from the program is listed below.

1. Physical Abuse of any kind, including hitting, kicking, biting or pushing
2. Use of abusive and/or foul language or gestures
3. Stealing from another student or staff member
4. Possession of any dangerous or illegal items or substances (guns, knives, drugs)
5. Repeated deliberate defiance of staff or a consistent unwillingness to abide by the Ben Hill County 21st CCLC After School Program expectations
6. Threatening to harm oneself or other students, parents, or staff members
7. Behavior that is consistently disruptive and interferes with the learning and enjoyment of others in the program.

Parents, please note that each behavioral situation is unique and the site coordinator reserves the right to make disciplinary decisions based on specific situations.

If an incident occurs that requires the suspension/expulsion of a student, the site coordinator will contact parent/guardian by phone or visit before the suspension/expulsion begins.

## **Transportation**

Bus transportation home is limited to within the city limits of Ben Hill County and is a privilege - not a right. During summer camp, bus service will include pickup as well as transportation home but with the same restrictions as mentioned above. Bus drivers will conduct emergency evacuation drills in accordance with school policy. These exercises are in addition to the drills done by day school drivers. Documentation of the evacuation drills will be maintained by the site coordinator.

If a child lives outside the boundaries of Ben Hill county, the child is eligible to attend the program, but parents must arrange for transportation home. Staff will not carry students home in their private automobiles.

Disruptive behavior will not be tolerated. If a child behaves in a manner that harms other students or creates a serious distraction for the bus driver, he/she will be suspended from the bus.

## **Drop-Off /Pick-up Policy**

**Drop-Off:** All students must attend regular day school in order to attend the after-school program. The only exception will be an excused partial absence where the student has an appointment which requires them to check out of school early. In this case the parent will bring the child to front office personnel who will immediately notify the site coordinator. This allows the student to be added to the roll and be included on the bus roster (if applicable). Staff will be called to escort the student to the classroom.

**Early Pick-Up:** If students are to be picked up early from the program, the person picking up the child should report to the front office and request that the child be dismissed. After verifying that the person who wishes to pick up the student is actually on the registration form, front office personnel will call the classroom and ask for the child to be brought to the front office for dismissal. Only those people who are listed on the registration form are allowed to pick up students from the program.

Students who are parent pick-up on a regular basis should be picked up no later than 6:15 p.m. If an emergency occurs and a child cannot be picked up by that time, the person in charge of picking up the child should contact the office or site supervisor to plan for late pick-up.

## **Field Trips**

Field trips may be organized during the school year. Field trips are rewards for good behavior, accomplishments and attendance. The criteria for inclusion on a field trip will be announced well in advance so as to allow a child to earn the right to attend. Behavior problems on any field trip shall be enough to deny a student the privilege of attending the next trip.

## **Emergency Preparedness Plan**

The Ben Hill County 21st CCLC After School program will strictly adhere to the Ben Hill County School System's emergency preparedness plan in all aspects. The afterschool program will hold regular drills and ensure that the procedures followed are as written.

## **Fire Drills**

When the Fire Drill warning is given (by the supervisor/designee), the students will file out of the building into the designated area (across the driveway and onto the grassy area) where the teacher will take roll. Teachers will use cards to indicate if a student is missing or if that teacher has an extra student within their group. If the alarm rings during class changes, students will evacuate the building immediately with the teacher/paraprofessional in charge using the exit closest to your location. Staff and students will return to the building only after the all-clear signal is given by the site coordinator. Any student who tampers with the fire alarm, fire extinguisher, or emergency equipment will be suspended and the appropriate authorities will be notified.

## **Tornado Drills**

When the Tornado Drill warning is given, the students will be escorted to areas in the building that have been designated as being most tornado resistant by the Georgia Civil Defense Council. Staff and students will return to their classroom only after the all-clear signal is given by the site supervisor.

## **Bomb Threat Drills**

When a Bomb Threat Drill is given students are to carry all personal items and file out of the building to the designated area where the teacher will take roll. Teachers are to check the room before leaving. Portable radios, cellular phones, walkie-talkies and pagers must be turned off during a bomb threat.

## **Intruder Drills**

When an Intruder Drill (Lock Down) is held, an announcement through all-call with the code phrase “Intruder in the building” will be used. Students are to huddle in a location in the classroom deemed by the teacher as safest and not-visible from the classroom door window. Students are to remain quiet & in that place and position until the site supervisor/assistants open the door. The door is not to be opened by a verbal request. The drill may include a metal detector search prior to exiting the room. Drill may include a bus escort to a safe destination predetermined. Students are to follow police requests and exit in an orderly manner as a group with the teacher assigned at that time.

## Alternative / Virtual Programming

In the event of the Ben Hill County School Board making the decision to opt to virtual learning in the school district as a result of a precautionary health issue in the community or natural disaster for significant number of school days, the Ben Hill County 21st CCLC After School Program will adhere to the following Virtual Scheduling on the Schoology platform to continue to provide services to the students enrolled in the program at that time:

### Virtual Daily Program Schedule 2025-2026

Monday - Thursday / 1:00pm- 3:00pm

Time	Monday	Tuesday	Wednesday	Thursday
1:00- 1:20pm	I-Move Healthy/ Active lifestyle	I-Move Healthy/ Active lifestyle	I-Move Healthy/ Active lifestyle	I-Move Healthy/ Active lifestyle
1:20-2:00 pm	Study/Homework	Study/Homework	Study/Homework	Study/Homework
2:00-3:00 pm	Math/Literacy	Math/Literacy	Math/Literacy	Math/Literacy
3:00-4:00 pm	Enrichment	Enrichment	Enrichment	Enrichment

Classes will be held through Schoology.